

STAFF ADVISORY COUNCIL
Wednesday, September 2, 2009
Burnett Hall, President's Board Room
Meeting Minutes

"You can certainly command without that sense of commitment, but you cannot lead without it. And without leadership, command is a hollow experience, a vacuum often filled with mistrust and arrogance"

~Gen. Eric Shinseki, Former Army Chief of Staff~

Frank Twum-Barimah called the meeting to order at 8:35 a.m.

Attendance at Meeting		
Name	Representative/Department	Term
1. Frank Twum-Barimah	Student Affairs / Housing – Compass Point	2008-2010
2. Corine Ackerson-Jones	Academic Affairs / College of Health Professions	2009-2011
3. Barry Davis	Business & Finance / Plant Operations	2009-2011
4. Mary Ellen Donatelli	Academic Affairs / Early Childhood Education	2008-2010
5. Tracey Dunn	Business & Finance / Business & Finance	2009-2011
6. Laura Harris	External Affairs / Donor Relations	2009-2011
7. Donna Kaplan	Academic Affairs / Registrar's Office	2009-2011
8. Chad Jackson	President's Staff / Sports Marketing	2008-2010
9.		
Absent from Meeting - approved		
1. Michael Cross	Academic Affairs / CIS	2008-2010
2. Rebecca Carroll	Director of Human Resources, ex-officio member	

TOPIC
<p>I. Old Business</p> <ul style="list-style-type: none"> • Approval of Minutes – August 27, 2009 <p>Corine offered a motion to approve the SAC minutes from August 27, 2009, with the change to move the Book Sale from Special Events Committee and place it under Fundraising and Outreach Committee. Donna seconded the motion. All approved.</p>
<p>II. New Business</p> <ul style="list-style-type: none"> • Staff Assembly – September 16, 2009 at 3:00 PM: <ol style="list-style-type: none"> 1. Each committee chair will present a report/updates <p>Frank reported President Linda Bleicken will address the staff members. Also, Rebecca will let us know about the thrift sale idea. Please send Donna bulleted information and 3-4 pictures from prior events and she will put them in a PowerPoint presentation to be displayed during the meeting. Chad will follow-up with Richard Horah to make sure technology is in place.</p>

Frank will contact Kat to get pictures from Makin' Maroon Green and the Pot Luck Luncheon. We will not open up to questions, but will ask staff members to send comments and concerns to committee members. Chad noted that people are asking about the furloughs.

2. Location: UH 157

3. Refreshments: The SAC members offered to donate the following items:

Frank: 1 case Coke Zero and 1 case water

Corine: 2 cases water

Barry: cookies

Mary Ellen: napkins and 1 case Diet Coke

Tracey: donuts

Laura: cookies and 1 case Sprite

Donna: sweets

Chad: ice and coolers

- **Committees**

1. Communication: *Co-chairs, Chad and Mary Ellen. Member, Donna*

Mary Ellen to send minutes via email to Fern after approval. We will get together about updating the SAC website. Chad will be sending information out to staff members via emails on an as-needed basis for the various events and meetings.

2. Special Events: *Co-chairs, Frank and Tracey. Member, Barry*

Frank contacted various staff members to help with ideas and planning with the committee. The following have agreed to help: Jill Phongsa, Amy Carter, Kara Greene, Ruth Davis, Anna Mach, Cynthia Graves and Beth Crovatt. Frank will try to set-up a meeting before the Staff Assembly meeting.

3. Staff Development and Welfare: *Co-chairs, Corine and Donna*

Corine will meet with Rebecca prior to meeting to discuss various items. Donna checked the Georgia System website. We may be able to do early registration, one to two weeks in advance and also have staff register themselves instead of Donna registering everyone. Corine asked if Human Resources assigns mentors for the Mentoring Program or do we get volunteers. Frank said we get volunteers, HR gives us new names. Corine also noted that a lot of people are ill. We need to remind faculty and staff about the sick leave pool, and maybe we can do blood pressure checks. Donna will coordinate with Nursing department regarding blood pressure checks, and also bone density testing. Corine will also contact Megan in rec center.

4. Election: *Frank, Donna, Laura and Mary Ellen*

Spring semester.

5. Fundraising and Outreach: *Co-chairs, Laura and Corine. Member, Tracey*

The first event, "Book Sale" is on AASU day, Wednesday, October 21st starting at noon. The event will be located in front of Solms Hall due to construction. Food booths will be behind Burnett Hall.

- **Celebrate AASU day**

1. Theme

It was decided to use last year's "Makin' Maroon Green" theme. Frank was in contact with Georgia Power and they would like to come to campus again. Everyone was in favor and we

will share a booth with GA Power and they will hand out free light bulbs and bring the solar panels to display energy conservation.

2. Book collection

In addition to books, DVDs, videos, we would like to add CDs. We would like to increase the \$50 textbook scholarship as it only covers about half the price of a textbook. In order to do this, we would need to increase the price at the Book Sale. Some suggestions: raising prices to \$2, substantial sized books maybe \$5, others \$2 or \$3 for good hardcover books. First 2 hours \$2, then \$1, then bag sale at 3:00 PM. Chad noted that sorting is rough and last year we placed the books in order by author or type so people don't pick through everything to find what they would prefer. Chad also suggested placing a jar for donations to "Staff Textbook Scholarship" for those who may not be purchasing books but would like to donate. If items are unsold, would we be able to donate them to the new branch library? Laura stated she will announce the Scholarship Winners at the September 16th meeting. Corine offered to contact Tori in the History department to store books. We will have a sign-up sheet at staff assembly to sort the books and man the booth. We need four people per hour and one staff member per hour. Corine will check with Betsy Ray regarding the book worm display for the booth and Donna will contact Connect Savannah to target outside of campus to come to AASU day.

3. Boxes/Locations: Corine and Laura started contacting people to place collection boxes on September 11th. Some locations are: Library, Psychology, Science, rec center, gym, University Hall, Compass Point, Registrar's office, and with Tracey. Carlita is collecting boxes for us. Corine and Laura will work on forming a committee. Chad will send emails every Friday regarding the Book Sale is coming and the drop off location sites.

III. Any Other Business

Website on the HR site needs updated. We will discuss and contact Fern with changes.

IV. Announcements

- Corine noted with the H1N1 virus, they have in the dean's office for Health Professions antibacterial sanitizers. Frank is talking to students a lot to avoid these issues and what steps to take to prevent the spread of this virus. We will also talk about this at the Staff Assembly meeting. Corine has flyers, and Laura has hand gel samples and will bring them to the meeting to hand out with flyers.
- Tracey said she can get at no cost to SAC, free pens, buttons, etc. to hand out. Send logo to Tracey to get items donated for free.
- Frank handed out the "House Calls" flyer. Scheduled for Tuesday, September 15 from 3:00 – 5:00 PM.

Frank adjourned the meeting at 9:42 a.m.

Next Meeting

Date	October 7	Time:	8:30 a.m. – 9:30 a.m.	Location:	President's Board Room
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Respectfully submitted,

Mary Ellen Donatelli