

## Staff Council Meeting – September 18, 2008

Before our meeting – a photo was taken of the SAC members outside by the fountain at 9:55 a.m. by a member of public relations.

Meeting was called to order by Michelle De Loach, President, at 10:10 a.m.

Present:

Michelle De Loach  
Max Brown  
Randle Berlin  
Dane Scarf

Bill Blanchard  
Q Rhones  
Janice DeLoach  
Tamara Martin

Patricia Harris  
Maggie Witherington  
Georgann Earnest

Minutes were viewed and approved – Janice made a motion to approve, and Georgann 2<sup>nd</sup> the nomination. Minutes approved.

Georgann reported no change to our funds. The A-Day contributions will go in, in November.

The total registration amount for the SAC State conference was \$237.00 for registration and lodging.

ASU Committee Reports:

University Council committee met on August 28 which was reported on by Michelle. It was reported that we are slated to receive our annual increases. The health care increases were also discussed at this meeting.

Richard Anderson was appointed to serve as our SAC representative to the Honorary Designation Committee.

Intellectual Properties Committee – No meeting to report.

Affirmative Action Committee – No Meeting to report.

Budget Advisory Committee – No meeting to report.

Employee Benefit Committee – Meeting scheduled for October 10, 2008.

IT Committee – No meeting to report.

Physical Facilities and Safety Committee – No meeting to report.

Recycling Committee – Meeting Wednesday, September 24, 2008 at 2:00 p.m.

Alternative Dispute Resolution – No meeting to report.

SAC Internal Committees:

Elections Committee – to meet after SAC regular meeting Thursday, September 18, 2008.

Public Relations – No meeting to report.

Sports Activities – Hosting an ASU night with the Lynx on October 17, 2008. We need to commit to 20 tickets. Maggie created the flyer that was approved and given to committee members to display in their buildings. We want to be given approval to spend \$150.00 for giveaways for ASU attendees. The tickets will need to be paid for upfront at \$12.00 per ticket. When you purchase the ticket you will get a free ticket that can be used at a future game. We need to have all of the money turned into Maggie no later than September 30, 2008. Flyers will also be posted on the TV's in the buildings. Sports committee will meet again in October.

Department Excellence Committee – will meet after Elections committee designs new nomination forms.

Web Page Committee – Have not met yet, but have made edits to web site and have added minutes. Michelle asked if we could get our picture posted that was taken today at the fountain.

Holiday Bin Committee – Have not met yet, but plans on meeting in October.

Holiday Giveaway Committee – have not met yet.

New Employee Welcoming Committee – Met with Eva Martin in the bookstore about what they could do for give-a-ways for the new employees. They are able to do it; however, we would have to pay for it. The suggestion was made that this was a program that Dr. Bloodworth had developed and that we could speak with him to see if we could have funds for this program so we wouldn't have to pay for any of it. Some of the suggestions that was though to put in there was a 10% off coupon to the bookstore, who to contact for events, a calendar of events, a directory and a CD with the maps and information that is given to the new faculty. Michelle is going to arrange a meeting to discuss this with Dr. Bloodworth. Patricia asked to head up the merchandising aspect of this project.

By-Laws Committee – Michelle reported the changes that were brought forth to the by-laws.

1. Article 6 Section 1 Number 1 – ...notification of date, time and place of meetings... distributed to each council member at least five (5) days prior to scheduled council meeting. This proposed change was to modify this to 4 days, making the notification go out on a Monday before the Thursday meeting, instead of Friday (before a full weekend) before the following Thursday meeting.
2. Article 6 Section 1 Number 2 – special meeting notification changed from five (5) days notice to one (1) day notice.
3. Article 3 Section 1 Letter E Number 1 – Absences – If a member misses a meeting, they must notify the Chair or Secretary of their absence. If absences occur without notification, the chair can call upon that person for explanation.

4. Article 3 Section 1 Letter A Number 1 – the word “regular” employees would be changed to Fulltime Benefit Eligible Employees. Also note, Part-time clerical positions are still considered staff and should be included in staff advisory information.

#### Unfinished Business –

Staff compensation for orientation – how can SAC weigh in? Dane brought up that we could not do anything – it is a hit or miss. The chairs Dane spoke to had not heard that staff will not advise, but when faculty does not show up and the staff is there, should they advise. We decided we needed to know if there was a policy and if there was – what is the policy of staff advising. Michelle will request a policy from Dr. Sullivan with the only issue being staff advising.

E-mail address for constituents – Randle is waiting on information – Patricia said it has been requested.

State staff council meeting is October 9 and 10.

Pictures are due to Michelle today, September 18 – Michelle and Randle are going to tweak what she has to meet pixel requirements. The display board is under “construction”. Ettie Westjohn agreed to help with the “talent” portion of the assembly; however time has been an issue with Tamara. Maggie has things for the board and Scott is to be supplying the actual board for display items. The door prize basket is coming along nicely. Maggie and Judy have supplied several items to go into the basket already. As soon as it is all collected, it will be given to Lynda who is donating the basket for these items to go.

#### New Business

Michelle passed out “Best Idea Work Sheet” for the state meeting that needs to be filled out and handed in to her today. Dane and Max have both turned in these forms; Randle will e-mail his form to Michelle. Everyone else who did not turn one in needs to write up a “Best Idea” for future things for the SAC to do. This needs to be completed by our next meeting.

We will call a special meeting on October 2, 2008 to go over the new form for the staff excellence award. This will be the only item on the agenda for this meeting.

A vote was cast for the approval of the \$150.00 to spend on give-a-ways for the Lynx game – Maggie motioned, Dane 2<sup>nd</sup> – All I’s, no No’s. The \$150.00 was approved.

A vote was cast for the approval of the changes to the by-laws. Dane motioned to pass changes as read, Georgann 2<sup>nd</sup> the motion – All I’s, no No’s. The changes to the by-laws were approved as read and will be copied and given to staff advisory members at the next meeting.

Next “special” meeting is on Thursday, October 2, 2008 at 10:00 a.m. in the IT conference room.

Next regularly scheduled meeting will be Thursday, October 16, 2008 at 10:00 a.m. in the Reese Library’s Conference Room.

Dane motioned for meeting to be adjourned, Bill 2<sup>nd</sup> the motion – meeting adjourned 11:15 a.m.