2004-2005 Staff Advisory Council Officers
President: Deborah Rupp
Vice President: Leslie Williams
Secretary: San Miller
Parliamentarian: Charlotte Petrek

STAFF ADVISORY COUNCIL MINUTES
Wednesday, July 21, 2004


SAC Members Excused: David Bledsoe, Regina Bryant, Tazar Gissentanner, Kim Harris, Melody Harris, Wandra Ponder, Preeti Sagar, Michelle Swain, Anita Webb, and Leslie Williams

SAC Members Absent: Donna Bravard, Cliveita Caesar, Carolyn Codamo, Corey Cook, Danny Darby, Frank Hall, June Houston, Thomas Kersey, Jerry Knox, Steven Lester, Bonte Mitchell, Jeffrey Owens, Michelle Pettiiway-Lavender, Ellen Semple, Angelita Sye, Wanda Taylor, Maria Trejo, and Henry Winston.

Staff Senators: Shelia Bradley, Kyle Bruner, Sandra Garber, Jean Miller, Sandra Miller, Charlotte Petrek, Leslie Williams, and B.J. Yergens.

Guests: Beth Flannigan and Randall Cowart.

Call to Order and Minutes:
The meeting was called to order by SAC President, Debbie Rupp, and the Staff Advisory Council June 16, 2004 meeting minutes were approved as submitted.

Staff Senator Elections:
Election ballots for Staff Senators were distributed with ballots to be completed by Staff Advisory Council membership by the end of the July 21, 2004 meeting. Elections will for five (5) Staff Senators seats for a two (2) year term are for the seats of the five (5) Staff Senators who held the initial one (1) year term. Five (5) Staff Senators, who currently hold two (2) terms, will face elections next year (2005) at the end of their term cycle. The first University Senate meeting for the academic year will be on August 19, 2004.

SAC Committees:
SAC Representatives were asked to break out and to meet in groups according to Standing Committee participation in order that each Committee elect a Standing Committee Chair and Secretary for all meetings, as well as to establish a date for the first committee meetings. After the committee groups met, the newly appointed Standing Committee Chair was to e-mail the name of the Chair, Secretary, and any other pertinent information to Mary Nell Stone, Charlotte
Petrek, and Debbie Rupp. Standing Committee Chairs will attend Executive Committee meetings. Standing Committee information will be updated on the SAC website.

According to Debbie Rupp, Standing Committee Notebooks, to be presented to the Standing Committee Chairs, will contain the SAC By Laws as well as any applicable documentation and resources from the previous Chairs to allow the newly designated Committees to evaluate their Committee’s charge. These Notebooks will be passed on to subsequent Committees to assist as a historical perspective of the group’s work.

**New Business:**

By Laws Committee Discussion: Tracy Van Voris discussed the issues being brought up by the By Laws Committee which would be brought to the Executive Committee for discussion. For example, the distinction of voting districts as to Non-exempt, Exempt, and Professional Administrative may be a consideration in the redesigning of the SAC representative and constituent districts.

Leadership Academy for Women: Encourage the staff to participate and submit an application for the Georgia State Leadership Academy for Women. Applications are available online and due by July 30, 2004.

Reminder of new P. O. Box numbers: San Miller reminded the group as to the change in post office boxes and the implementation of new blue interoffice envelopes available at no cost from Mailing Services. Handouts were provided by University Printing and Copy Services; printing orders for new stationery placed before August 31, 2004 are subject to discounts, and limited funds are also available to Colleges and Departments.

The Plaza Café venue will be integrated into a renovated area of Campus Club. Until the beginning of the Fall Semester, the Campus Club will be closed for phase one renovations.

Representative for University System Staff Council Organization: Debbie Rupp stated that one SAC representative, from either the Executive Committee or its Standing Committee Chairs membership, will be eligible to represent Georgia State University SAC at the University System level.

The USGA meeting will be held on October 7-8, 2004 in Columbus, Georgia.

Staff Advisory Council Handbook: Debbie Rupp thanked Mary Nell Stone for her efforts in designing and creating a handbook for use by SAC representatives.

**August 5, 2004 SAC Retreat:**

A reminder as to the planned retreat for all participating SAC members on August 5, 2004. Dr. Patton supports the initiative and is providing the lunch. Members are asked to partake in this retreat.

The meeting was adjourned.

Please contact San Miller, sanmiller@gsu.edu, if there are any additions or corrections to the meeting minutes. Thank you.

Meeting notes respectively submitted by

San Miller