Members Present: Matthew Crawford, Robyn Diven, Kevin Bowers, Bill Edmonds, Melissa Todd, Lisa Dent, David Betsch, Samantha Kite, Bertha Fladger, Dana Booth, Dan Lawless, Marge DeWolfe and Lisa Bernadyn.

Members Absent: Sandra Cannone, Lynn Silver, Judy Davis and Allison Tanner.

Approval of Minutes: A motion to accept the December 4, 2014 minutes was made by Robyn Diven and seconded by Matthew Crawford. The minutes were approved by the members.

Old Business

Follow up discussion on the following items:

- Suggestion: “This suggestion pertains to work orders & event setup. Is there a way to create a standard template for all of the largely used programming spaces on campus (i.e. Prince Lawn, Edwards Courtyard, Johnson Auditorium, etc.) This template can be a blueprint of the area/space and can be downloaded off the forms page. A key could be created as well by facilities so they know what is being requested (i.e. a picture of a rectangle represents a table; a picture of a tent represents a tent) I believe this would help both facilities and programming offices. Thanks! Have a fantastic Day!”

A. Tanner shared after speaking with Conference Services this is not something that they currently have incorporated into the system, however, they have been doing research over the past six months on software that provides this capability. Unfortunately, this is not in their budget. There is an annual fee for the software. Conference Services was considering approaching the different departments that may use this to see if a split cost can be done.

It was also suggested if there was a PDF map with a legend on it to assist in the setup of events, this could make it easier. Ms. Tanner will speak with Conference Services to compile a list of the top locations for events. This list can then be shared with Marketing and see if a PDF can be created.

A. Tanner shared after speaking with Conference Services, the most used areas for setup are Prince Lawn, Blanton Lawn, Wall auditorium and the Recital hall. More recently, the upstairs Board room in Wall has been used. Ms. Tanner will share this information with Rob Wyeth, Director of Visual Image, and University Communication, too inquire about creating PDF’s.

A. Tanner shared after speaking with Rob Wyeth, Director of Visual Image, she was informed that she would obtain the blueprints from facilities. Ms. Tanner spoke with Sandra Hatcher, Administrative Assistant Facilities Planning & Management. Ms. Tanner reported all of the building blueprints are accessible by all faculty and staff with their login information using http://www.coastal.edu/administration/facilities/. There are no blueprints for the lawns available on the website. Ms. Hatcher will speak with Rein Mungo, Director University Projects and Planning and Martin Trosper, CADD Operator, regarding this. Once Ms. Tanner receives the blueprints for the lawn she will forward them to Mr. Wyeth.

A. Tanner was not present at the meeting but did forward the following information, “Conference Services was able to negotiate a price for Social Tables. This is software that assists with creating visuals for event set up. This will roll out in the future and will be available to departments that need a program to help create set up maps for events.”
“I would like to suggest that the Staff Advisory Council discuss the option of the LGBTQ community being a protected status on our campus. There are many faculty, staff, and students who identify as LGBTQ; this is an important matter.”

D. Lawless shared he has done research on our Peer and Aspirants Institutions. For all of our Peer Institutions they either have a formal policy or something on their website stating that sexual orientation is a protected class. Mr. Lawless shared he has researched a number of the Aspirants Institutions and they have the same policies. Mr. Lawless has also spoken with Tim Meacham, University Counsel and will provide references to Mr. Meacham regarding this research.

A. Tanner shared with the council that she has been in contact with Aramark to find out options for Staff/Faculty meal plans. Ms. Tanner shared the commuter plan is the only one that is offered, with no discount.

D. Lawless left a message for Jeff Stone, Food Service Director, asking to meet regarding this suggestion.

“Athletics should do a promotion to trade in USC or Clemson shirt for a CCU ticket, to engage community pride.

Establish a fund that faculty staff alumni etc. can help students with financial hardships get help in the form of money, food vouchers, etc.

A large outside pool on campus, wave pool or other fun features as a great wow factor for prospective students, athletic recruits, rest relaxation for current students.”

This suggestion will be divided into three parts: B. Fladger will take the first part of the suggestion. D. Lawless will summarize the middle section of the suggestion. D. Lawless will take the last part of the suggestion.

“The wireless internet connection on campus needs serious renovations. CCU students in dorms, faculty, and staff (especially on social media) complain about the lack of wireless internet. With all the renovations, this needs to be a serious consideration for our University.”

L. Dent shared with the group, we had a lot of accomplishments and implementations already in 2014. There will be an announcement made next week regarding the IT projects including WIFI for the campus.

“I recently parked in the large lot behind Kingston Hall for a meeting I had in that building. I was amazed at how many cars fill that lot, almost all the way to Hwy 501. I was lucky to find a spot about halfway. However, I had to count the aisles and light posts to be sure I found my car later! I spoke with others who do the same thing. Is there a possibility to add Section and Row signs to the light posts to help identify locations? (Similar to those in large retail parking lots) I think it would look welcoming, especially if the sign included Chauncey (as portrayed on this page with him pointing). I realize I would still need to remember what section I parked in -- but it would be better than facing a sea of cars with no clues. Thanks for considering this!”

S. Cannone will forwarded this suggestion to the appropriate department.

**New Business**

**Suggestion Boxes:** There was no suggestions in the suggestion boxes.
Web Page Comments:

Suggestion:

“Here at the golf course we receive many inquiries about student community service. I am curious to see if there was ever a thought to have some sort of community service division on campus where a supervisor would seek out areas on campus needing attention maybe cleaning signs or picking up trash down the BLVD. Then have a time frame from say 9am to 2pm and students needing service would attend. This would serve as community service work for the students and also a beautifying process for campus. Just a thought.”

D. Betsch will follow up with this suggestion to get more clarification and then reach out to Jordan Smith, Coordinator of Civic Engagement and Orientation.

A suggestion was received and it was determined that the suggestion was not in the scope of this Council’s mission.

“Please evaluate the use of parking spaces located next to the Scholar's Academy for Scholar's Faculty & Staff. Parking is at a premium in this area for other faculty/staff. It appears many spaces are empty throughout the day. A reassignment of several parking spaces as “faculty/staff” would benefit those working in close proximity and other parking areas nearby that see overflow from faculty/staff in this area. Thank you for your time.”

D. Lawless will follow up on this suggestion and inquire about the first row in the back parking lot as well.

Additional Discussion items by members:

- Council members discussed writing a thank you on behalf of all staff members for the polo shirts that were purchased and given to all staff.

- The new traffic light that was installed in front of Blanton Park is another huge improvement that the Staff Advisory Council would like to acknowledge.

Adjournment: The meeting was adjourned at 11:00 am.

Next Meeting: The next SAC meeting will be held January 29, 2015 in Edwards 101.