Staff Advisory Committee Minutes
10:30 am, Tuesday, February 19, 2008
Dawsey Conference Room

Committee Members
Present: Araleigh Beam, Cynthia Johnston, Rein Mungo, David Spain, Bertha Fladger, Geoff Parsons, Joyce Flowers, Cookie Elston, Laura Barr, Jeniffer Silver, Melissa Todd Regina Lee

Absent: Nick DeFuria, Larry Robbins, Nancy Burton

The meeting began at 10:30 a.m.

Minutes from February 6, 2008 were approved and accepted.

Old Business discussion:
Suggestion Boxes:
- David Spain described the suggestion boxes to the group.
- Rein Mungo asked, “How the boxes will be recognized?”
- The suggestion was made to put “faculty/staff” on the boxes and place in designated location. Three locations were selected: 1) Coastal Science Center, 2) CINO Grille, and, 3) post office.
- Laura Barr and Cookie Elston will check the boxes each Monday. The comments will be organized on a spreadsheet by topics and reported to the group at each meeting.

Change in Admission application:
Cynthia Johnston reported a $5.00 per application charge would apply if a change is made to our current process. After additional discussion, we agreed to explore the possibly of having faculty and staff family applications processed through the Human Resource website at with no application fee.

New Business:
Communications
- Every staff member must have a way to voice their ideas.
- Modes of communication to be used – web page, printed newsletters, printed announcements for supervisors to distribute in staff meetings, suggestion boxes and open forums.
- Leadership support is vital to our success. Each employee needs the freedom to express their ideas. This encompasses release from their normal job duties to attend SAC meetings.
- Minutes from each meeting will be posted on the website.

Regina Lee suggested mailing a letter to everyone at their home addresses to let them know what is happening with the committee and our purpose. Everyone
was reminded that there were 65 people who wanted to be on this committee; so we do not want to lose their voice.

Training Program:
Melissa Todd spoke about upcoming initiatives from the Strategic Planning Task Force and other training programs offered by Human Resources. Several barriers were discussed.

- Supervisors need to inform employees of the opportunities being offered in HR for training. They may not be signing up because of coverage while they are away.
- Bertha Fladger stated that she sees barriers with hourly employees who cannot leave their work as easily as staff members to attend sessions being offered by HR.
- Bertha Fladger suggested conducting a survey to get feedback from staff. This is one tool that will show if the committee is effective and gives staff member a voice. Cookie Elston stated we must lead by example.

Security:
- Where are the panic buttons and alarms on campus? Cookie Elston stated that she has a panic button in her office at the Coastal Science Center. Joyce Flowers was asked to work with Larry Robbins and find information on the cost of portables and wireless and the contact person to have them installed in your area. Cookie Elston asked if the panic buttons were mobile, or are they assigned to a general area or person?

Daycare:
- Michael Ruse is researching an on-site daycare facility. Cookie Elston suggested having internship students to man this area. This could be a hands-on project for students majoring in this area. Regina Lee will take on this taskforce issue.

SC State Employee System:
- A group is looking at staff salary which includes Human Resources, Will Garland and Dr. DeCenzo. Jennifer Silver did not have an update on this issue.

Task assignments and recap of meeting:
- A letter will be mailed to each staff member’s home address. Jennifer Silver and Cynthia Johnston will draft the letter.
- Geoff Parsons and AraLeigh Beam were assigned the website project. They will direct the design of the webpage and maintain the meeting minutes and etc.
- Laura Barr and Cookie Elston will maintain the suggestions boxes. They will check the boxes each Monday and prepare a comment spreadsheet for the committee to review each meeting.
- David Spain will provide an additional box for the Coastal Science Center.
- Joyce Flowers and Larry Robbins will check on the security issue - panic buttons, etc.

**Next Meeting:**
Tuesday, March 4, 2008 @ 10:30am in Edwards 171.
Everyone was asked to plan for 1½ hour meetings.

**Next Meeting Assignment:**
Come prepared to discuss what barriers keep you from doing your job?

The meeting was adjourned at approx. 11:35am.