Committee Members

Present: AraLeigh Beam, Cynthia Johnston, Rein Mungo, David Spain, Bertha Fladger, Geoff Parsons, Joyce Flowers, Cookie Elston, Laura Barr, Jennifer Silver, Melissa Todd, Regina Lee, Larry Robbins, Nancy Burton

Absent: Nick DeFuria

Others Present: Janis Chesson

Approval of Minutes:
Geoff Parsons moved to approve the February 19, 2008 minutes. Rein Mungo seconded and the motion passed.

Old Business discussion:

Staff Advisory Letter:
A copy of the Staff Advisory letter was given to everyone to proof/edit. Geoff Parsons was asked to verify the Staff Advisory website address in the letter.

Staff Advisory Website:
Geoff Parson and AraLeigh Beam were asked to make sure the link was correct on the website for security purposes. Suggestions for inclusion on the website were a forum, section for minutes and a place for email addresses. The website can be up and running in two weeks. Dr. Chesson wanted to know who would monitor the suggestions before they go on the website. Regina Lee stated that it would be modeled after the President’s Blog. The committee agreed that Regina Lee, Geoff Parsons and AraLeigh Beam would monitor the website.

Suggestion Boxes:
Dr. Chesson asked, “Will the suggestions be anonymous?” Cynthia Johnston stated that the suggestions received in the boxes would be anonymous.
Davis Spain and Regina Lee will be responsible for the installation of the boxes

Safety Concerns:
Larry Robbins reported that there are 20-25 panic buttons assigned to designated areas on campus, 88 call boxes on campus, 200 call boxes with University Place included. Regina Lee asked, “What were the guidelines to get a panic button assigned to your office?” Larry Robbins explained the procedure. Nancy Burton stated that we need to make employees and parents aware that we have these devices in place on campus. Larry Robbins will bring in more information to future meetings. Dr. Chesson stated that safety should be one of the top issues. Bertha Fladger stated that after leaving a Safety Session sponsored by Human Resources; she left with a lot of unanswered questions. She asked Larry Robbins if any upcoming plans included installing sirens on campus that would
send out a campus-wide alert in case of an emergency. Rein Mungo mentioned some possible locations for the sirens could be the Bell Tower, Coastal Science Center, Wall Building, Brooks Stadium, etc. Larry Robbins mentioned that Coastal Carolina University (CCU) will sponsor the next Safety Conference in 2009. The committee stated that this information should be listed on the CCU main website. Regina Lee referenced a report that’s required every year from our public safety department. Bertha Fladger and Larry Robbins were appointed to a Safety Sub-Committee. They were asked to meet with Dr. Willett to see where we are concerning safety on campus and to report back to the committee at the next meeting.

New Business discussion:

General Updates
A copy of the Dr DeCenzo’s e-mail to all directors and chairs was distributed as information only.
The Strategic Planning Task Forces updates - Several people commented on the on-going processes from their areas.

Discussion of current barriers:
There is a pressing need for a new staff orientation session.

Results from brainstorming exercise:
Campus Tours
History of CCU
Parking
Human Resources Information (Insurance, etc.)
Assigned Mentor
Staff Introduction
ID Cards for Meals
President’s Welcome
DVD or CD with Information (Website as a backup)
Training
Technology
Procedures
Forms
Paperwork/forms

Dr. Chesson stated that Ernie Locklair was working on orientation in Human Resources and if we had any suggestions to please email him.

Recap:
• AraLeigh Beam and Geoff Parsons – verify Website link for letter
• David Spain and Regina Lee – Suggestion Boxes
• Bertha Fladger and Larry Robbins – Safety Issues
Next Meeting: Tuesday, March 18, 2008 @ 10:30am in Dawsey Conference Room. We have one employee coming in for open forum. The meeting was adjourned at 12:00pm.