Staff Advisory Committee (SAC)
Minutes
10:30am, Tuesday, March 18, 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, Larry Robbins, Nancy Burton
Absent: Nick De Furia
Others Present: Dr. Janis Chesson

First Open Forum Meeting
The committee went over procedures for the forum. During the open forum a concerned staff member addressed the committee. She addressed concerns about a more democratic and fair way to choose people on this committee. She suggested that there should be a vote. Committee members asked questions for clarification. A SAC member stated that a 2 – 3 person committee would be formed to address the staff members’ concerns and follow up with her at a later date. This concluded the open forum section of the meeting.

Approval of Minutes:
Laura Barr moved to approve the March 4, 2008 minutes. Rein Mungo 2nd with corrections and the motion passed.

Open Forum Discussion:
A SAC member stated that we should be careful when it comes to elections and appointments; no one here has a personal agenda. A SAC Member asked who will research the information for the staff member concerns and get back with her in a timely manner. A SAC member stated that there are three (3) designated members on the committee that will research the information and bring it back to the meeting. She will be given updates to keep her informed of what the committee is doing. A SAC member asked for volunteers to research what measurements other universities are using when it comes to appointments vs. elections. Two SAC members will spearhead this committee. SAC members inquired do we research aspirant institutions only. A SAC member suggested researching both aspirant and peer.

Staff Advisory Letter:
A SAC member stated that by the end of the week the letter should go out to all staff members.

Staff Advisory Website:
The website committee members distributed copies to the committee of the website page and stated that the committees email addresses, suggestions, and committee minutes will be added to the website. A SAC member inquired if the letter will go out at the same time the website is up. Two members of the SAC said yes, the minutes will be ready to go on the website in time for the mailing. She stated all minutes should go on the website after they are approved. The items on the website are committee meeting dates, committee email addresses, minutes, and a comment selection. A SAC member asked if we were going to put the persons name on the website that makes the suggestion. A SAC member confirmed that confidentiality is a top priority of the committee. So we will not publish a staff members name without their consent.

Suggestion Boxes:
Have not been distributed to campus yet; Marketing has created two examples of the suggestion form for the committee to review. The committees choose form #1 as the one we will distribute to staff members to enter their suggestions on.

Safety Concerns:
Members of the safety committee reported on their meeting with a member of Student Affairs concerning some of our safety concerns. The member asked several questions concerning safety on campus. Where are the defibrillators located on campus, and who knows how to operate them? Do we have a campus wide evacuation system in place? If so, does it include sirens, or a voice activated systems? Can we purchase TV monitors to distribute around the campus? How the panic buttons are distributed, who decides who get one? Is there a designated person in each building trained in CPR? The member of Student of Affairs stated that she would get with a member of Public Safety concerning the location of the defibrillators and get back with the committee. Concerning the campus wide evacuation, the member of Student Affairs stated that she is a little skeptical about the campus wide evacuation. This could cause an unnecessary chain reaction of panic. She agreed that we don’t have a campus wide evacuation plan in place. She stated that they in are in the process of setting up Building Managers in each building. The SAC member stated that during emergency situations the campus should go to lockdown. The SAC and Student Affairs members agreed that the following items need to be addressed:
- Safety Website to be updated
- Emergency Manual should be printed from the website and distributed (as required)
- Siren System – Public Safety in the process of reviewing
- TV Monitors – a good idea
- Voice Activated System is being looked at
- Building Managers
  - Job Description to be created
  - Deadline Fall Semester
  - Volunteers
The safety committee will update the committee concerning the defibrillators, where they are located and who can operate them at the next meeting.

**New Business:**
The New Hire Orientation process; Regina Lee stated Dr. DeCenzo requested formal outline.

Inconsistency with past versus present parking ticket decal sales: A SAC member asked how we feel about the $10.00 decal cost. The past procedure was two free decals within academic school year and a $10.00 charge for any additional decal within that academic year. A SAC member said that several employees have been charged for the third parking decal. A SAC member stated that $10.00 is not a lot of money; but we need to be consistent with all employees. CCU changed the parking decal from academic years to continuous several years ago. Did we miss updating the decal purchase policy for faculty and staff? A staff member from Human Resources asked the committee why CCU implemented this policy. One of the SAC members said that they would ask questions and get back with the committee.

A SAC member inquired of the need for a welcome statement to go on the website and who is going to write it. The committee asked someone from the Website Committee to write the welcome statement.

A staff member from Human Resources asked the committee to ask their coworkers how they feel about the summer hours schedule and to send the responses to her by email.

**Recap:**
- The committee was asked to research ways to measure loyalty, morale, and pride
- Formalize the New Hire Orientation process
- Parking Decals
- Letter is going out to all staff employees
- The website committee complete website updates (ask members of the President’s office to critique the minutes before they go on the website)
- Informal poll of responses to the new summer hour schedule

Next Meeting: Tuesday, April 1, 2008 @ 10:30am in Dawsey Conference Room. The meeting was adjourned at 11:45am.
Staff Advisory Committee Minutes
10:30am, Tuesday, April 1, 2008
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Meeting cancelled