Committee Members
Present: AraLeigh Beam, Cynthia Johnston, Rein Mungo, David Spain, Bertha Fladger, Geoff Parsons, Joyce Flowers, Cookie Elston, Jeniffer Silver, Melissa Todd, Regina Lee, Larry Robbins, Nancy Burton
Absent: Laura Barr, Nick De Furia

Approval of Minutes:
The minutes from March 18th and April 1st were not approved. The SAC committee will readdress the format then post on the website.

Open Forum Discussion:
The committee agreed to use the term elections vs. appointments of committee members. A SAC member suggested that we do not use our names for the open forum information that will be posted on the website. The entire group agreed that we will revise the minutes from March 18, 2008 with corrections made. We will vote on them and then put them out on the website.

Staff Advisory Letter:
Some staff members stated that they did not receive the initial Staff Advisory letter (SAL). A member of the SAC will contact these individuals.

Staff Advisory Website:
The website is up and running. The welcome statement and an area for comments have been added. Two areas for input will be implemented by our IT staff 1) Summer Work Schedule (What is your opinion of the new summer work schedule?) 2) The training needs of a department (What are the training needs of your department and when should the training be available?)

Suggestion Boxes:
Suggestion Boxes are installed at the Post Office (near the Credit Union), Student Center (near the computer lab), Coastal Science Center (cafeteria), and Foundation Center (in the lounge area). Two SAC members are responsible for retrieving the suggestions from the box, categorizing the ideas on an excel spreadsheet and presenting them to the committee.


**Safety & Parking Decals:**
Safety website is being updated.
- The defibrilators locations are available on the website.
- The siren system is in the process of being implemented as well as the possibility of TV monitors.
- Student Affairs is in the process of finding Building Managers for each building by the fall semester.

The Traffic & Parking Regulations manual states that the first (2) decals are free. Policy update as a result of the SAC inquires if you sell your car or get your windshield replaced you can get a 3rd parking decal at no charge. FYI - New color coded staff & faculty lots are being considered.

**New Business:**

*The New Hire Orientation:
Two members of the SAC were assigned to work on the New Hire Orientation process. Information was sent to Human Resources regarding the concerns from the SAC.*

*Staff Training Needs:*
The group was asked to go back to their different areas and find out what training is needed in each area. A member of SAC will spearhead this event and make a formalized list to present to the committee. It was mentioned that the TEAL Center offers good training. Several suggestions of training were mentioned in the group discussion that included: Account Payable, Microsoft (Excel, Access, Word, and PowerPoint), Work Orders, Safety Driving Training, Transportation, Dream Works, and CPR. A member of the SAC will get information concerning the Safety Driving Training and report back to the committee.

*Childcare Facility:*
A faculty survey is currently underway to access interest in having a childcare facility on or near campus. Dr. DeCenzo requested a similar survey be prepared and given to the staff. During additional discussion a suggestion was made to use interns or work in conjunction with Horry-Georgetown Technical College.

*Strategic Planning Task Force Reports:*

Report given by a member of the Ensuring Student Success Task Force

**Building mutually-beneficial (opportunities) partnerships with communities**
- Create a university without walls (global)
- Move out into the community
- Seek partnership with Life-Long Learning
- Seek partnership with Counseling on Aging
- Invite Horry-Georgetown Technical College to sit in on meetings
Meeting the Educational Needs of Students and the Community

- Increasing part-time and adult students
- Expand the partnership with Horry-Georgetown Technical College (Bridge program and 2+2 program)
- Increase attendance of minority students and international students
- By 2012 have 150 students in the Bridge program
- Provide better grants for students

Recap:

- New Hire Orientation Process
- Add comments to the Comment section on the website
  - Summer Schedule (opinion)
  - Training (what is needed)
- Drivers Training
- Survey on Daycare facility
- Self Defense information

Next Meeting: Tuesday, April 29, 2008 @ 10:30am in Dawsey Conference Room. The meeting was adjourned at 11:45am.