Committee Members
Present: AraLeigh Beam, Cynthia Johnston, Rein Mungo, Bertha Fladger, Geoff Parsons, Joyce Flowers, Cookie Elston, Melissa Todd, Regina Lee, Larry Robbins

Absent: Nick De Furia, Jeniffer Silver, Laura Barr, Nancy Burton, David Spain

Approval of Minutes:
The minutes from March 18th and April 1st were not approved.

Safety information:
(1) Information was distributed concerning the Rape Aggression Defense program (RAD). The class is six (6) weeks long and available to all staff members. A SAC member asked, “Can the classes be geared to accommodate women’s work schedule?” Additional information will be available at a later date.
(2) What does a full lock down entail? Additional information will be available at a later date.
(3) Proposed locations for the new siren system near the Bell Tower, Wall Building, and Brooks Stadium. Progress reports will be ongoing until installation is complete.

Staff Advisory Website:
The SAC website committee will request that the web link be moved to a more visible location with a connection from the Human Resources homepage. The letter from the President will be posted on the website in response to some staff members not receiving the initial mail out. A new informative drop down box will be added to the website.

New Hire Orientation:
A copy of the final draft of the first recommendation – New Hire Orientation was distributed. Several small cosmetic revisions were made. A cover letter will be drafted and an e-mail will be sent to Dr. DeCenzo.

Childcare Facility:
A draft copy for a survey to measure staff interest in an on or near campus daycare was distributed. Everyone was asked to send their comments to Regina Lee by Wednesday, April 30th so a final draft could be approved at the May 13, 2008 meeting.
**Driver’s Training:**

Full time staff members in Facilities and Public Safety who operate state automobiles are required to take the mandatory eight (8) hour training course. The SAC made a recommendation to explore the options of mandatory training for all staff driving passenger vans. An approved drivers list was also suggested. A subcommittee will research the matter and report back to the committee at the next meeting.

**New Suggestion:**

We need to uniformly improve our communication with departmental staff that over lap in areas such as housekeeping and technology. Should a person in each building be a point of contact person for life events such as death or sickness. A member will contact Nila Hutchinson for the current procedure.

Also a question was asked by one of the SAC members concerning where the university was concerning the staff salary report (information forthcoming).

Recap:

- Regina Lee minutes, salary updates, President’s letter to be posted on the website, childcare survey, and procedures for bereavement, sickness, etc.
- Geoff Parsons to respond to the Open Forum staff member
- Geoff Parsons & AraLeigh Beam update website – move link to a more visible location
- Group assignment – review childcare survey

**Next Meeting:** Tuesday, May 13, 2008 @ 10:30am in Dawsey Conference Room. The meeting was adjourned at 11:36am.