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

Approval of Minutes:
Rein Mungo moved to approve the March 18th and April 1st minutes. Cookie Elston seconded and the motion passed. Joyce Flowers moved to approve the April 29th minutes. Cynthia Johnston seconded and the motion passed.

Special Guest: Dr. Darla Domke-Damonte
Darla Domke-Damonte thanked everyone for their involvement and hard work on the task force. She gave an overview of the plan and asked everyone to encourage your colleagues to respond to Strategic Plan on the website. She stated that the up coming year will be an adjustment year for the university. It was also stated that the information in the plan should be honest, fair, and accurate. A member stated that the document was very detailed and had some great information in it. A suggestion was made to change the wording from vice-chair to designee regarding the absence of the SAC chairperson. It was agreed to change the wording to designee.

Staff Advisory Website:
The website is up and running. There have been no responses or comments. ITS is revising the look of the site.

New Hire Orientation:
The recommendation has been given to Dr. DeCenzo.

Childcare Facility:
A suggestion was made to put the childcare survey on-line for easy access to staff members. Two members were asked to spearhead this project.

Driver’s Training:
This issue will be handled by the Department of Financial Services.
Suggestion boxes:

A suggestion was made to relocate the suggestion box in the Student Center and in the Post Office. A suggestion was made to move the box in the Student Center to the Singleton Building and to move the box in the Post Office away from the main traffic area. The committee will decide whether to place the box near Regina’s office near payroll, or near the drink machine in the foyer in the Singleton Building. Several suggestions were in the boxes from concerned staff members. A copy was distributed to all the members.

1) Question concerning Web CT, and Blackboard
2) Is HR responsible for the front-end piece of the IT process for emails?
3) Dr. DeCenzo availability to staff

Open Discussion Responses:

During the town hall meeting staff members felt that the President did not address any staff issues. The Fisher Report does not mention staff issues. A statement was made that if we are going to have a university report; please include everyone at the university including staff.

Suggestions:

- Electronic Suggestion Forms
- Email staff members every (4) to (6) weeks as a reminder of the boxes
- Relocate box from Student Center to Singleton Building and new location for the box in the Post Office
- Create a SAC newsletter (distribute quarterly or bi-annually)

Recap:

- Geoff Parsons and AraLeigh Beam to update website – link for suggestion form and the appearance of the website
- Regina Lee to meet with Dr. DeCenzo on Thursday, May 15th

Next Meeting: Tuesday, May 27, 2008 @ 10:30am in Dawsey Conference Room.
The meeting was adjourned at 11:35am.