Staff Advisory Committee (SAC)
Minutes
10:30am, Tuesday, May 27, 2008
Dawsey Conference Room

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

Approval of Minutes:
Cookie Elston moved to approve the May 13th minutes with corrections. Nancy Burton seconded.

Updates from meeting with Dr. DeCenzo:
- Dr. DeCenzo approved the Childcare Survey. SAC members should encourage staff participation in their areas.
- The past “Campus Lockdown” was not a true lockdown. This event provided valuable information for top administrators. A Safety Task Force has been formed to prepare a comprehensive Campus Lockdown plan. This plan will determine essential and nonessential campus personnel during a Campus Lockdown event.
- Salary Compensation Study – A third party vendor will be hired to evaluate all staff pay. This firm has conducted salary studies for Clemson and The Citadel. The issues of merit pay, accurate job descriptions, proper employee evaluations and other concerns will be addressed during this salary study.

Staff Advisory Website:
- Update the comment page to include open-ended comments
- Keep the comment box on the website
- Ask a generic question every month

Discussion to relocate suggestion box:
- Relocate to University Hall or Admissions
- Move the location of the suggestion box in CINO Grille
- Revisit the location in the Singleton Building

Suggestions:
- Use the area behind the Post Office for staff parking
- Remove rusty basketball net and pole in the J-Lot
- Change shuttle direction for Coastal Science Center. This would eliminate some students from being late for class and the flow is a better.
- Add an additional tab on the webpage for suggestions
• Bike paths, walk-ways, and overpass between campus and Coastal Science Center
• Include all suggestions on website and maintain current status

Newsletter:
• Labels for the newsletter to go out by the end of the week
• Suggestion cards will be mailed out in the newsletter

New topics:
• Merit based pay, supervisor training across the entire campus, updated job descriptions. Merit based should give an employee an incentive to stay.
• EPMS will be automated
• Order SAC letterhead
• New Morale Program C.R.O.W. – We’ve got something to crow about!!
  o Morale booster for employees
  o What will be the incentive (gold star, postcard from Dr. DeCenzo, Provost, VP of the areas, and or the Deans
  o Timeline: Quarterly
  o Prize: Teal bow outline Tradition, Integrity and Excellence

Recap:
• Website updates
• Parking lot J (area behind the Post Office)
• Recommendation for shuttle – Nancy Burton
• Recommendation for new morale program C.R.O.W. (Something to crow about)
• Bike Path, walkways, and overpass to Coastal Science Center
• Pending issue on mileage reimbursement – Regina Lee
• Childcare Survey distributed by June 15, 2008

Next Meeting: Tuesday, June 10, 2008 @ 10:30am in Dawsey Conference Room. The meeting was adjourned at 12:05pm.