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

Approval of Minutes:
Approval of the minutes for the June 24, 2008 meetings was tabled until the next SAC meeting.

A list of the SAC meeting dates through Tuesday, January 20, 2009 was distributed. It was suggested and approved that the committee not meet on Tuesday, August 19 as this is the first week of classes and everyone will be heavily involved in getting the semester off to a good start.

Open Forum:
Special Guest: Mollie French
Mollie French, Administrative Specialist in the Department of Biology spoke to the committee about paperless processes based on her five years experience at AOL in Technical Service. AOL is truly a paperless company and Mollie discussed the pros and cons of Coastal Carolina University going paperless. The University is moving forward but a long way away from truly paperless. A handout was presented detailing some of the challenges.

Old Business:
Childcare Survey
From approximately 900 staff members, 239 (26%) people have responded to the survey. The deadline for response is Friday, July 11. Committee members were asked to remind everyone in their areas to respond if they haven’t done so. Computers are available throughout campus if needed; an e-mail of the survey will be provided to facilities and law enforcement in case a hard copy is requested.

Suggestion Box Update:
Shuttle Route Change Proposal
The SAC letter has been forwarded to Will Garland and to President DeCenzo. Will Garland responded (response attached.)

Fresh snack in vending machines
The SAC committee will continue to follow-up on this suggestion.

Mileage reimbursements for campus vehicle usage
The SAC committee will continue to follow-up and monitor information about this suggestion. Additional information will be forthcoming.

New Business:
Transporting items across campus
Spawned by the mileage reimbursement issues, the possibility of a campus-wide courier service and/or a van assigned to the West Campus was suggested and discussed. The courier/van would be used for all types of time- or privacy-sensitive information (etc.) that needed to be pick-up and delivered between the Foundation Center, the west and the east campus. The possibilities will be further discussed and a formal suggestion made by the committee if warranted.

**Suggestion Boxes**

1. Faculty/Staff option to switch holidays from observing Martin Luther King Jr. Day to observing Memorial Day. It was stated that MLK Day is a state-mandated holiday and must be observed. Memorial Day is a holiday; however, the day off is taken during the Christmas holidays. Regina Lee will follow-up with Human Resources to get an exact ruling in order to respond to the suggestion submitted.

2. A suggestion was received about the University observing a four-day work week. It was stated that work schedules are ultimately determined by the academic needs of the University. It was also stated that President DeCenzo has commented about summer schedules on his Blog on the University Web site and that he is supportive of conservation measures (gas, etc.) Committee members commented that this information should be distributed accordingly. Regina Lee will request additional information for the committee.

3. Additional picnic tables needed and the possibility of using picnic tables made from composite materials instead of wood. It was stated that during the summer picnic tables are constantly moved across campus as the need arises and that a crew is designated specifically for that purpose, as demand is so high. The composite tables weight about 300 pounds each and cost approximately $700 each. The wooden tables are $75 and are made by handicap citizens, which is a win-win situation. Thereby, cost and transporting tables across campus are important issues for consideration.

**Campus Smoking Policy**

The new Campus Smoking Policy will take effect August 1, 2008, and gazebos have been ordered and will be placed strategically across campus as designated smoking areas. Committee members are requested to remind staff in their areas of the upcoming policy change and encourage compliance.

**Directory Information Board and Room/Office re-numbering**

It has been suggested that a Directory Information Board be placed in the foyer of the Singleton Building to direct people to the offices located within the building. It was also suggested that the offices be re-numbered for more efficient locating of offices as office numbers are tremendously out of sequence. (Example: second floor above president’s office could be listed in 200-series; upstairs at rear of building could be listed as 300-series.)

**Christmas Bonus**

A suggestion was submitted as to Coastal Carolina University employees receiving a holiday bonus. It was stated that state employees at Santee Cooper receive a check for three-days pay as a holiday bonus and that the City of Myrtle Beach issues a comparable bonus. The committee will research the issue and report information accordingly.

**Recap:**

- Childcare Survey - AraLeigh Beam
- MLK/Memorial Day Holiday - Regina Lee to Human Resources
- Four-day work week – Regina Lee

Next Meeting: Tuesday, July 22, 2008 @ 10:30 a.m. in Dawsey Conference Room.
The meeting was adjourned at 11:37 a.m.