Staff Advisory Committee (SAC)
Minutes
10:30 a.m., Tuesday, October 14, 2008
Dawsey Conference Room
Singleton Building

Committee Members
Present: Cookie Elston, David Spain, Larry Robbins, Nancy Burton, Regina Lee, Laura Barr, Bertha Fladger, Cynthia Johnston, Melissa Todd, AraLeigh Beam, Joyce Flowers, Rein Mungo, Jennifer Silver

Absent: Geoff Parsons, Nick DeFuria

Agenda:
Today’s meeting was a brainstorming session. The two topics were 1) how can we do our jobs in the most cost effective way or how can Coastal Carolina University save money? 2) How can we improve services to maintain and/or attract new students and staff?

Updates from the Committee and the SAC meeting calendar were discussed.

Open Discussion before the session started:
Current ongoing projects should be monitored and resolved by the end of the year.

A committee member read a note submitted by one of the students stating that we are doing well and to keep up the good work.

Brainstorming Session:

Paper Reduction
A member suggested that more on-line forms would be a big help in reducing the use of paper. It is also felt that we would get things back faster if a form was available on line. A member stated that Human Resources are working on making more on-line forms available.

Mailing Lists
Discussion ensued on the mailing lists for students, staff and faculty and if they were updated we would not only reduce the cost of mailing but the use of paper. Many mailings were duplicated due to the inaccuracies of our lists. A member stated that Humanities has a “blue card” for the students to make changes. Faculty and Staff can go on-line directly, edit their address and it goes electronically to Human Resources to change their record. It was suggested that a general reminder be emailed to Staff and Faculty to check and/or update their address. This should be done at least annually if not more.

Equipment – Maintaining Versus Replacing
A member stated value versus the cost of repair should be considered when it comes to Coastal Carolina University vehicles. Also, leasing versus buying should be considered. This also applies to equipment other than the vehicles, for example copiers, printers, faxes, etc.
Improving our Services
The Chair stated that we need to improve our services to students in order to keep us competitive. In order to recruit more students, we should provide outstanding services and premier education. A member suggested more online courses and that we need to gear it toward how the society works, i.e., the worker, single parent, etc. who cannot come in for courses. A member suggested we offer more scholarships. We need to focus on different groups of people, i.e. single parents, low-income families, etc. A member suggested we reach out to rural county areas outside of Horry County. Even the average person who makes enough money to get by but does not meet the criteria for a scholarship can’t always afford the cost of higher education. Financial Aid could give us a good input as to where the money can be used. It was decided that the Advancement officers could meet with the local civic groups to see if they can work with us on additional or new scholarships.

Faculty/Staff Tuition
A member informed the committee that the application fees for faculty and staff dependents have been waived and an online application is available.

Child Care for the Single Mom Student
A member received an email suggestion of free child care for the single mom (email will be e-mailed to SAC Committee members). The Committee replied that the child care that is currently being considered is not free; but perhaps the single parent can partake of its use.

Improve our Image
Changing our image of a “party school” was discussed. Every staff member must lead by example. Since we are so close to the beach and “partying” activities, the underage drinking of alcohol is enticing to the student, as well as drinking while driving.

Two areas of concern
The RA’s are students. Can a student tell another student what to do? During campus tour the guides must portray the appropriate image

Old Business:
Sharing of Information
Nancy Burton presented the results of an earlier meeting regarding suggestions on sharing of personal information:

- designate a person from each area to collect information
- all information must be voluntarily submitted and preferably by email
- criteria for flowers for bereavement needs to be across the board (find out where the staff bereavement information comes from)
- SAC link
- notes for Newsletter should go through the President
- Human Resources review before going to print to make sure we are not going against Coastal Carolina University rules (Lamonica Yates contact person to follow-up with on this)

Also, if a Newsletter is done, it should just list the basic. Some topics are: people/department moves around campus, birthdays, memoriam, upcoming campus events (just that it exists and contact number, not what it is about), thank you, and opportunity for note(s) from the President section. Additional suggestions are that the
newsletter be a weekly Monday newsletter. This Newsletter would be internal to pull us together as a family. (Nancy to follow-up with Lamonica for design)

Mopeds and Motorcycles
Public Safety is working on a parking policy for mopeds and motorcycles. A member should contact William Weisner, Chief of Public Safety for status.

SAC Meeting Dates
The committee was polled. The November 25th meeting will stand as scheduled, but the December 23rd meeting will be cancelled. The last meeting for this year is December 9th.

SAC Committee Membership
The 1 year term members will be leaving at the end of this calendar year. Seven committee members will rotate off. The members submitted nominations to fill these vacancies. Those currently serving the 1 year term cannot be nominated for next year.

Next Meeting:
The SAC will next meet on Tuesday, October 28th at 10:30 a.m. in the Dawsey Conference Room of the Singleton building.

The meeting was adjourned at 11:38 a.m.