Staff Advisory Committee (SAC)  
Minutes  
10:30 a.m., Tuesday, October 28, 2008  
Dawsey Conference Room  
Singleton Building  

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

Approval of Minutes:  
The September 30 and October 14 minutes were submitted for approval. After discussion and the following changes were made  

to September 30th minutes;  
1. Under Recycling Efforts – change paragraph to refer to assembling a group together to meet with Marissa Mitzner to have questions about water bottles, etc., formally addressed.  

to October 14th minutes;  
1. Under Faculty/Staff Tuition – change last sentence to reflect application fees are waived for dependents of faculty and staff who are applying online as well as for the paper application.  
2. Under Mopeds and Motorcycles – change the Chief of Public Safety’s name to Greg Weisner instead of William Weisner.  

Geoff Parsons made a motion to approve the minutes; Larry Robbins seconded.  

Old Business:  
Chair Update:  
Regina advised that she asked Marissa Mitzner to attend today’s meeting; however, her schedule would not allow her attendance until the December 9 meeting. David Spain and Bertha Fladger will work with Marisa to resolve the outstanding recycling request from the staff suggestion boxes in the interim.  

Staff/Faculty Suggestion Box:  
An additional Suggestion Box will be installed in the Singleton Building on the wall near the Office of the Registrar. Laura Barr should be advised after installation so she can check the box for suggestions prior to the next meeting.  

Sick Leave Time  
A committee member reviewed the sick leave policy (Policy 1240) from the Web site. Any leave donated by Coastal Carolina University employees is for use by Coastal Carolina University employees only. This leave is not part of the State of South Carolina
leave pool. All requirements are listed in the online policy. The question was asked if a leave donor could give to a specific person, in which it was stated that this is not allowed. Employees may voluntarily transfer sick and/or annual leave into a pool from which other Coastal Carolina University employees may use during catastrophic circumstances. It was agreed that University employees need to better understand the process.

Sharing of Information
A faculty and staff newsletter could be developed for the purpose of sharing information for and about the campus family. The online newsletter would list items without going into depth about each topic unless it is needed. Human Resources personnel should be the contact to establish a meeting to discuss the design of the newsletter. The intent is that the newsletter would be sent to all faculty and staff via e-mail and posted on the section of the University’s Web site which is used for internal access only. Since all faculty and staff do not have computer access hard copies should also be made available.

Pet Friendly Policy
There is not an official “Pet Friendly” policy. After discussion a subcommittee was formed to draft a recommendation for a pet friendly policy.

University Online Bulletin Board
Information Technology Services (ITS) removed the nine real estate listings. It was stated that an alumni most likely posted these entries. The online bulletin board is a password protected site.

Senior Age
A Lifelong Learning staff member asked about the variety of ages for a senior citizen for the University for cultural season discounts, tuition waivers, A.B.L.E. program, etc., – some listings across campus are age 55, 60, 65, etc. The official age for or the state-wide tuition waiver, the following requirements must be met to receive free tuition: 1) must be a legal resident of SC; 2) needs to be 60 or over; 3) cannot be working; and, 4) if space is available. For the Lifelong Learning programs, the age is 55 and for University cultural programming the age is 65 years. The Chair will contact the staff member who requested a definition and explain why there is a need for more than one “Senior Citizen” age at the University.

Mopeds and Motorcycles Parking
The committee discussed the need for motorcycle and moped designated parking. It was stated that students are parking on the yellow/white lines behind other vehicles in a single parking spot, which could result in an accident if not seen by the legally parked vehicle. It was felt that this should be addressed before the fall semester ends, due to the fact that additional students may be returning for the spring semester with mopeds/motorcycles. The issue will be discussed with the Department of Public Safety.

New Business
Suggestion Boxes
Parking
A Suggestion Box comment was received regarding new reserved parking spaces in the Singleton/Prince parking lot. The Committee also received an unsigned e-mail which was distributed to the Committee members. The e-mail stated that in the unpaved parking lot approximately seven spaces were reserved for staff, but the writer was advised that it is now reserved for various people that come in and out for official business, i.e., meetings,
board members, etc. The writer did not think this was fair to other faculty and staff as well as presenting problematic issues. It was brought before the Committee that there are 12 passes available for the five reserved parking spaces in the unpaved parking. These passes are handed out to various personnel that are coming and going on official University business. They are not all here at the same time, nor are they here all day long but come in at different times of the day. At times it would appear that the spaces are not being utilized all day, every day. It was also stated that Humanities employees have encountered problems obtaining temporary parking spaces for visitors to park coming in for meetings. They resolved their problem by calling Public Safety who reserved the spaces. These visitors are financial donors and fundraisers who should not have to drive around the campus trying to find a parking space.

Another issue discussed concerning facilities management staff previously able to park in this unpaved lot in the yellow-lined no parking spot, but this is no longer allowed. Thus making picking up trash and delivering cleaning supplies a problem for the Prince and Singleton buildings. The Committee inquired as to how many spaces facilities management would need. A recommendation of at least two spaces per building would allow more productivity for this department.

Two staff members contacted the Committee about the need for additional parking spaces for staff/faculty at Kingston Hall. There are approximately 40 staff in the admissions and financial aid office and only four faculty/staff parking spaces designated. It was also suggested that the unloading spaces in the back of Kingston Hall be utilized for staff running errands and are using their own vehicles. An unloading sign could be placed in the vehicle when appropriate. It was further suggested that a golf cart might be designated for each building for staff errands. It was also stated that one campus area uses bicycles for campus errands and that a grant is being submitted to acquire campus bicycles. When Marissa Mitzner presents information at the meeting in December the issue will be discussed and Committee members should think about what they would like to ask her.

One campus area uses bicycles for campus errands. A committee member suggested knowledge of a grant underway to acquire campus bicycles. This issue can be discussed with Marissa Mitzner during the December meeting.

The issue of parking at Sands Hall with the current traffic and upcoming moves to this building was also discussed. It was also agreed that parking is a problem for everyone with no resolution at this time.

Newspapers
A Committee member advised that a petition is circulating concerning reestablishing the free newspaper program. More details will be presented as they become available.

Leave Time Reporting
A staff member submitted a request that the University give supervisors more than eight hours on WebAdvisor to approve time off. This concern will be given to the Department of Human Resources.
Student Comments
Students continue to put comments in the Staff/Faculty Suggestion Box. These comments/suggestions will be forwarded to Student Affairs.

Bicycle Racks
Campus bicycle racks need to be relocated. Bicyclists have been securing their bikes to lamp posts around campus which can create walking traffic hazards and it also scrapes the paint off the lamp posts. This issue will be submitted to the Student Government Association who was charged with establishing the bike racks locations originally.

SAC Accomplishments / Newsletter
The Chair distributed a partial listing the Committee’s accomplishments and current projects underway. The Committee was asked to review the accomplishments and to form a sub-committee to work on a newsletter to be published in early to mid-December 2008. Nancy Burton, Geoff Parsons and Cynthia Johnston volunteered to work on this project. It was stated there have been a number of misconceptions as to the purpose of the committee therefore an online newsletter would be beneficial to explain the inter-workings of the Committee and its purpose.

I Spy Program
The I Spy Program is working. Several staff members have been recognized.

Recap:
Regina Lee will research information concerning the two parking spaces per building parking spots for facilities management staff. She will also check into the Sands Hall and the Kingston Hall parking issues.

Jeniffer Silver will request information relating to the online payroll periods and will also check information regarding a Pet Policy with Pat West and with Ernie Locklear who is responsible for writing and updating policies.

Nick DeFuria and Geoff Parsons will check with the Department of Public Safety about moped and motorcycle parking, as well as the bicycle racks issues.

Nick DeFuria advised he uses a Student Work Evaluation form and that possibly this might be a good tool for others to use. It was suggested that the form possibly be available for the Career Services Center to work with campus employers to use for student workers.

Next Meeting:
The SAC will next meet on Tuesday, November 11 at 10:30 a.m. in the Dawsey Conference Room of the Singleton Building.

The meeting was adjourned at 11:48 a.m.