Staff Advisory Committee (SAC)  
Minutes  
10:30 a.m., Tuesday, November 11, 2008  
Dawsey Conference Room  
Singleton Building

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

Absent: Larry Robbins, Melissa Todd

Approval of Minutes:
The October 28th minutes were submitted for approval. Minor changes were suggested. Laura Barr made a motion to approve the minutes; Joyce Flowers seconded.

Old Business:
Pet Friendly Recommendation
A committee member presented the proposed recommendation after working with Ernie Locklair, a Human Resource staff member. Ernie Locklair advised her to make a recommendation to the committee then approval from a Vice President would be required before Human Resources will write the policy. A draft was distributed to the members and their suggestions were requested. A question arose as to whether or not this would apply to Residence Hall. A committee member will check with the Interim Dean of Students and report to the committee at the next meeting.

Leave Time Reporting
A committee member reported that it is possible for the time card cut-off to be changed from mid-day to 5:00. This would not add an extra day for reporting. The reporting will be done later in the day. Since one of the issues is trying to remember to complete the form, a committee member suggested that staff place the dates in Outlook to help alleviate this problem. It was also noted that another big area of concern is the projection of time off.

Mopeds and Motorcycles Parking
A committee member discussed his conversation with Greg Weisner, Department of Public Safety, and reported there is no current policy addressing motorcycles and mopeds. After discussion, a suggestion was made to pass this over to the Parking Committee. A committee member informed the members that the Parking Committee exists and it is under the Buildings and Grounds Department. It was suggested that when Geoff Parsons meets with Greg Weisner, on motorcycle and moped parking, we should include the bicycle rack issue in that meeting.

SAC Accomplishments / Newsletter
The subcommittee for the Newsletter has nothing to report at this time.
Parking
The Chair reported that she has started discussions and has a Committee working on the parking issue; however there is nothing to report at this time.

New Business
Suggestion Boxes
No additional items at this time. The suggestion box in the Science Center needs repairs.

Maintenance of Grounds
A committee member suggested that some people visiting the campus might have some concern about our sprinkling system. Some of the sprinklers are watering the streets instead of our lawns. A committee member advised that staff do ride around checking on the sprinkling system, which is done according to zone. The sprinklers are usually on in the evenings; however, if they need to check them for problems, they will be turned on in the day. However, if you see one working improperly, you can call x2153. An on-line form will need to be completed.

A committee member asked about the removal of dead trees on the campus. A committee member advised they usually wait until the campus is closed, typically around the holidays, and remove them during that time. Should danger exist, the tree is removed immediately.

Strategic Planning
The Chair distributed the Strategic Planning Goals & Objectives which were ranked in order by their importance. The Committee members were asked if they feel these goals are still the most important. A committee member commented that the goals should be ranked as they stand. The Chair advised that she wanted this group to understand where we are and would like their opinion on what we can do to make CCU a success.

CCU is already working on Goal 1, Objective 1, #43 regarding the number of safety incidents handled to protocols linked to training participation. Training is currently being held.

Under Goal 1, Objective 3, a committee member remarked that space issues will continue as we continue to grow. It was suggested that we utilize the space on Hwy 501; with the moving of staff there and keeping academic on campus. A committee member advised that present zoning restrictions hinder some of the University’s plans.

The Chair asked if there was anything on the list that we need to change, since this will be presented on 24th of November. The chair advised there will be a formal Strategic Planning Meeting for Task Force 3 next Tuesday, Nov. 18th, and would like to present it then and requested the members to email their suggestions by Friday, Nov. 14th.

The question was asked, “When will CCU begin receiving their percentage of the 1% increase of sales tax just passed and earmarked for education?” The increase starts in 2009, but we do not know when CCU will be receiving any money. The State designates the money we receive from them; unfortunately, we have to build according to that amount, not what our actual needs are. A committee member stated that because of this, we should look at our growth and how we are going to handle it. We can’t have students on campus and not the facilities. We need to expand what we have and look at faculty who is willing to work nights and Saturdays. This will help make us more competitive.
Recap:
Recycling
Marissa Mitzner will attend our December 9th meeting to discuss recycling. Please email her any topics you would like discussed.

Next Meeting:
The Staff Advisory Committee will meet on Tuesday, December 9th at 10:30 a.m. in the Dawsey Conference Room of the Singleton Building.

The meeting was adjourned at 11:30 a.m.