Committee Members

Present: AraLeigh Beam, Nancy Burton, Lori Cox, Cookie Elston, Denny French, Debbie Hamm, David Klauder Jr., Regina Lee, Trenny Neff, Travis Overton, Geoffrey Parsons, Kevin Perry, David Spain

Absent: Holly Legg and Barbara Scott

Welcome and Introductions:

Regina Lee, committee chair, opened the meeting by welcoming the new members to the Committee. The new members are Lori Cox, Denny French, Debbie Hamm, David Klauder, Holly Legg, Trenny Neff, Travis Overton, Kevin Perry and Barbara Scott.

Regina Lee presented the charge given by Dr. DeCenzo in 2008. The Committee’s charge is to identify the barriers that keep staff from doing their job effectively. Once barriers have been identified SAC will make recommendations to address and/or resolve the barriers.

Every staff member is encouraged to participate. A staff member may participate through the Web at www.coastal.edu/hreo/workplace/staffadvisory, by placing a suggestion in one of the Suggestion Boxes located throughout campus, by attending an Open Forum session during the first 15 minutes of each SAC meeting, or by contacting any committee member.

The new members introduced themselves and told what special skills or experience they can offer the committee. Various skills and experience were given, however a common thread was their willingness to open communication lines to make Coastal Carolina University an even better and stronger university.

Protocol for the SAC meetings was discussed.

- A 2009 meeting schedule was distributed.
- If any member is unable to attend a meeting, he or she should contact chairperson Regina Lee, at campus extension 2181 or rlee@coastal.edu.
- A meeting agenda will be e-mailed 3 to 4 days before each meeting.
- The minutes of each meeting will be e-mailed within one week of the last meeting and on the agenda for approval at the next meeting.
- The meeting format is to begin with an Open Forum if an individual has requested to speak to the committee; review/approve the minutes from previous meeting; discuss old business; discuss new business and review assignments.
**New Business**

*Demise of Staff and Memorial Services*

Special guest, Lynn Brock, was unable to attend the meeting. The concern she wanted to discuss was that many staff was unaware of the passing of one of their colleagues; however, it was felt that this was mainly due to the extended holiday. The Chair will inquire whether a policy is in place for advising the campus community of a staff member’s demise and/or a memorial services.

*Academic Integrity Subcommittee*

The Chair asked for a volunteer to serve on the Academic Integrity Subcommittee. A former committee member, Larry Robbins, originally served on this Committee. Travis Overton advised that he does serve on this Committee as a Student Affairs representative. Dave Klauder volunteered to serve on the Academic Integrity Subcommittee as the SAC representative.

*Strategic Planning Committee*

The Chair announced that the Strategic Plan is “live and well”! She explained that each member of SAC will serve on a Strategic Planning Task Force. The four key strategies are:

- Meeting the Educational Needs of Students
- Ensuring Student Success
- Ensuring Faculty and Staff Success
- Ensuring Financial Viability and Managed Growth

The three supporting strategies are:

- Improved Communication
- Stronger Assessment and Accountability
- Increased Technological Support

The Chair asked for volunteers for each of the four keys and three supporting strategies and distributed an assignment sheet. The results will be shared at an upcoming meeting.

The Chair gave a brief update on the Ensuring Faculty and Staff Success task force. A survey is being compiled to benchmark three key components identified earlier through the strategic planning process. The three components are faculty and staff satisfaction, safety and wellness. The logistics of the survey project includes an independent study course where a student can earn one credit hour.

**Old Business**

*Suggestion Boxes*

Last year Laura Barr and Cookie Elston manned the suggestion boxes located throughout the campus. The five suggestion boxes are located at the Foundation Building, Coastal Science Center, Singleton Building, CINO Grill and the campus Post Office. It was determined to install the sixth box at the Colors on Parade Building.

The Chair asked for a volunteer to assume the duty of checking the suggestion boxes on main campus. Kevin Perry volunteered to replace Laura Barr who rotated off the committee. Cookie Elston will continue to check the suggestion boxes on the east campus.

Cookie Elston passed out a spreadsheet showing the suggestions she has received from the East Campus since the Suggestions Box concept inception (5/18/08 to 11/19/08.) She explained to the new members how the program and spreadsheet works. The object is to
collect the suggestions from the boxes, prepare a spreadsheet listing the suggestions received for action by the Committee. The Committee will then discuss the items submitted and take appropriate action.

Discussion ensued on some of the suggestions made by staff last year that did not have closure. A Committee member asked what happened to the Salary Compensation Study whereby an outside firm was to be hired to oversee the project. The Chair reported that due to fund restrictions, this project was put on hold. However, some groundwork has been done in the form of a pilot program, whereby the job descriptions will be input online for comparison as to the actual job being performed. This way, when funds are available, the University will be ready to move forward.

Committee members asked about the status of the proposal of a four-day workweek and a 30-hour workweek. Lori Cox, HR representative, advised that flex time is at the discretion of the department head and that the department must be covered during regular University working hours. It was suggested that supervisors and managers need to be aware of the flextime policy and then explain to their staff why flex time can or cannot be followed in their department. The 30-hour workweek for a FTE (full time employee) will impact the employee’s benefits. For clarification, Lori Cox will check to see if some type of communication can be sent out to the staff advising them of the pros and cons of changing to these types of work schedules.

**Recap**

David Spain will handle the installation of a new suggestion box.

Cookie Elston will oversee the east campus suggestion boxes.

Kevin Perry will oversee the main campus suggestion boxes.

Lori Cox will check into a “flex time” communication going to staff on a four-day workweek and 30-hour workweek.

David Klauder will represent SAC on the Academic Integrity Subcommittee.

Regina Lee will check to see if there is a policy for advising the campus member of a staff member’s demise and/or memorial services.

Regina Lee will e-mail all Committee members the recap sheet, prepared in December 2008, outlining the Committee’s accomplishments and ongoing projects.

**Next Meeting:**

The next SAC meeting is scheduled for Tuesday, February 17, 2009 at 10:30 a.m. in the Dawsey Conference Room of the Singleton Building.

The meeting was adjourned at 11:25 a.m.