Staff Advisory Committee (SAC)  
Minutes  
10:30 a.m., Tuesday, March 3, 2009  
Dawsey Conference Room  
Singleton Building

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

Approval of Minutes

The December 9, 2008, minutes were submitted for approval. AraLeigh Beam made a motion to approve the minutes; David Klauder Jr. seconded.

The February 3, 2009, minutes were submitted for approval. Kevin Perry made a motion to approve the minutes; Trenny Neff seconded.

The SAC chair, Regina Lee, passed out the 2009 Strategic Planning Committee Appointment list. All members were in agreement. She will contact the Strategic Committee’s chairs and advise them of the SAC member’s name for each committee.

A new SAC member contact list was also distributed to committee members. The SAC chair will also send the list electronically to all committee members.

Follow-up from Previous Meeting

Policy for Notification Regarding Deceased Employees and Memorial Services

The chair checked with Human Resources as to whether a policy exists involving notification of the demise of a member of the campus community and/or conducting a memorial service for a deceased staff member. Human Resources will notify the campus community via faculty/staff e-mails upon the demise of a University employee. There is no set policy for memorial services; it is up to the discretion of co-workers who want to plan and conduct the event.

A committee member advised of the recent demise of Al Pirozzi Sr., Assistant Food Services Director with Aramark Campus Food Services. Details of the incident were shared with the committee members. A concern is that maintenance employees do not have keys to the buildings occupied by Aramark, only security officers have a key. In this instance, it delayed the time to get to the employee as the door was locked from the inside. A committee member will discuss the key issue with Greg Weisner, Chief of Public Safety, and report back to the committee.

Flextime

A committee member advised there was nothing new to report, but feels there was a misunderstanding by some staff members regarding flextime and a 30-hour work week. Granting permission for an alternate schedule is at the discretion of the department head and will not work for every department. A flextime schedule decision depends on what
area a staff member works and the coverage required by that department. There is also a misunderstanding with the 30-hour work for a FTE (full-time employee). A four-day “30” hour work week for a full-time employee does not exist except in specific circumstances which does effect the employee’s FTE status. A four-day work week comprised of Coastal Carolina University’s required 37.5-hour week would be considered a flextime schedule.

Faculty and Staff Success Survey

A survey is being conducted to benchmark faculty and staff satisfaction, safety and wellness. The SAC chair and the three SAC committee members serving on the Ensuring Faculty and Staff Success Committee will meet the end of March. As the date is set, the SAC chair will advise the appropriate SAC members of the date and time.

New Business

Suggestion Boxes

A committee member distributed a spreadsheet and reported on the suggestion boxes located on the main campus. Since November only three suggestion cards were submitted. One contained a comment from a student concerning the Post Office, which will be forwarded to the proper personnel. Another suggestion was to provide another suggestion box, which has been done and placed at the Colors on Parade Building. The third related to parking issues.

A staff member read an e-mail she received from a staff member also concerning parking. The chair advised the new SAC members that parking was an issue and has resulted in numerous suggestions in the past year. With the issue continuing, she suggested the committee discuss recommendations that can be presented to Dr. DeCenzo as viable solutions.

A lengthy discussion ensued relating to parking issues. A committee member stated that there are no parking areas for staff that run work-related errands to different buildings and are in need of a parking space for a short period of time. However, it was noted that there are yellow parking permits available from the Department of Public Safety to place in the vehicle’s front window for this purpose.

A question arose as to how many parking spaces currently exist on campus in comparison to the number of decals issued. A committee member stated that a University committee exists to handle parking issues and that committee would have this information. The SAC chair will find out who is on the committee and contact them for information.

After discussion, the following four recommendations were submitted for the SAC chair to take to Dr. DeCenzo:

1. Add a second row for faculty/staff parking in the Singleton Parking lot, due to many being lost for various reasons in the past.
2. Extend the number of “Reserved” parking spaces so they can also be used for meetings. This could be accomplished by moving the “Reserved” spaces to the front of the Singleton Building in the current visitor’s spaces. There are eight “Reserved” spaces on the side parking lot and approximately 17 “Visitor” spaces available directly in front of the Singleton Building. If policed diligently, the 17 spaces should be enough to accommodate visitors, reserved space vehicles, and parking for drop-off/pick-up work-related visits to the Singleton Building.
3. Post a sign stating the students residing in the residence halls must park in the residence hall areas from 8 a.m. to 5 p.m. instead of driving their vehicles to the
campus and taking parking spaces used by commuters. Those in violation will be fined accordingly.

4. Consider making parking at the Elvington property a freshman parking lot and allow commuters to park behind the residence halls daily before 5 p.m.

It was also suggested that any proposed recommendation or new parking policies not be put into effect until the summer months before new students arrive on campus – or during the extended time between the fall and spring semesters. This would make any policy shift easier for everyone on campus to accept and understand.

Another committee member distributed a spreadsheet and reported on the suggestion boxes located on the east campus. Out of the five suggestions listed, three were already handled. One concerning honey buns in the vending machines will be referred to the appropriate staff member. A suggestion was made to request small directional (arrow) signs be placed on the hallway walls in the Edwards Building to direct visitors to room locations – specifically at the entrance near the quad. This suggestion will be referred to Laura Barr in Humanities.

Office Furniture
A discussion developed concerning departments moving furniture back and forth from storage instead of utilizing the furniture not currently being used in the same building. It was stated that many times the furniture, etc., can not be interchanged – if it was purchased from specific funds such as grant money, etc., which must be accountable to the grant specifications. A committee member will relay the information to the appropriate staff members.

Daycare
A committee member relayed a message he had received about daycare for children of students. Coastal Carolina University conducted surveys last year – one for faculty and another for staff. However, it was not extended to students at the time. This suggestion will be referred to the Faculty Welfare and Development Committee, attention T. Hoffman.

Salary Increases
A committee member inquired about merit raises. The members were advised that merit raises are controlled by the State and the State hasn’t given merit raises for several years. There are, however, performance increases, which are based on pre-established criteria. If a major change in a person’s job duties occurs or if their position is reclassified, they may be eligible for a performance increase. It was also stated that a supervisor also can not nominate someone under their supervision for the Staff Excellence Award which has a monetary component. A committee member will review the wording on the Staff Excellence Award form stating that a supervisor can not nominate someone he or she supervises.

Recap
- David Klauder will talk to Greg Weisner concerning a key for maintenance personnel for buildings occupied by Aramark.
- Kevin Perry and David Spain will handle the suggestion box card holders and locks for the suggestion boxes.
- Lori Cox will check into the wording on the Staff Excellence Award form.
• David Spain will advise the appropriate personnel regarding guidelines for the use of furniture by other departments vs. putting the furniture in storage.

• Regina Lee will draft a letter regarding the parking recommendations for the Staff Advisory Committee members to review. After the letter is finalized, she will meet with Dr. DeCenzo.

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

The meeting was adjourned at 11:45 a.m.