Committee Members

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

Absent: Holly Legg and Kevin Perry

Approval of Minutes

The March 3, 2009 minutes were submitted for approval. David Klauder Jr. made a motion to approve the minutes; Nancy Burton seconded.

Follow-up from Previous Meeting

Salary Increases

Lori Cox reported that performance increases are based on a change in a person’s job duties and responsibilities and/or if their position is reclassified. Cost of living increases are still in effect and based on state funding. Merit increases are also controlled by the state and have not been available for several years.

Staff Excellence Award Form

Wording of the Staff Excellence Award criteria, which states a supervisor cannot nominate someone under their supervision, was reviewed. The original intent preferred an employee’s peers and colleagues nominate co-workers for the award. Human Resources will review the possibility of revising the wording on the forms for subsequent year.

Performance Check List

A committee member inquired about the Performance Check List form. SAC members were advised that this policy is outdated because increases are no longer given on performance. Human Resources will check into revising the policy.

Survey for Benchmark for Strategic Planning

The first draft of the survey being conducted to benchmark faculty and staff satisfaction, safety and wellness has been completed. The SAC chair distributed the draft form to the members for their review and comments. The following recommendations were made:

1. Clearly state in the introduction that this is from Coastal Carolina University and not a state form.
2. Change the word “designated” to “design” in item #2 under the Safety section.
3. Add “threatened by students or visitors on campus” in place of “threatened by a student” in item #8 under the Safety section.
4. Change “designated assembly line” to “designated location” in item #6 under the Safety section.
5. Concerning item #3-6 under the Safety section - suggest a manual be written about who to contact and what to do as there are no telephones in the classrooms. Not
everyone knows to call 2911 to internally report an emergency directly to our Department of Public Safety even if they have a cell phone.

6. Add “cost to me as well” after workplace in item #3 under the Wellness section.

7. Under Employee Satisfaction item #9, committee members discussed employee training and ways of improvement to how it is now being conducted. The consensus was that “communication” is the primary factor.

A committee member asked if the survey was going to go through The Writing Center for approval, and how would it be distributed. The SAC chair advised that the survey will go through The Writing Center and it will be sent online with hard copies given to the departments who do not have computer access. The purpose of this survey is for Coastal Carolina University to get a benchmark measurement for moving forward. Another draft will be prepared to include the recommendations and sent to the Staff Advisory Committee members for their review before forwarding to The Writing Center.

It was suggested that the time from which the survey is distributed and the deadline for completion be a short period of time so faculty and staff will receive the information and not procrastinate about completing the survey. If approved, the online projected date is the first week in April. Suggestions for ways to promote employee participation were discussed. It was felt that if a prize/gift were available it would give employees an incentive to complete the survey. Since the survey is not capturing identification information this method would be difficult. The SAC chair will research the feasibility of awarding a prize associated with a confirmation number.

Office Furniture
A committee member reported on the additional concerns of moving furniture back and forth from storage instead of utilizing the furniture not currently being used in the same building. The employee will be invited to the next SAC meeting to provide information on this topic.

Suggestion Boxes
Kevin Perry is out of town, but did check on the boxes on the West campus. There was nothing new to report.

Cookie Elston also had nothing new to report from the boxes on the East campus.

New Business
Suggestion Boxes
The committee members engaged in a discussion on how to make the suggestion box project more receptive and accessible to our faculty and staff. After much discussion it was decided:

1. Denny French will research enhancing the Web page and talk to Donna Rogers about better Web accessibility.
2. Nancy Burton will handle the composition of a Newsletter to send out online to all employees.
3. Lori Cox will handle dispersing the Newsletter and a “suggestion” card to new employees during new hire orientations.

Job Performance
Committee members discussed what could be done to do a better job as a Committee and as individuals. A blend of communication and education seems to be everyone’s concern. People do not know where to go to get information needed. The Web site, mycoastal.edu, was designed to be a one-stop portal, but not everyone is aware that this Web site exists, nor
does everyone have access to a computer. Training courses are offered at the Teal Center, but employees are not taking advantage of the offerings or are unable to get office coverage during training sessions. It was also suggested that a mentoring program be established and implemented. Supervisors would be responsible for informing new employees of their job duties and possibly assigning a knowledgeable staff person to assist the new employee. Another suggestion was installing a portal on the Web site to serve as a hot line for questions. A committee member advised that askcoastal.edu also could be used for external visitors, and with some enhancement, for employee questions also.

**Building and Parking Issues**

A committee member reported that Traffic Safety and Parking Committee met weekly from November 28, 2007 to January 28, 2008 with a lot of brainstorming being done on the parking issue. A final report was prepared. The SAC chair will request helpful information from that report.

The issue of keys to ARAMARK occupied areas was discussed and will be reviewed further as additional information is researched.

A committee member relayed a concern received about handicap access at the Edwards Building. Apparently, handicapped parking is available but no ramps on either side going into the building. The SAC chair will discuss the situation with the proper departments.

A committee member advised that there were no sidewalks from the Edwards to the Wall Building on either side of Chanticleer Drive, therefore people walking in that area have to walk in the street. Another committee member advised that measurements were being taken to correct this issue, but the timeline for completion is not available.

**Recap**

- Regina Lee - extend an invitation to Tyrone to attend next meeting concerning the moving of furniture back and forth between buildings
- Nancy Burton and Regina Lee - finalize and disperse the SAC newsletter advising faculty and staff about the function and 2008 accomplishments of the Staff Advisory Committee (SAC)
- Travis Overton – develop an interdepartmental newsletter for training and education of our employees
- Denny French – Work with Web developer, Donna Rogers, on SAC Web site enhancements
- Trenny Neff – gather information on a Q&A hotline
- Lori Cox – introduce the concept of the suggestion boxes and dispersement of informational material during new-hire orientation
- Nancy Burton – work with Lori regarding suggestion cards
- David Klauder – obtain information about a key(s) for ARAMARK occupied buildings
- Regina Lee – handle handicap and sidewalk concerns at the Edwards Building

**Next Meeting:**

The next SAC meeting is scheduled for Tuesday, March 31, 2009, at 10:30 a.m. in the Dawsey Conference Room of the Singleton Building.

The meeting was adjourned at 11:50 a.m.