Committee Members

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

Absent: Travis Overton

Approval of Minutes
The March 31, 2009 minutes were submitted for approval. Denny French made a motion to approve the minutes; Geoffrey Parsons seconded.

Old Business
Office Furniture
A committee member reported on the discussion with the Director of Facilities Planning and Management regarding the scheduling to move offices and/or furniture concerns. The director was in agreement with the issues and will arrange a meeting between the proper personnel to enhance scheduling and communication. David Spain will check on the progress made and will provide an update at a meeting sometime late summer or early fall.

Web Page Update
A committee member from ITS reported that he has been given permission to move forward on updating the Staff Advisory Committee web site link. A discussion ensued on what should be included on the web site. The committee agreed that the front page should include the mission and purpose along with some graphics. Implementing a suggestion panel was discussed, where topics that the committee is working on were open for discussion and where employees could put comments on these and other items they have questions about. Also, it was suggested that the topics be changed periodically and a general heading be included for those not listed. A Q&A panel was also suggested. Denny French, David Klauder, Nancy Burton and Kevin Perry will prepare a draft of the layout for presentation at the next meeting.

Q&A Information Online - University’s Web Site
The workings of the “Ask Coastal” portion of the University web site were discussed. This is a Coastal Carolina University search page to get answers to your general questions about the University and how to get information. A member reported this function was powered by IntelliResponse and purchased in components. Coastal Carolina University currently only has one component and that is geared toward students. After discussion, it was suggested that a link for a faculty and staff Q&A portion should also be included, but password protected. At present, IT is working on a “forms” page with HR. At the next meeting, Lori Cox will bring an update to the members about the Q&A information and forms page that is currently being worked on for HR.

Foundation Center Signage
An update on the direction and location signs for the Foundation Center building was given by one of the committee members. Making signs for this building is included in the overall campus signage project. A member stated that she was under the impression that we only
have a lease on this building until 2010. The committee chair’s stated that the Foundation had purchased the building and will look into how long University personnel will be in the building and report at the next meeting.

**Miscellaneous Updates from Chair**

**Edwards Building Update**

Handicap and sidewalk concerns at the Edwards Building will be discussed at the next meeting.

**Ferrell Cats**

The employee inquiring about feeding cats on campus has moved to one of our buildings on the east side of campus, thus alleviating the issue she was inquiring about here on the main campus.

**Town Hall Meeting**

The committee chair encouraged everyone to attend the Town Hall Meeting on Thursday, April 16, 2009.

**Strategic Planning Survey**

The Strategic Planning Survey results will be tallied today. The Strategic Planning Survey presentation has been rescheduled for Thursday, April 23, 2009 at 3:30 p.m. in EHFA 158. All members are encouraged to attend if their schedule permits.

**New Business**

**Suggestion Boxes Comments**

The main campus Suggestion Box manager reported on a suggestion of hiring an outside cleaning service to clean Sands Hall (post office building). A discussion developed about the campus cleaning service currently utilized and how challenging Sands Hall is to keep spotless with the tremendous traffic in the post office area. Since the suggestion was anonymous, there is no way to report back to the requester.

The east campus Suggestion Box manager reported on a suggestion to have grape soda in our vending machines. There was also a comment on the front walkway lights looking good but that the old ones needed updating. Neither the light location nor requester’s name was included on the card. These suggestions came from the Science Center suggestion box. Cookie will handle the walkway lights issue and vending machine issue. It was also suggested that we put a link on the University web page advising how and whom to contact to handle vending machine issues.

**Annual Leave Time**

A member read a comment submitted on the web page from an employee about getting paid for their unused annual leave. The guidelines for unused annual leave and sick time are mandated by the State. Lori Cox will respond to the writer.

**New Facilities Equipment**

A committee member reported to the committee the issue of inadequate space to house new equipment purchased for the field house. Water (rain) is getting into the tanks of the ride-on lawn mowers. Discussion ensued on possible areas for a storage building.

**Day Care Center**

A committee member asked about the status of the Day Care Center for faculty and staff and the possibility of extending the service to the students with children. The committee chair
advised that it is in the development stage and the item is on the agendas of several committees. She will follow up to see where it stands and report back to the committee.

**Safety Person**

A member inquired about the possibility of getting someone to oversee overall safety at the University. It is felt that employees are not always trained to do what is asked of them. The committee chair advised that this has not been addressed in the past, but safety is now and will always be a concern on campus. Hopefully this will be handled through the Safety portion of the recently developed survey, which was prepared for the Strategic Planning Taskforce.

**Four (4) Day Workweek**

A committee member inquired about comments being circulated regarding a four-day workweek for employees and questioned if and when would we be advised of the schedule currently being considered. The committee chair advised that this proposal is budget driven and would probably be addressed before budget time, which is June 30, 2009.

**Recap**

- Regina Lee – Invite Marvin Marozas to attend the next meeting’s open forum to discuss the utilization of flat screen TVs
- Denny French, David Klauder, Nancy Burton and Kevin Perry - Prepare a draft of the Staff Advisory Committee web site layout for presentation at the next meeting
- Lori Cox – Report at next meeting regarding information on the Q&A web site page for HR
- Lori Cox – Respond to employee question about unused annual leave and sick time
- Regina Lee – Strategic Planning Survey Presentation - Thursday, April 23, 2009, 3:30 p.m., EHFA 158
- Cookie Elston– Speak to Dean Hudson about the vending machine issue suggestion and check into the walkway light issue from Suggestion Box
- Regina Lee – Status of Day Care Center study or discussion

**Next Meeting:**

The next SAC meeting is scheduled for Tuesday, April 28, 2009, at 10:30 a.m. in the Dawsey Room, Singleton Bldg.

The meeting was adjourned at noon.