Committee Members

Present: Debbie Hamm, Regina Lee, Geoffrey Parsons, David Spain, Lori Cox, Holly Legg, Barbara Scott, AraLeigh Beam, Nancy Burton, Cookie Elston and Denny French

Absent: Kevin Perry, Trenny Neff, Travis Overton and David Klauder, Jr.

Approval of Minutes
The May 19, 2009 minutes were submitted for approval. Geoffrey Parsons made a motion to approve the minutes; Holly Legg seconded.

Old Business
Web Page Update
A Committee member reported that he is working on a “content management system” which gives anyone he designates permission to access that site and do an update. This should be completed by the end of June or the beginning of July.

Additional Web Page and Safety Drill updates will be forthcoming at another Staff Advisory Committee (SAC) meeting.

Fire Drills and Evacuation Plans
This will be discussed at the next Committee meeting.

Coastal Science Center Signage
There is nothing new to report on the signage issue. The chair has put forth the recommendations that the directional room signs in the Coastal Science Center be moved to eye level and a floor and room number board be erected in the front entrance lobby.

Pet Friendly Signage
No available updates to Pet Friendly Policy at this time.

Office Worker Floaters
A committee member discussed student workers assisting the Mathematics & Statistics staff member who suggested the hiring/use of “office floaters”.

Cost Saving Tips
Update at next committee meeting.

Update on Landscaping Near Dorms
The Chair reported that the landscaping she has seen near the dorms was very attractive. More updates to come at a future meeting.

Announcements to Staff
Innovative ways to make announcements to staff will be presented at the next meeting.
New Business

Fire Drills

A Committee member reported that fire drills are extremely important and should be mandatory throughout the Campus. After discussion, the following were recommended:

1. To have a formalized plan implemented with random dates of the drills and a check list to follow. Some suggestions to incorporate in the plan are as follows:
   • designate where people are to go when they leave the building
   • determine how to get people out of the building and what needs to be done to make this happen
   • assign 1 or 2 people from each building and/or department to be building/department monitors

2. Have a “buddy” system so that everyone in the building is notified to leave immediately and by what method or entrance to leave.

3. If feasible, have drills in the buildings having a lab and/or chemicals in them while students are attending class so they know what to do.

4. A staff member to contact the Fire Marshal, Steve Kelsey, and/or other universities to ascertain whether or not other universities have fire drills when the students are in class. A report will be given at the next meeting.

5. An invitation will be extended to Steve Kelsey to attend our open forum at the next Committee meeting.

Suggestion Boxes Comments

There was nothing to report from the West campus boxes.

A spreadsheet was circulated to the members concerning updated suggestions from the East campus boxes. The comments are as follows:

1. Much concern was shown concerning the wetlands issue and the question of Coastal Carolina University (CCU) needing a Safety Officer. The Chair reported that the recommendation of a Safety Officer has been forwarded to the proper personnel and that this issue has been included in the Strategic Plan. Safety training on campus has increased and some Committee members reported attending some of these classes.

2. Another item was the discontinuation of the cartridge recycling boxes from CCU buildings. A suggestion was made to take the cartridges to a local elementary school so that they can get credit for their recycling efforts.

3. A staff member expressed their concern on air-conditioning in some areas going “full blast”. Energy savings, whether the air or heat, was discussed. A campus-wide mandatory directive was issued to keep the thermostat at 74 degrees during the summer months. This email will be forwarded to the writer of this concern.

4. An academic staff member stated that it is hard to take off from work for a personal matter due to lack of office coverage. The person suggested the use of students and retired or semi-retired personnel to cover as floaters for the offices. When not working in that area, they could be “couriers” to make deliveries to the buildings. This issue was discussed in a previous meeting, and we do have student workers for this coverage. The Chair stated that staff is asked to work with Financial Aid first to see if a student is eligible for any money, and if so to use the work study money first. If this money is not used, then Coastal Carolina
University loses it. If the student is not eligible, CCU has added a certain amount of dollars to each department’s budget for the hiring of student workers.

Web Page
The Chair asked one of the Committee members if there were any comments submitted on the Web page, to which he stated that nothing new was submitted.

Athletic Department
A committee member was asked by several co-workers to inform the Committee of their concerns in the Athletic Department. Those concerns are as follows:

1. Moral
2. Communication
3. Job Security
4. Representation on the Search Committee for a new Athletic Director

Recap
- Denny French
  - Work on Web page
- Debbie Hamm
  - Contact Fire Marshal and/or other universities as to whether or not to have fire drills while students are attending class
  - Invite Coastal Carolina University’s Fire Marshal, Steve Kelsey, to our next Committee meeting and advise the Chair of his attendance
- Lori Cox
  - Update on Pet Friendly signage
- Trenny Neff and Travis Overton
  - Research “Cost Saving Tips” for Web page
- Kevin Perry
  - Innovative ways to make announcements to staff
- Regina Lee
  - Education of Staff/Faculty on money involved with Work Study Program and Student Worker Program Budget
  - Take Athletic Department concerns to Dr. DeCenzio

Next Meeting:
The next SAC meeting is scheduled for Tuesday, July 7, 2009, at 10:30 a.m. in the Dawsey Conference Room, Singleton Bldg.

The meeting was adjourned at 11:40 a.m.