Staff Advisory Committee (SAC)  
Minutes  
10:30 a.m., Tuesday, July 7, 2009  
Dawsey Room, Singleton Bldg.

Committee Members

Present: AraLeigh Beam, Nancy Burton, Lori Cox, Debbie Hamm, David Klauder, Jr., Regina Lee, Trenny Neff, and Travis Overton,

Absent: Cookie Elston, Denny French, Holly Legg, Geoffrey Parsons, Kevin Perry, Barbara Scott and David Spain

Open Forum

Steve Kelsey, Coastal Carolina University’s Fire Marshal, attended the meeting during the open forum session to explain fire drills and evacuation plans at the University. The Fire Marshal advised the primary focus of fire drills is the residence halls, doing two drills in every building the first two weeks of the semester. Historically fire drills have mainly been held in the larger buildings, e.g., Science Center, Wetlands, Kearns Hall, etc. There is a possibility some non-academic drills could be held during August 1 through August 15, 2009. The Fire Marshal advised that “How to Report a Campus Emergency”, “Evacuation Procedures” and “Evacuation Locations” reports are available on the web in the University’s Emergency Manual and Hurricane Plan. They are accessible on the main page under Public Safety and then Emergency Preparedness. The Manual is currently up for revision. The Fire Marshal informed the committee that drafted drawings are also in progress for each building. Once completed, an evacuation drawing will be displayed in each building.

The Fire Marshal announced September is Campus Safety month and training is available on the use of fire extinguishers. This class is 2-4 hours long. All departments are welcome to contact the Fire Marshal to arrange fire extinguisher training, whether in the group or one-on-one.

The members requested the Fire Marshal send a Safety Bulletin e-mail to all faculty and staff covering the following information:

1. Instructions on how to access the Emergency Preparedness page on the Website where they can locate the Emergency Manual and Hurricane Plan
2. Fire drill information, indicating the page location in the manual
3. Fire extinguisher information
4. Safety Tips

There being no other discussion or questions, the Fire Marshal was excused and the regular meeting continued.
**Follow up from Fire Marshal Visit**

After discussing the importance on the location and use of fire extinguishers, the Committee members discussed and agreed on creating a “check-off list” with important items. The checklist would be used during the first week of employment. The checklist would request a supervisor to show new faculty/staff members in the building/area they will be working, e.g., location of restrooms, lunch facilities, fire extinguishers, etc. It was recommended a checklist be distributed during New Hire Orientation and taken back for the department. Lori Cox agreed to handle this project.

**Approval of Minutes**

The June 23, 2009 minutes were submitted for approval. Travis Overton made a motion to approve the minutes; David Klauder, Jr. seconded.

**Old Business**

*Pet Friendly Signage*

A committee member reported that there are no pets allowed on Campus; therefore, there is no signage. Certain pets are allowed in the Residence Halls. They are identified in the Residence Life policy manual. Travis Overton is in the process of centralizing all student affairs policies and procedures. He will keep the committee updated on the progress.

*Cost Saving Tips*

Travis Overton and Trenny Neff reported their progress with the cost saving tip project. They recommended the title “Money Matters”. They are building the Webpage and requested the members submit suggestions. A request to the Chair was made suggesting all the Committee members have a link to the Staff Advisory Committee’s Web address located in the signature area of their e-mail.

*Announcements to Staff*

Innovative ways to make announcements to staff will be presented at a future meeting.

*Webpage Updates*

Webpage updates will be forthcoming at another meeting.

*Administrative Updates*

The Chair reported that due to the apprehension of the staff in the Athletic Department, much consideration has been given to employee morale and job security. Dr. DeCenzo spoke to the members of the Athletic Department and tried to answer all their questions and concerns. The Chair advised that the position in question is a not a slotted state position. Most coaches are contract employees. Normally, this employee contracts for a specific amount of years (usually two or three) for that stated salary. Their contract may or may not be renewable, based on the funds available. Contracted staff members assume a greater risk than a normal slotted state employee, therefore this might influence the dollar amount they are paid.
New Business

Suggestion Box Comments
Due to the absence of the two suggestion box overseers, there was nothing new to report.

Strategic Plan
The Chair reported the Strategic Plan is due July 15, 2009. Once a draft is completed, it will be e-mailed to every Committee member for their review and suggestion(s).

Salary Survey
A Committee member requested the status of the Salary Survey. The Chair advised that the study, which was originally scheduled for the 2008-09 fiscal year, was put on hold due to financial reasons. Currently funding for the study is in the 2009-10 budget. It is projected to be complete 2010. Once the results are revealed, Dr. DeCenzo hopes to fund the results in 2 – 3 years.

Recap
- Denny French - Work on webpage
- Travis Overton - Check on the possibility of an existing Pet Friendly Policy
- Lori Cox - Devise a check-off list to be handed out at New Hire Orientation for employees
- Trenny Neff and Travis Overton - Work on “Money Matters” project
- Kevin Perry - Innovative ways to make announcements to staff
- Regina Lee –
  1. E-mail Staff Advisory Committee (SAC) members about SAC Web address embedded in the signature area of their e-mail
  2. E-mail SAC members the Strategic Plan for their comments

Next Meeting:
The next SAC meeting is scheduled for Tuesday, July 21, 2009, at 10:30 a.m. in the Dawsey Conference Room, Singleton Bldg.

The meeting was adjourned at 11.50 a.m.