Staff Advisory Committee (SAC)  
Minutes  
10:30 a.m., Tuesday, July 21, 2009  
Dawsey Room, Singleton Bldg.

Committee Members

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

Absent: Barbara Scott

Follow-up on Administrative Updates

The Chair reiterated the details from the discussion on morale and job security from the previous meeting. Discussion ensued over campus-wide morale and job security.

Approval of Minutes

The July 7, 2009 minutes were submitted for approval. Holly Legg made a motion to approve the minutes; Lori Cox seconded.

Old Business

Cost Saving Tips  
Travis Overton reported no suggestions were submitted for the cost saving tip page. The Chair asked Travis Overton to devise the wording for the Web page link to be inserted by the Committee members in their e-mails. This would only be for selective in-house e-mails.

Update on Landscaping  
Travis Overton reported that his investigation on the use of the wetlands revealed that it is vitally important for them to stay preserved. Their purpose is for purification of water and retaining a location for the plant life that reside there.

Centralized Location of Student Affairs Policies & Procedures Update  
Travis Overton reported there is a Policy Ad Hoc Committee, of which he is a member, who are looking into creating a depository on the Web site that will house Student Affair policies and procedures. An update on this will be given at a future meeting.

Announcements to Staff  
The member in charge of finding ways to make announcements to staff suggested the Committee move forward with the creation of a staff Newsletter and the placement of it on our Web page. The most difficult portion of the project is deciding on which topics it should include for comments by staff.
Webpage Updates
The Web page design is currently being worked on. The delay in production is mainly due to a change in ITS staff and workload. However, the major issue is content. Holly Legg will research other University Web sites to ascertain the topics they discuss in their Newsletters. The Chair suggested that between now and the next meetings, a “Four Season” Newsletter should be developed – spring, summer, fall and winter and then at the next meeting assign members to each session for content development.

Strategic Planning Report
The Chair asked for comments on the Strategic Plan final assessment report, which was previously forwarded to the Committee members. A member asked about Section 3.2 on Support, Evaluation & Awards. He stated there were comments about Support and Evaluation but he did not see any for awards. The Chair reported that the Strategic Plan for 2008-2009 covered Support & Evaluation and the Awards portion would be addressed in the 2009-2010 plans.

New Business
Suggestion Box Comments
A committee member distributed a spreadsheet with 2 new suggestions. The committee agreed that the suggestions came from elementary students attending summer camps.

A committee member read the suggestions from the west side of campus. The first was removing vending machines from the hallways that block the exits. All vending machines are being removed and replaced with new ones due to a new supplier. This suggestion will be forwarded to the new supplier.

The second suggestion was to place air fresheners in the Student Center. After discussing, it was determined that this building, as well as some other buildings on Campus, have certain odors to them and that possibly a dehumidifier or an air purifier might help. The Chair will talk to the proper person about this issue.

The final suggestion was to make the volunteer services and fraternity and sorority offices warmer. This was discussed among the members and the conclusion was that some buildings were originally designed for purposes other than what they are currently being used for and the only thing that can be done is to turn the AC down.

Web Page Comments
There were no new web page comments submitted.

Additional Discussion Items
The floor was opened to any new items the members would like addressed.

The question was asked if the student non-academic work program would be the same for the fall as it was for the spring. The Chair answered yes and that the University would use as many students as they can. This program is funded by the University and has been in existence for 3-4 years.

A member has been approached concerning the perception that the University is not spending wisely in lieu of the new marketing campaign. The inquiring employee was wondering why we need to change cards, letterhead, name tags and etc in the midst of the economic situation.
Members explained that we must market the University in order to recruit students and enhance revenues. Also, addressed was the directive not to order business cards or letterhead until the old stock was used.

A member received a request for a mechanism by which an employee can evaluate his/her supervisor. The Chair advised that this issue had been brought before the committee last year. Lori Cox was asked to check with the proper personnel in Human Resources and report her findings at the next meeting. Also suggested was the possibly of Lamonica Yates addressing the committee on this topic.

**Next Meeting:**

The next SAC meeting is scheduled for Tuesday, August 4, 2009, at 10:30 a.m. in the Dawsey Conference Room, Singleton Bldg.

The meeting was adjourned at 11:35 a.m.