Amended Minutes

Staff Advisory Committee (SAC) Minutes
10:30 a.m., Tuesday, August 18, 2009
Dawsey Room, Singleton Bldg.

Committee Members

Present: Nancy Burton, Cookie Elston, Debbie Hamm, David Klauder Jr., Regina Lee, Holly Legg, David Spain and Barbara Scott

Absent: AraLeigh Beam, Lori Cox, Trenny Neff, Travis Overton, Geoffrey Parsons, Kevin Perry and Denny French

Open Forum

Caren Riedinger attended the meeting to voice her concerns about feral cats on campus and to correct an erroneousness statement in the April 28, 2009 Staff Advisory Committee (SAC) minutes. As reported, SAV-R-CATS, an organization that captures the cats, medically checks them, spays/neuters them and gives them rabies shots, is on campus. The SAV-R-CATS organization promotes feeding and watering cats daily in the same area. They do not promote rodent driven feeding. The cats treated by this Organization are noted by a nick in their ear for identification. Ms. Riedinger is requesting assistance in establishing a volunteer rotation to help feed and water the cats on a daily basis, and/or a monetary donation program to help purchase food.

Approval of Minutes

The July 21, 2009, minutes were submitted for approval. David Spain made a motion to approve the minutes; Cookie Elston seconded.

Follow-up from Open Forum

The Chair reiterated the concerns of feral cats on campus and asked the Committee for their recommendation(s). It was the consensus of the members that under the circumstances the trap-and-release program is the best for the campus. A discussion topic was could a Greek Life organization sponsor the “Campus Cats” as a community service project. David Klauder, Jr. will talk to the Greek Life Coordinator and the Humane Society and report back to the committee at the next meeting.

Old Business

Web Page Updates
Updates will be provided at the next meeting in September.

Supervisor Evaluation
Report will be submitted at the next meeting.

Newsletter Update
A Committee member researched topics being placed in staff newsletters at other campuses. Copies of their newsletter were distributed for the members’ perusal. After review and
discussion, it was recommended that we move forward with a draft to be submitted at the
next meeting. It was also suggested that when completed, hard copies be placed strategically
around campus. The committee members assigned to the staff newsletter are Holly Legg,
Lori Cox, Nancy Burton and Debbie Hamm.

Dehumidifiers
This is being researched and a report will be forthcoming.

New Business

Suggestion Box Comments
None reported at this time.

Web Page Comments
No new items submitted.

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

Safety
The Chair announced that Dr. Janice Cannan, Director, Environmental Health and Safety will
be joining us at the September 1, 2009 meeting. Dr. Cannan will discuss our safety concerns.
The Chair requested approval from the committee to invite Bertha Fladger to our next
meeting. Ms. Fladger worked on several subcommittees last year pertaining to safety and her
knowledge will be utilized in our next meeting. The committee approved her request.
Discussion ensued on some of the safety measures currently in place and those they would
like addressed. The Chair requested that each member bring a list of safety concern to the
next meeting and be prepared for discussion.

Open Position Coverage/Cross Training
Several staff members have approached the Chair concerning the University process of
replacing a retiring or resigning employee. Currently the University cannot replace a person
until their annual leave time is exhausted. The Chair has been asked to request a study
evaluating the cost of hiring temporary staff to cover during the above mentioned periods.
The discussion concluded with Barbara Scott, AraLeigh Beam and Trenny Neff being
selected to serve on a subcommittee. They will formalize the study request and have the final
draft by the September 15, 2009 meeting.

Datatel Usage Meeting
The first Datatel meeting will be Tuesday, September 1, 2009 at 1:30 pm. This meeting will
address the Datatel Software Usage Survey which will be conducted throughout the various
departments in September. The purpose of the survey is to examine current processes. All
SAC members using Datatel are requested to submit 3 pros and 3 cons of the Datatel system
at the next SAC meeting on September 1, 2009.

Picnic
The Chair reminded the members of the picnic Sunday, August 23, 2009 and encouraged
everyone to attend.

Away Football Games
Dr. DeCenzo has invited one SAC member to each of the away games that the University is
flying to --- the games are: Kent State on September 3 and Stony Brook October 24. During
today’s meeting, the Chair put the names of the responders in a drawing. Denny French was selected for the invitation to the Kent State game on September 3. Nancy Burton was selected for the Stony Brook game on October 4, 2009.

**Staff Advisory Committee Members’ Rotation**
A Committee member suggested a change in date from the end of the year to the end of the semester on rotation of SAC members. The Chair stated the members currently serving a 2 year term and due to rotate off in December 2009 should do so. The year 2010 members can be put on an 18 month rotation until the end of the fiscal year.

**Lighting for Library Parking**
A Committee member reported the need for lights in the parking lot behind the Kearns building (Parking Lot D). The Chair will follow up.

**Recap**
- Newsletter Draft – Holly Legg, Lori Cox, Nancy Burton and Debbie Hamm
- SAV-R-CATS Project – David Klauder, Jr.
- Open Position Coverage/Cross Training – Barbara Scott, AraLeigh Beam and Trenny Neff
- Open Position Coverage/Equipment Training – David Spain
- Invitation to Bertha Fladger – Regina Lee
- Datatel Survey – Everyone
- Lighting for Library parking lot behind the Kearns building – Regina Lee

**Next Meeting:**
The next SAC meeting is scheduled for Tuesday, September 1, 2009, at 10:30 a.m. in the Dawsey Conference Room, Singleton Bldg.

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