Staff Advisory Committee (SAC) Minutes  
10:30 a.m., Tuesday, September 1, 2009  
Dawsey Room, Singleton Bldg.

Committee Members

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

Absent: AraLeigh Beam and Denny French

Special Guest
Dr. Janice Cannan, Director Environmental Health and Safety, was unable to attend this meeting. She will attend the September 15th meeting.

Approval of Minutes
The August 18, 2009, minutes were submitted for approval.

A discussion developed regarding the Open Position Coverage/Cross Training topic. A Committee member explained that the 20 day lag requirement is not a state regulation as earlier stated. It was a Coastal Carolina University requirement which Dr. DeCenzo recently rescinded. Current university policy is that a vacant position cannot be filled until the existing annual leave time has expired.

The Chair clarified the original barrier. The barrier was identified as being shorthanded when a staff member retires or resigns. The main concern revolves around one person offices. In these cases everyone suffers, especially the students. A committee member suggested the development of a temporary employee pool. A temporary staff member could be assigned to the existing employee before they leave and temporarily fill the position until a hire is made. Thus creating a smooth transition for everyone involved. A committee member will seek guidance from Pat West, Executive Director of Human Resources and Organizational Development.

After making the above changes to the minutes, David Klauder, Jr. made a motion to approve the minutes; Holly Legg seconded.

Old Business
Newsletter Update
A Committee member distributed a draft copy for the Committee to review and announced that we are duplicating efforts. Just this morning, it was disclosed that University Communications has a staff faculty newsletter in progress. Their projected delivery date is the end of this month. After discussion, the members decided to relinquish the development of a staff newsletter; however, the Committee would like to have input in the Faculty/Staff Newsletter. The Chair stated this subcommittee should work with the Media Relations Coordinator regarding our contributions. The Chair will invite the Media Relations Coordinator, Mona Prufer, to the September 29 meeting.
Feral Cat Follow-up
After some intense discussions on feral cats and pets on campus, it was unanimously decided that the Committee supports not having pets on campus. The committee recommends the University taking a more forceful approach on Residence Life policy concerning pets. A committee member will investigate how many pet violations were reported and give an account to the Committee at the next meeting. The Chair will send a letter to Caren Riedinger communicating the decision.

Equipment Training Update
A Committee member reported that the training for hand-held equipment is approximately 30 minutes and heavy equipment a little longer. The Chair tabled this topic for the next meeting when the Director of Environmental Health and Safety is present to answer questions.

Datatel
The Chair announced that an extensive survey to assess current Datatel processes was underway. The first fall meeting of the Data Exchange Committee will be held this afternoon. Assignments were collected. Updates from the Data Exchange meeting will be forthcoming.

Webpage Update
The Chair announced that all the Staff Advisory Committee minutes are now on the Web site. Several members reported the comments section was not accessible. This issue will be investigated.

Supervisor Evaluation
A member reported that she spoke with the Director of Employee Services and was informed there is no enforced policy in place to evaluate supervisors; there may be one in the foreseeable future. The Chair suggested inviting the Director of Employee Services to the October 13 meeting to discuss this topic.

New Business
Suggestion Box Comments
A Committee member read two suggestions from the west side of campus.
1) Better lighting in the parking lot at the Foundation Center.
2) It was suggested that the first lane of the Singleton parking lot be made one way.
Both of these present safety issues.
The Chair will forward these concerns to the Director of Facilities Planning & Management.

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

Exit Interviews
A question was asked if the University does exit interviews. A committee member advised that exit interviews are mailed to all exiting employees. Another question was asked if the exiting employee has the option to meet with someone before they leave. A committee member advised that it would be difficult to do all exit interviews in person. However, if an in-person interview is requested; an in-person interview will be conducted.
**Training & Development**
A committee member announced an email was sent to all faculty and staff advising of training and development sessions being offered in September and encouraged everyone to participate.

**Recap**
- Reschedule Dr. Janice Cannan, Director Environmental Health and Safety to September 15 meeting – Regina Lee
- Invitation to Mona Prufer, Media Relations Coordinator – Regina Lee
- Feral Cat Project – Travis Overton, student side & Regina Lee staff side
- Invitation to Pat West, Executive Director of Human Resources and Organizational Development, to the October 13 meeting – Lori Cox
- Invitation to Bertha Fladger to September 15 meeting – Regina Lee
- Lighting for Foundation Center parking lot and one way traffic at the Singleton Bldg – Regina Lee

**Next Meeting:**
The next SAC meeting is scheduled for Tuesday, September 15, 2009, at 10:30 a.m. in the Dawsey Conference Room, Singleton Bldg.

The meeting was adjourned at 11:30 a.m.