Staff Advisory Committee (SAC)  
Minutes  
10:30 a.m., Tuesday, October 13, 2009  
Kearns Hall

Committee Members

Present: AraLeigh Beam, Nancy Burton, Lori Cox, Cookie Elston, Denny French, Debbie Hamm, David Klauder, Regina Lee, Holly Legg, Trenny Neff, Kevin Perry, Barbara Scott and David Spain

Absent: Travis Overton and Geoffrey Parsons

Special Guest
Pat West, Executive Director of Human Resources and Organizational Development, attended the meeting to discuss supervisor evaluations. Currently her department is collecting information from other institutions on the 360 supervisor review. Pat West advised that the main concerns are consistency and objectively. This is a comprehensive project and many facets must be considered. Pat announced the supervisor evaluation will be mandatory, and the Office of Human Resources will be responsible for all training. President DeCenzo has requested a launch date of January 1, 2010.

A committee member asked if current departmental in-house evaluations could or should be continued. The response was that the University can’t stop them and departments may continue on their own, however, these evaluations will not be submitted to Human Resources.

The content of the evaluation form was discussed. Pat West advised the form will most likely have questions requiring a yes or no answer, as well as a place for comments.

Pat West also announced the duties of the campus safety officer will be incorporated into a Director of Environmental Health and Safety position. The proposed start date for this position is January 1, 2010. A Chemical Hygiene Officer position has been approved, and this person will be hired by the Director of Environmental Health and Safety.

Approval of Minutes
The September 29, 2009, minutes were submitted for approval. Holly Legg made a motion to approve the minutes; AraLeigh Beam seconded.

Old Business
Web page Update
A committee member distributed copies of the Web page suggestion box site. The committee approved the draft format. Once live, the following will occur:
1. Every committee member will be copied on an e-mail notice of the suggestion.
2. The suggestion will then go into a database.
3. There will be a link in the e-mail to connect members to the database.
4. After review of the suggestion, committee members are encouraged to review and research solutions to any issues presented.
5. Committee members will bring their comments/suggestions to the next meeting.
6. The committee will discuss the issue(s) and then respond to the sender.
Post Office Accepting CINO Cash
The Post Office does accept CINO Cash. Another member reported that CINO Cash is also used to eliminate the need for cash in the printing lab. A program was implemented this spring whereby The CINO Cash card can be used to pay for all student printing needs. A CINO Cash account can be established on the CINO Cash Web page or in person at the CINO/ID office in Atheneum Hall.

Equipment Training
Issue deferred to the next meeting.

New Business
Suggestion Box Comments
There is a need for more electrical outlets in the common areas at the Coastal Science Center. After committee discussion, it was concluded the main concerns are whether the building can handle more outlets and the cost for installation. David Klauder will discuss with the suggestion with Sandy Williams, Director of Facilities Planning and Management, about the proposal and then report back to the committee.

The second topic was lowering the volume of the public address system at Brooks Stadium as the construction of the field house has changed the acoustics. AraLeigh Beam will research this issue and report back to the committee.

Open Forum
Michelle Lewis, Kimbel Library Circulation Supervisor, joined the meeting. She expressed concerns which resulted from the Library’s new 24/7 operation. The concerns are:
- Administrative departments not adjusting their schedule to accommodate the late workers and students
- Employees are not compensated for coming in during their off-time.
- Parking permits and identification cards are not attainable during the working hours of some library workers and students (graduate students specifically).
- Increased security patrols may be needed.
- No access to vending machines (none in Kimbel Library)

A discussion commenced after Lewis departed the meeting, and the following was decided:
David Klauder will discuss additional security with the Chief of Police.
Parking lot lighting issue to be addressed.
Human Resources working on accommodating new hires.
Regina Lee will research the CINO/ID office hours to accommodating evening staff.

Additional Discussion Items
The floor was opened to any new items the members wanted to address.

Campus Credit Union
Several members expressed concerns about the hours and level of customer service of the credit union on campus and would like to see it more productive to the needs of campus personnel. Cookie Elston and Debbie Hamm will research this issue and report back to the committee. The Chair suggested that Will Garland, Senior Vice President of Finance and Administration, be
contacted when the research is complete. He should be the University’s contact with the credit union.

**CCU Online Notice Board**
A committee member expressed concern about items lingering on the University’s online notice board. Another member explained that if an end date isn’t inserted when a listing is posted, it does not end until it is removed by the person who posted the listing. Denny French will remove old listings currently on the notice board and check into a system whereby an automatic delete will occur after a specified period of time.

**Recycling follow up**
A member reported that recycling is still being looked into, but nothing to date has developed. Kevin Perry is in the process of working with Residence Life on this subject.

**Next Meeting:**
The next SAC meeting is scheduled for Tuesday, October 27, 2009, at 10:30 a.m. in the Dawsey Conference Room, Singleton Building.

The meeting was adjourned at 11:55 a.m.