Committee Members

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

Absent: Barbara Scott

Special Guest
Pat West, Executive Director of Human Resources and Organizational Development, attended the meeting to report on and explain a change being implemented in the payroll accounting system. A two-week lag time plan will begin on January 1, 2010. The Executive Council met recently and approved this plan that provides the least negative impact on all employees. The current payroll system was never designed to process payroll on the current basis which is now being used and therefore problems have incurred as the system has to be adjusted each payroll period. The switch to using the lag time plan will not cause disruption in payroll distribution for current employees until the employee leaves employment with the University, whether by retirement, termination or any other cases of leaving employment.

All new employees hired after January 1, 2010 will be paid on a lag-time plan. It will take up to four weeks from date-of-hire (two pay periods) to receive the first check as the two-week lag time plan will be in effect. Those employees will also continue to receive checks after separation from service until the lag is paid out (generally one additional pay period.)

Time sheets for existing employees already on the payroll and working December 1 though December 15 will be entered for the December 15 pay period and then again for the December 30 pay period which will put all employees on a two-week lag time basis. The overpayment thus created must be paid back at the time of the employee separates from Coastal Carolina University. This will not impact the University’s budget or the payroll schedule; everything will be the same. The Office of Human Resources will communicate the payroll change to all employees via e-mail. A Web page link will be included in the e-mail directing employees to a memo. Every employee must verify that they have read and understand the overpayment and agree to repay the University when a separation occurs. All correspondence and documentation will be administered by the Office of Human Resources.

Pat West also announced the projected timeline for the classified staff salary survey. The completion date is December 31, 2009. During January and February 2010 the data will be analyzed and implementation should begin on or about March 1, 2010.

Approval of Minutes
After making some minor changes to the October 13, 2009 minutes, David Klauder Jr. made a motion to approve the minutes; David Spain seconded.

Old Business

Electrical Outlets
A committee member distributed a blueprint of the Coastal Science Center building. He noted possible areas for additional electrical outlets. His research determined that a work order needed to be generated with an account number to pay for the work to be done. The Chair suggested David Klauder discuss this with Sandy Williams, Director of Facilities Planning & Management, to obtain this information and report back to the committee.

*Brooks Stadium Sound System*
A member reported the issue of the acoustics with the sound system would be better handled after the current building project is complete. Therefore, this project was deferred until the Atkins Field House is completed.

*Campus Credit Union*
A committee member reported on information gathered during research into this issue. A credit union representative e-mailed her with their suggestions on expanding services, hours and coverage. The Chair advised the committee of comments from a conversation with Dr. DeCenzo. Based on the information presented, it was decided to turn this project over to Will Garland, Senior Vice President for Finance and Administration.

Discussion followed concerning a panic button and/or security cameras located in the credit union office. David Klauder will research and report back to the committee.

*CCU Online Noticeboard*
A member reported the online Noticeboard listings should automatically be removed after 60 days of listing if no end date is entered by the person when posting an item; however, it was noted that many listing are very old and not being removed. Denny French will follow-up and make adjustments accordingly.

*Mattress Recycling Update*
Research still in progress; rescheduled until next meeting.

*Open Forum Follow-up*
The Chair reported the CINO Card office and Office of Student Accounts office will extend their hours to 7 p.m. one or two nights a month on a trial basis to accommodate faculty, staff and students who need to access the services these offices provide.

*New Business*

**Salary Survey**
The Chair reported additional information regarding the salary survey for classified staff. After completion on December 31, 2009, the Office of Human Resources and Equal Opportunity will review the results and implement a plan by March 1, 2010. The implementation might be spread over a two-year period, as was done with faculty. A committee member questioned what process the University would use to decide who would be first on the implementation list. Another member asked whom they are using in the comparison. Another asked how general the comparison would be, e.g., classification only and/or other factors. The Chair advised the comparison is being pulled from market analysis, published data from local schools, state and national data. A committee member will research the answers and e-mail the information to the committee.

*Web Page Suggestions*
Nothing to report at this time.
**Suggestion Box Comments**

A member reported on making a Web site for lost and found items. Another member stated that the Department of Public Safety is responsible for the lost and found items and has a procedure in place for the placing and retrieving of these items. It was suggested the Department of Public Safety send an e-mail to all faculty, staff and students explaining the existence of this service. David Klauder will discuss with proper public safety personnel.

**Office Worker Coverage (Floaters)**

A member asked the outcome of a previous suggestion on hiring floaters for office coverage. Another committee member advised that this could be effectively accomplished by the utilization of our student workers. The information was relayed to the writer.

**Room to Accommodate Skyping**

The Chair passed out copies of an e-mail received concerning the suggestion that the University look into setting up an interview room that would accommodate skyping. The members reviewed the submission and decided to refer the writer to the Teal Center. The Chair will respond back to the submitter.

**Parking for Fire Marshall’s Emergency Vehicles**

A committee member requested the status of a previous suggestion concerning making one of the 30-minute parking spots available for emergency vehicle parking only. The Chair advised this suggestion has been forwarded to Dr. DeCenzo and will follow-up with him on the status/results.

**Additional Discussion Items**

The floor was opened to any new items the members would like to address.

**Improvement of Communications**

A member reported on construction issues on the second floor of the Student Center whereby the changing of the numbering of the rooms was done without anyone being notified. Communication is vital for the effectiveness of student activities to function properly. It is felt that if we are required to put in a work order to have something done, then the department should be notified when a change in the building is going to happen so schedules can be adjusted if necessary. Generally, the department is advised the morning the move is being performed in a building, not allowing for staff to arrange for the interruption. Travis Overton will talk to Sandy Williams, Director of Facilities Planning and Management, concerning communication and scheduling.

**Open Forum**

Steve Thompson, Trades Specialist, was unable to attend the meeting however, the Chair spoke on his behalf. Thompson is requesting the committee’s help on the issue of non-removal of “dog feces” at The Gardens dorm area. The members all agreed this is a violation of a city ordinance and a fine can be levied. Other discussion included community members walking their dogs early in the morning and not “cleaning up” after their pets. Kevin Perry will address The Gardens issue with the residence life staff. The members suggested a sign be erected for outside visitors advising of the ordinance and fine. The Chair will discuss this issue with Dr. DeCenzo.

**Recap**
David Klauder Jr.
  ➢ An account number for electrical outlets at the Coastal Science Center
  ➢ Check on panic button and security camera in the Credit Union office
  ➢ Talk with Public Safety personnel regarding lost and found items announcement

Denny French
  ➢ Follow-up on deletion of Noticeboard messages

Lori Cox
  ➢ Salary study update – e-mail results to members before next meeting

Travis Overton
  ➢ Discuss with Sandy Williams scheduling and better communication from facilities and building personnel

Regina Lee
  ➢ Speak to Will Garland about credit union project
  ➢ Follow-up on parking spaces for emergency vehicles
  ➢ Follow-up on lighting for Foundation Center and University Band Hall parking lots
  ➢ Follow-up on equipment training program
  ➢ Discuss with Dr. DeCenzo the possibility of a sign for locals walking dogs on campus
  ➢ E-mail the committee’s decision on skyping to the suggestion writer

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

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