Committee Members

Present: AraLeigh Beam, Nancy Burton, Cookie Elston, Debbie Hamm, Regina Lee, Holly Legg, Trenny Neff, Travis Overton, Geoffrey Parsons, Kevin Perry, Barbara Scott and David Spain

Absent: Lori Cox, David Klauder and Denny French

Special Guest
Anthony Carter, Facilities Fire/Safety Coordinator, attended the meeting to report on and answer any questions regarding the current training procedures at Coastal Carolina University. Anthony explained Facilities bases their training on campus-wide policies originating from Human Resources. The following topics were discussed:

The Facilities Department is making plans to institute a safety shoe program. Any employee who moves over 15 pounds is required to wear steel-toe shoes. They are also instituting a safety vest program requiring any facilities’ employee that drives in speed limits above 20 mph while working to wear a safety vest. Facilities is also checking into internal policies to see what safety training is needed for all equipment used on campus and will apply these policies to their training program if they are not already included.

A question was asked if training was provided to the student van drivers at Coastal. Anthony advised that driving records of all student drivers are cleared through Facilities. However, there needs to be a safety policy in place whereby all campus vehicle drivers need to go through a driving class. Another member suggested the use of outside training by the DOT. Students driving golf carts will also need training.

A member asked about CPR training. It was announced that Human Resources as well as several individuals on campus provide CPR classes.

Security cameras on campus were discussed. Anthony reported there are approximately 260 security cameras on campus. Coastal is in the process of putting them all under one umbrella, whereby the system would tie into one computer. A member asked about a security camera in the Credit Union. Since this is leased space; they would need to purchase the equipment themselves. The campus will, however, add it to their system once purchased. Public Safety has approximately 11 monitors that have the capability to see what’s happening on campus.

Safety at the Foundation Building was also discussed. There is quite a bit of concern over the darkness in the parking lot behind the building where the students park. Since this is also leased property, we can’t go through Facilities to have one installed. However, this topic will be included in the new lease Coastal will be negotiating. Anthony did advise there are two call boxes on each side of the Band building and possibly one could be moved to help alleviate some of the darkness.
Discussion developed on the inadequacies of the alarm systems in the administrative buildings. Anthony reported all fire alarm panels on campus are getting work performed on them. Fire drills are scheduled in the near future.

A question was asked if fire drills in the Science building were being performed. A member stated that on the first day of school evacuation routes are shown to the students working in labs. However, it was agreed that the Science building needs to be on a testing schedule.

The installation of panic buttons was raised. If panic buttons are desired, a workorder needs to be submitted and you will have to pay with funds in your department account to cover the cost.

The issue of building doors being left unlocked was discussed. It appears the main issue is that too many keys are in circulation. Access control is the only answer to this issue. Coastal is in the process of making the buildings card accessible. This process will span over 5-years.

**Approval of Minutes**
The November 10, 2009, minutes were submitted for approval. Holly Legg made a motion to approve the minutes; Cookie Elston seconded.

**Old Business**

*Communication*
A member reported communication is still a major issue and research is continuing. The utilization of rooms: setting up the room, what is going to be needed in the room, and the amount of time it will not be available for other’s use is of great concern to all staff.

*Recycling Update*
Nothing new to report; research still in progress.

*Miscellaneous Updates*
The Chair announced this was AraLeigh Beam, Nancy Burton, Cookie Elston, Geoff Parson, David Spain and her last meeting due to their rotation off the committee after serving for two years.

A member asked if the remaining members will be rotating off in June 2010 or December 2010 and serving an 18 month term instead of a two year term as originally scheduled. The Chair advised a decision on this subject has not yet been made. The change of rotation time, appointment of a Chair and committee replacements will be announced by Dr. DeCenzo in January 2010.

Prior to the meeting, Travis Overton requested, from the Chair, he be allowed to have time with the committee members to discuss the aforementioned topic. At this point, the Chair and minute taker left the meeting to allow the committee members time to hold a private discussion spearheaded by Travis Overton.

Upon the Chair’s return to the meeting, the committee members made a recommendation Regina Lee stay as Chair for another year, with the authority to choose a Vice Chair to work with her. The Vice Chair would have one year working with the Chair and then another 18 months until his/her term ends in June 2012.
**New Business**

*Suggestion Box Comments*

> Nothing new to report.

*Web Page Suggestions*

> Nothing to report at this time.

**Additional Discussion Items**

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

*Facility/Staff Newsletter*

A member asked the committee on feedback on the Campus Facility/Staff Newsletter. The consensus of the members was that it was enjoyable.

*Certificates of Appreciation*

The Chair passed out Certificates of Appreciation to AraLeigh Beam, Nancy Burton, Cookie Elston, Geoff Parson, and David Spain and thanked them for all their hard work and service to the Committee.

**Next Meeting:**

The next SAC meeting is scheduled for Tuesday, February 9, 2010, at 10:30 a.m. in the Dawsey Room, Singleton Building.

The meeting was adjourned at 12:20 p.m.