Staff Advisory Committee (SAC)  
Minutes  
10:30 a.m., Tuesday, February 16, 2010  
Edwards Building, Room 164

Committee Members

Present: Lori Cox, Denny French, Debbie Hamm, Poppy Hepp, Carolyn Hickman-Williams, Jennifer Jazwinski, David Klauder, Jr., Regina Lee, Holly Legg, Travis Overton, and Kevin Perry.

Absent: Ronnie Jordan, Tim McCormick, Regis Minerd, Trenny Neff, and Barbara Scott.

Welcome and Introductions:
The Chair, Regina Lee, opened the meeting by welcoming the new members to the Committee. The new members are: Poppy Hepp, Carolyn Hickman-Williams, Jennifer Jazwinski, Ronnie Jordan, Tim McCormick and Regis Minerd.

The senior members shared with the Committee what they learned this last year and the progress made. The new members shared their motives for joining the Committee and what was important to them. Various reasons were given, but mainly to be a voice for their coworkers and other staff members.

The Chair explained the Committee is charged with developing innovative ideas, enhancing communication, and identifying the barriers that keep Staff from doing their job effectively. The Committee seeks input from the staff in various ways: the web-page at www.coastal.edu/hrco/workplace/staffadvisory, suggestion boxes and Open Forum. Most meetings begin with an Open Forum guest. Occasionally, the Committee invites special guests to speak on topics of concern.

A standard meeting consists of Open Forum, the approval of minutes, old business, new business and a recap of assignments. The meetings are usually 1 to 1 ½ hours duration. The Committee members are emailed with the agenda, and the previous meeting minutes approximately 3-4 days before a meeting. Everyone is asked to review the minutes and send any corrections before the next meeting so the minutes are ready for approval at the meeting.

Attendance is very important. The Chair asked that she be notified in advance if a member is unable to attend.

New Business:

Communications

A suggestion was made to prepare an email to be distributed to all Faculty/Staff announcing the new members and reiterating the location of the Staff Advisory Committee’s Webpage and suggestion boxes located throughout the campus as well as on the Website. Holly Legg and David Klauder were elected to prepare a draft email and present it to the Committee at the next meeting for their review and approval.

Suggestions Boxes

Discussion regarding the suggestions boxes developed. The new members were advised when an employee enters a suggestion on the web page; an email is generated to all members advising them. They would need to access it and be prepared for discussion at the next
meeting. The suggestion boxes around campus have been managed by two members of the Committee -- Kevin Perry and a member whose term has expired. David Klauder has agreed to oversee the boxes located in the Procurement, Foundation Center and Coastal Science Bldgs. Kevin Perry has agreed to another term of overseeing the ones located on the main campus.

**Meeting Dates**
The revised list of meeting dates was reviewed.

**Membership Term**
At previous meetings, it was suggested that member terms should coincide with the academic year and not calendar year as is present. The Chair asked the members if they were in agreement with this suggestion. It was passed that the senior members would extend their terms another 6 months to end June 30, 2011 and the new member terms would expire June 30, 2012. This would put the Committee back on a 2 year rotation and in accord with the academic year.

Tim McCormick has been named Vice Chair and will work with the Chair, Regina Lee, until the end of her term on June 30, 2010. The Vice Chair will then become Chair and his term will expire June 30, 2012.

**Approval of Minutes**
The December 15, 2009, minutes were submitted for approval. With some minor revisions, Holly Legg made a motion to approve the minutes; Kevin Perry seconded.

**Old Business**

**Salary Study**
The Chair announced the salary study has been completed and recommendations were made. These recommendations will be a priority in 2010-2011 budget.

**Supervisor’s Evaluation**
This project is still underway; additional details will follow in the near future.

**Mattress Recycling**
After months of researching, a member reported mattress recycling saved Coastal Carolina University $400, along with gaining a good environmental reputation. The complete report will be emailed to all Committee members.

**New Business**

**State Service Awards**
A committee member was approached by an employee about having to wait until the next Service Award date when their university date fell on January 2. An HR member informed the Committee CCU requests a list of employees from the State who have obtained 10, 20, 30 years of service based on the calendar year, e.g., 1/1/2009 – 12/31/2009. Anyone hired outside of those dates would receive their State Service Aware the following year. The cutoff date is regulated by State and CCU has always followed this regulation. Unfortunately, some employees will have to wait almost an additional year to get their service pin.
Recycling Bins
A member reported the Singleton Bldg has been reduced from 3 large recycling bins to 1 small bin, and items are accumulating on the floor around the bin. One report was that the 3 bins took too much space; the other comment was that it was a fire hazard. It was suggested Marissa Mitzner be contacted for guidance. Jennifer Jazwinski will research this matter.

Diversity Officer
A Committee member was approached about whether or not the University has a Diversity Officer and if not, will they be getting one. Travis Overton will research this matter and bring back to the Committee for review.

Additional Discussion Items
The floor was opened to any new items the members would like addressed.
A member advised worksite health screening tests will be offered on Campus on March 29, 2010. This is the third such endeavor and a nice cost-savings to employees.

Recap:
- Suggestion Boxes Main Campus – Kevin Perry
  East Campus – David Klauder
- Faculty/Staff Email Draft - Holly Legg and David Klauder
- Recycle Bins - Jennifer Jazwinski
- Diversity Officer - Travis Overton

Next Meeting:
The next SAC meeting is scheduled for Tuesday, March 2, 2010, at 10:30 a.m. in the Edwards Building, Room 164.

The meeting was adjourned at 11:15 a.m.