Committee Members


Absent: Lori, Cox, Ronnie Jordan, David Klauder, Jr., Holly Legg, Travis Overton and Barbara Scott

Approval of Minutes
The February 16, 2010, minutes were submitted for approval. Kevin Perry made a motion to approve the minutes; Denny French seconded.

Old Business
Email draft
This item was deferred until the next meeting.

Recycling Bins
A member reported the reduction of recycling bins was implemented due to safety regulations. The older bins were replaced with smaller cardboard bins. The trash is to be removed daily from them. The Facilities Department is to be notified of any issues resulting from this procedure. Management is looking into a $10,000 grant for recycling on campus.

New Business:
Diversity Officer
This item was deferred until the next meeting.

Suggestions Boxes
A suggestion box spreadsheet was distributed. In an effort to educate the new members, it contained all the suggestions from September 2009 to present.

There are two new suggestions for 2010.
A suggestion was made to reopen the mail room at UP/Campus Edge so that students would not have to go to the main campus Post Office for packages and mail. The Chair advised the members of the existence of a Committee, of which she is a member, developed to handle the mail situation at UP/Campus Edge. At present they are working on the problem with the mailbox locks and of getting the mail transferred to the campus Post Office. After much discussion as to the pros and cons of a single drop off for mail/packages or expanded services to UP/Campus Edges, it was suggested a survey be sent around to ascertain what the students prefer. Carolyn Hickman-Williams and Travis Overton will work on a draft and bring it to the Committee for review.
The second suggestion concerned the person working at the ARAMARK location in the Coastal Science Center. To their observation, this person is very organized, efficient and helpful but gets no official breaks. The person covering her absences is incompetent and staff members in the building do not want to go there. After reviewing the submitter’s remarks and discussing them, the committee decided this was a training and communication issue. Many suggestions were made, including using a student worker to cover peak times and absences. It was decided the Chair, Regina Lee, would forward this information and the suggestion of using a student worker to Dean Hudson.

The Chair shared with the members the issues last reviewed from the east-side campus suggestion boxes.

In summarization of the last two items, research revealed there is a panic button, but no camera in the Collegiate Credit Union in the Sands Building. Cameras would be installed at the expense of the Credit Union. The Chair informed the committee that additional banking services are under review.

In researching the suggestion of making a Website for lost and found items, it was determined that the Department of Public Safety is responsible for lost and found items and has a procedure in place for the placing and retrieving of these items. Their Webpage advises of individual collection points across campus that generally hold the items for a couple of weeks and then (if not retrieved), the item(s) are forwarded to Public Safety. There is also a policy for the disbursement of these items if they are not claimed during the specified time frame.

**Introductions and charge for new members**

The Chair welcomed to the Committee the new members who were unable to attend the last meeting and gave a brief overview of the reason for the Committee’s existence -- which is to search out any barriers that prevent staff/faculty from doing their job effectively and make suggestions to Dr. DeCenzo on correcting these issues. Basically, the Committee is a voice for any faculty/staff member. Occasionally the Committee invites special guests to speak on topics of concern or employees to speak on pertinent issues they feel need addressing.

**Additional Discussion Items**

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

**Day Care Program**

A member was approached regarding the status of the day care program. The Chair will ask Dr. DeCenzo for an update.

**Training**

The Chair announced the new “Leaders in Training” program. The program is quite intense and geared for directors and above. The first classes is comprised of Coastal Carolina University staff and employees from Horry Telephone Cooperative, Grand Strand Water and Sewer, and Santee Cooper.

**State Furlough**

A member inquired if the State mandated 5-day holiday furlough would affect Coastal Carolina University (CCU). A State cost-saving announcement was made last week whereby all employees working at positions funded by the State would have to take five of their scheduled
holidays off without pay. Carolyn Hickman-Williams will research this issue to see how it will affect CCU and report her findings to the Committee at the next meeting.

Updates from the Chair

Salary Study
The Chair extended an invitation to Ms. Pat West, Executive Director of Human Resources and Organizational Development to attend the March 30th meeting to give an update on the salary structure and the status of supervisor evaluations.

March 16, 2010 Meeting
The Chair announced she will be attending a Student Financial Services Conference March 16th. The Vice Chair, Tim McCormick, will conduct the meeting.

Recap:
- Faculty/Staff Email Draft - Holly Legg and David Klauder
- Diversity Officer - Travis Overton
- Suggestion Box Updates – Kevin Perry and David Klauder
- UP/Campus Edge Mail Survey Draft - Carolyn Hickman-Williams and Travis Overton
- ARAMARK issue at Coastal Science Center – Regina Lee
- Status of Day Care Program – Regina Lee
- State Holiday Furlough – Carolyn Hickman-Williams
- Invitation to Pat West – Carolyn Hickman-Williams
- Conducting March 16 meeting – Tim McCormick

Next Meeting:
The next SAC meeting is scheduled for Tuesday, March 16, 2010, at 10:30 a.m. in the Edwards Building, Room 164.

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