Committee Members

Present:  Lori Cox, Debbie Hamm, Poppy Hepp, Carolyn Hickman-Williams, Ronnie Jordan, Holly Legg, Tim McCormick, Regis Miner, Trenny Neff, Travis Overton, Kevin Perry and Barbara Scott

Absent:  Denny French, Jennifer Jazwinski, David Klauder Jr. and Regina Lee

In the absence of the Chair, Regina Lee, Vice Chair, Tim McCormick, presided over the meeting.

Discussion Items
The Vice Chair asked the members if anyone had anything they wanted to report to the Committee.

Per Diem
The Vice Chair asked the question if any one knew what constitutes a day trip under Coastal Carolina University’s guidelines. After some discussion on the possible cost savings to the University and the unknown qualifications, the following questions developed:
1. Are the guidelines mandated by the State?
2. What is the difference between per diem and reimbursement?
3. Are one day trips eligible for per diem payment?
4. Under the per diem method is the “amount of money allowed” paid to you whether or not you purchase meals?
5. What are the departing or returning times used in the determination for a day trip?
6. What is the difference between in-state or out-of-state travel requirements for per diem payment?

The Vice Chair will pursue clarification with the proper personnel and report his findings back to the Committee.

Approval of Minutes
The March 16, 2010, minutes were submitted for approval. With minor corrections being made, Travis Overton made a motion to approve the minutes; Holly Legg seconded.

Old Business
E-mail Draft
The revised e-mail draft announcing the Staff Advisory Committee’s new members and the Committee’s Overview and Accomplishments was reviewed by the members. A question was asked if the Mission Statement on the announcement was revised; to which the answer was no, it is the same statement that was used last year. The question was raised due to previous concerns as to whether this group is a Committee, Council, etc., since the Mission Statement is referred to as a Committee. Discussion ensued as to the definition of Committee versus Council, if meetings are open to the public (which they are, but by invitation only) and whether or not this group comes under the guidelines of the Freedom of Information Act (FOIA). It
was suggested we obtain direction from Tim Meacham and Martha Hunn. Trenny Neff will extend an invitation to Tim Meacham, University Counsel, and Martha Hunn, Director of News & Public Affairs to attend the April 13th meeting to give us their input on this subject.

The Committee members approved the rewrite for submission on SAC’s Web site and distribution to the staff/faculty through CCU’s e-mail system. It was decided to use the word “Committee” when referring to the group until and if a change is approved. If changed, the Web site will be amended.

UP/Campus Edge Mail Survey Draft
A Committee member distributed a draft copy of a University Place Convenience Survey for review and comment(s). In discussing this topic, how and why the Committee became involved, and the Committee’s purpose, it was the members’ consensus that this is really a student issue and outside the Committee’s jurisdiction. A member suggested we confer with Regina Lee, the Chair of this Committee working on this issue as a participant on another committee, and ask what that committee would like us to do to assist them.

Diversity Officer
To be deferred to a future meeting.

Cost Saving Ideas
A draft of a proposal to the President on the handling of cost saving ideas channeled through SAC’s, suggestion boxes was presented for review. After discussing, the members decided this could be handled via a phone call. The Vice Chair, Tim McCormick, will call the President to discuss.

New Business
Suggestion Boxes
Nothing to report at this time.

Web Page
Nothing to report at this time.

E-mail Link to SAC’s Web site
In the past, as part of a better communications undertaking, it was decided the members of the Committee would have a link to SAC’s Web site suggestion box in the signature area of their e-mails; the recipients would be at the discretion of the member. As an enhancement to this suggestion and to avoid e-mail judgment, a member suggested it be changed to the following: “If you are a staff member, stay up-to-date with the Staff Advisory Committee at www.coastal.edu/hreo/workplace/staffadvisory”.

It was felt this would be an official way to market what the Committee does. Travis Overton to review with Regina Lee.

Recap:
- Per Diem Clarification – Tim McCormick
- Invitation to Tim Meacham, University Counsel, and Martha Hunn, Director of News & Public Affairs – Trenny Neff
- University Place Mail Survey Draft – Travis Overton to discuss with Regina Lee
• Diversity Officer Update - Travis Overton
• Proposal to the President Concerning Cost-Saving Ideas – Tim McCormick to discuss with Dr. DeCenzio
• Better Communications Update (e-mail link to SAC’s Web site) – Travis Overton to discuss with Regina Lee
• Suggestion Box Updates – Kevin Perry and David Klauder
• Web Page Update – Denny French

Next Meeting:
The next SAC meeting is scheduled for Tuesday, April 13, 2010, at 10:30 a.m. in the Edwards Building, Room 164.

The meeting was adjourned at 11:20 a.m.