Committee Members

Present:  Lori Cox, Denny French, Debbie Hamm, Poppy Hepp, Carolyn Hickman-Williams, Jennifer Jazwinski, Regina Lee, Holly Legg, Tim McCormick, Regis Minerd and Trenny Neff

Absent:  Travis Overton, Ronnie Jordan, Kevin Perry, Barbara Scott and David Klauder Jr.

Special Guest
Tim Meacham, University Counsel, attended the meeting to discuss the concerns of calling the group a Committee or Council as it relates to the Freedom of Information Act (FOIA).

The Chair informed everyone that the group was originally called a Committee by the President. The group was formed to identify barriers that keep Staff from doing their job effectively and to report their recommendations back to him. The group serves as a voice for staff and tries to keep them anonymous, if so desired.

Tim addressed the group’s concerns and stated there are two components to the FOIA -- notice and compliance. No matter what the group is called, Committee or Council, it has to comply with the notice portion of FOIA, which would require the posting of the meetings giving dates, times and places and a general agenda. Tim suggested the list be prepared for the year and posted in January. If a special meeting is called, the notice and agenda should be posted 24 hours prior to the meeting. If any content of the meeting is protected information, an Executive Session should be called, the item(s) discussed and then the outcome taken to the Committee afterwards for action in a generic recommendation.

After a Q&A session, it was determined a list of the meeting dates, times and places was prepared in January and posted on the Staff Advisory Committee’s Web site. The only other item needed to comply is the preparation of a general agenda and posting to the Web site. Trenny Neff to work with Martha Hunn, Director of News & Public Affairs, to ensure a general agenda and meeting date list are posted and we are in compliance with the FOIA.

The Vice Chair asked the members if they were in agreement with calling the group a Committee, to which they all consented.

Approval of Minutes
The March 13, 2010, minutes were submitted for approval. Holly Legg made a motion to approve the minutes; Carolyn Hickman-Williams seconded.

Old Business
Per Diem
A member reported he was pursuing clarification on the per diem policy and procedure and is waiting on forthcoming information to answer some questions as to, where the policy came from, is it mandated by State, what constitutes a calendar day, etc. The Committee all agreed
that clarification of this policy needs to be addressed. Tim McCormick will research this matter further and report back to the Committee.

University Place Mail Survey Draft
The Chair advised she will work with Haven Hart, Special Projects Coordinator for Student Affairs, on the University Place mail survey since this is not a staff issue handled by the Committee. Holly Legg asked that the survey be shared with her office, Institutional Research & Assessment, so that they have a record of what is happening.

Diversity Officer
To be deferred to a future meeting.

Cost Saving Ideas Update
The Vice Chair asked the President if it is within the Committee’s charge to solicit cost saving concerns. The President advised he would welcome such solicitation and feedback. Holly Legg will handle the preparation of an e-mail to be sent to staff and present to the Committee for their review.

E-mail Draft of Accomplishments and Announcement of New Members Status
The e-mail draft announcing the Staff Advisory Committee’s new members and the Committee’s Overview and Accomplishments was reviewed and approved by the members at the last meeting. Tim McCormick will forward the letter to the President for his review before e-mailing to all staff.

New Business
Suggestion Boxes
Nothing to report at this time.

Web Page
Nothing to report at this time.

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

Communication on Committee’s Existence & Activities
The Chair advised she was being contacted about when, why, how, etc. the Staff Advisory Committee came into existence since it had been referred to several times during the Town Hall Meetings. Due to some staff’s lack of knowledge about the Committee, Regina Lee suggested the Committee’s activities be publicized four times a year. A member suggested the dates for publication should be in September, January, April and July of each year. Discussion ensued on different methods of communication to staff to promote the Committee’s existence and endeavors, which are as follows:

- Insert an 8-1/2 x 11 page in the New Hire Orientation package explaining the workings of the Committee
- Place announcements in the faculty/staff quarterly newsletter
- Insert a link at the bottom of each member’s e-mail directing staff to the Committee’s Web site.
- Send a postcard with Committee accomplishments to each staff member
In the past, as a form of better communications, the members of the Committee approved the establishment of a link to be inserted in the signature area of their e-mails to SAC’s Web site suggestion box. Some members were unsure as to what and where this should be placed in their e-mail. Trenny Neff and Regis Minerd will prepare a draft of how and where the link should go to present to the Committee for their review and approval.

**Salary Decompression Study**

The Chair asked if anyone attended one of the Town Hall meetings regarding the announcement of the salary study. The members advised they had not since the meetings were held at 8:30am making it difficult to attend. The Chair read the update of the staff salary study. The study is complete and will be funded in three equal parts beginning July 1, 2010 with a few exceptions. The exceptions are:

- Employees currently making $60,000 or above are not included, except for IT staff.
- Employees with performance deficiencies are not included.

The increase proposed is 5% to be instituted July 1, 2010, July 1, 2011 and July 1, 2012 up to January 1, 2013. At the time of inception of the plan, 12-18 people will lose their jobs.

As a result of the cap, the Chair has been contacted regarding the concerns of a Director and the affect it will have on his direct reports. This Committee needs to address this concern and any others since the Committee represents its co-workers. After some discussion, the members presented the following concerns:

- If a cap now, will there be a concession later?
- If not a cap for faculty, why staff?
- Have they figured out the number of staff this affects?
- How did they arrive at $60,000 as a cap?
- Are the $60,000+ staff in their market range?
- Have they considered a morale issue could cause loss of staff?
- Have they taken into account a possible increase in cost to replace disgruntled staff?
- How are the staff that are losing their jobs being notified?

After much discussion and concern, it was decided that the Committee needs to obtain the formal presentation made at the Town Hall Meeting. It was also determined the Committee needs to talk to the President so they can be fully informed in order to help with questions when approached by staff. The Vice President made a motion and the Committee agreed to invite the President to an upcoming meeting. The Chair will handle.

**Overflow Parking lot Issue**

A member reported the pot-holes at the student overflow parking lot at Horry Tech have been addressed.

**Recap:**

- Compliance with the Freedom of Information Act (FOIA) - Trenny Neff
- Per Diem Clarification – Tim McCormick
- University Place Mail Survey Draft – Regina Lee
- Diversity Officer Update - Travis Overton
- Cost-Saving Ideas – Holly Legg
- Committee’s Accomplishments and New Member Announcement E-mail – Holly Legg
- Communication on Committee’s Existence & Activities - Trenny Neff and Regis Miner
• Invitation to the President, Dr. DeCenzo - 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 27, 2010, at 10:30 a.m. in the Edwards Building, Room 164.

The meeting was adjourned at 11:45 a.m.