Committee Members

Present: Lori Cox, Denny French, Debbie Hamm, Poppy Hepp, Carolyn Hickman-Williams, Jennifer Jazwinski, Ronnie Jordan, David Klauder Jr., Regina Lee, Holly Legg, Tim McCormick, Trenny Neff, Kevin Perry, and Barbara Scott

Absent: Regis Minerd and Travis Overton

Approval of Minutes
The April 27, 2010, minutes were submitted for approval. Holly Legg made a motion to approve the minutes; Debbie Hamm seconded.

Per Diem Follow-Up
A Committee member confirmed that one-day travel reimbursements are added to an employee’s W-2 as income. At present, one-day reimbursements require receipts. An overnight stay is not reported as income, no receipts are needed and the employee receives the per diem rate. Another member reported there is no one-day policy at the state level and that it appears this is a Coastal Carolina University (CCU) ruling. There is an on line travel module being developed by Human Resources. It will be launched within the next couple of months. Hopefully this will resolve any issues relating to one-day travel reimbursement and per diem rates.

Special Guest

The Chair, Regina Lee, welcomed Michael Ruse, Chair of the Southern Association of Colleges and Schools Commission on Colleges (SACS) team for Quality Enhancement Plan (QEP). Coastal Carolina University is in the Reaffirmation of Accreditation process with the SACS on-site visit taking place during spring 2012. The official notification of Reaffirmation of Accreditation will be in December 2012. Accreditation is a means of recognizing and encouraging quality, excellence, and accountability in higher education. The reaffirmation of accreditation process is an intense effort that engages all departments in a renewed commitment to continuous improvement of programs, services, and resources. The process also represents the ongoing efforts of our administration, faculty, staff, and students to achieve our University’s mission.

The Quality Enhancement Plan (QEP) is the process whereby all of the constituencies of Coastal Carolina University come together to create a new university-wide initiative to enhance student learning. The QEP must have broad based participation, focus on student learning, have assessment data to show need and the University must be willing to support the plan financially. Five constituencies were identified by the QEP Team -- Students, Faculty, Staff, Alumni and the Community -- to have the opportunity to define the direction of the University by creating a new educational initiative that will become a major part of the distinctiveness of CCU. Dr. Ruse advised staff to visit the www.coastal.edu/sacs Web site to learn more about this endeavor and to post ideas.

After discussion and in order to cultivate these ideas, the Committee members suggested an open forum be held on Wednesday, June 9 from 10:00am – 11:00am in the Wall Auditorium so that staff can learn about the QEP. It was also suggested that an article be put in the Staff/Faculty
Newsletter. The forum is to be very global, for staff ideas and documented to show that the University staff are involved and represented. Holly Legg will prepare an e-mail advising of the date, time and place of the open forum and present to the Committee for their review. Mr. Ruse will prepare a draft for the Newsletter.

**Old Business**

*Cost Saving Ideas Update*

Holly Legg will follow-up with the preparation of an e-mail to be sent to staff and will present to the Committee at their next meeting.

*Communication on Committee’s Existence & Activities*

In Regis Miner’s absence, Trenny Neff presented four postcard designs for review. The members reviewed the designs and agreed to send them out quarterly as indicated below:

1. “Let Us Have It!” – mailing on or around June 2010
2. “What’s Your Beef?” – mailing on or around September 2010
3. “Got Ideas?” – mailing on or around January 2011
4. “Attn: Staff” – mailing on or around March/April 2011

These postcards are intended to inform new employees and other staff of the SAC’s existence and purpose and encourage staff to participate.

**New Business**

*Suggestion Boxes*

A Committee member asked if employees can utilize the services of the Health Center. This would save employees from taking time off from work as well as having immediate attention for minor mishaps. The Chair felt this was a legitimate request and will send to Dr. DeCenzo for consideration.

*Web Page*

The suggestion box on the Web site had a recommendation of having a designated hard-surface walking path around the intramural fields going in on Century Circle so walkers have a safe path to walk on during their lunch hours or after work. The Chair will handle this suggestion and requests this be recorded on the east-side suggestion box comments worksheet.

**Additional Discussion Items**

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

A member was approached by several employees who did not receive a salary compensation letter and asked if the Committee had any suggestions on who to contact and what to do. Lori Cox will research to ascertain what happened with the breakdown of communications.

Another member asked about the thumb print activated time clocks being installed in the maintenance department. These clocks are not active yet and it was felt that CCU was using the maintenance area as a test group since that area is still doing their timesheets manually due to very limited access to computers.

It was brought to the attention of the Committee that there are occurrences of the card-slide operated doors in the Waccamaw dorm being left open. This issue will be given to Kevin Thompson, Assistant Director for Residence Life.
Recap:
- SACS Open Forum – Holly Legg E-mail Announcement; Michael Ruse Newsletter
- Cost-Saving Ideas Draft E-mail – Holly Legg
- Communication on Committee’s Existence & Activities (Post Cards) Update - Trenny Neff and Regis Minerd
- Suggestion Box and Web Site recommendations to Dr. DeCenzo – Regina Lee
- Salary Compensation Breakdown – Lori Cox
- Suggestion Box Updates – Kevin Perry and David Klauder
- Web Page Update – Denny French

Next Meeting:
The next SAC meeting is scheduled for Tuesday, May 25, 2010, at 10:30 a.m. in the Edwards Building, Room 164.

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