Committee Members

Present: Lori Cox, Denny French, Debbie Hamm, Poppy Hepp, Jennifer Jazwinski, Ronnie Jordan, David Klauder Jr., Regina Lee, Holly Legg, Tim McCormick, Regis Minerd, Trenny Neff, Travis Overton and Kevin Perry

Absent: Carolyn Hickman-Williams, Regina Lee, Tim McCormick and Barbara Scott

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

Approval of Minutes
The May 25, 2010, minutes were submitted for approval. With one minor correction being made, David Klauder, Jr. made a motion to approve the minutes; Kevin Perry seconded.

Old Business
SACS Open Forum Update
All preparations for the Open Forum are complete. Holly Legg requested the members remind their departments of the Forum and encourage all staff to attend. Kevin Perry and Holly Legg will handle the circulation of the sign-in sheets for attendance confirmation.

The index cards to be used at the Forum for staff suggestions were obtained by Regis Minerd from Dennis Roakes, Printing Service Manager, at no cost to the Committee. David suggested a thank you letter be sent to Mr. Roakes, to which all members agreed.

It is suggested that all SAC members be present at the Forum at 9:30 a.m. to assist in whatever is necessary. After the presentation by the President of SACS a question and answer session will be encouraged.

Communication on Committee’s Existence & Activities Post Cards Update
Regis reported on the cost of the post cards. The number of cards needed is 670. The cost for printing in black and white is $33.50; the adding of teal would cost $83.75. This cost was supplied to the Chair for submission and approval by the President, Dr. DeCenzo. The first mailing of the post cards is scheduled for June 2010.

Kudos for Salary Compensation Letters Update
Denny French advised he would need an electronic version of the salary compensation thank you letter to post on the Web site. Lori Cox will take care of getting Denny an electronic copy.

New Business
Suggestion Boxes
The east side suggestion box overseer advised of one suggestion submitted this period, that being to have Coastal Carolina University’s home page on the Web site updated. It was felt by this submitter that the current pictures were outdated and should be replaced. The
members feel this suggestion should be forwarded to Marketing. Denny will obtain the contact person’s name and forward to David to handle.

**Web Page**

Several suggestions were submitted via the Web site link. A printout of the suggestions was passed out for the Committee’s review and recommendations. After much discussion regarding the fact that these Web site suggestions would have to be entered manually and SAC members should be contacted with the suggestions before going to the Web site it was decided to treat these suggestions the same as the ones presented through our staff suggestions boxes. How to record them, either on a separate spreadsheet or by adding another column on the existing spreadsheets was discussed and will be a topic at the next meeting.

The first two suggestions (ID#8 and #9) were reviewed and handled at the March 2 and May 11, 2010 meetings, respectively. The following suggestions are as follows:

**ID#10**  
*Suggestion/Remark*  
Rumors that some Admin received more than 15 pay increase, actually up to 30%  
*Committee Recommendation*  
No recommendation – it was just as stated, a rumor.

**ID#11**  
*Suggestion/Remark*  
While working on campus during the night time hours, sprinkler system watering the sidewalks and roadways more than the grass areas.  
*Committee Recommendation*  
Appears the watering system needs to be adjusted; refer to Sandy Williams, Director of Maintenance.

**ID#12**  
*Suggestion/Remark*  
The Edwards Humanities building is usually too cold. If the temperature was raised 2 to 4 degrees that would lead to a cost and energy savings.  
*Committee Recommendation*  
The buildings temperatures are normally regulated; refer to Sandy Williams, Director of Maintenance.

**ID#13**  
The only topic to be addressed out of this group is #7; all others are just comments.  

**#7 Suggestion/Remark**  
Brooks Stadium is a great place for outdoor events such as concerts and festivals that could bring in revenue. It will get the community to our campus and keep our students on campus.  
*Committee Recommendation*  
A good suggestion; forward to Porter Medley, Director of Conference Services, Whitney Comer, Director of Student Activities and Leadership and Hunter Yuracheck, Director of Athletics.

**ID#14**  
*Suggestion/Remark*  
Centralized Help Desk for IT Department. We need to have one phone number that can be called by students, faculty and staff for any IT-related questions or problems.
Committee Recommendation
This has been brought up before; refer to Abdallah Haddad, Exec. Director ITS.

ID#15 Suggestion/Remark
One thing I see on a regular basis is the buying of new computers. There are people here that are using computers that are 7-8 yrs old, but every new faculty member gets at least one new computer. This is a big waste of money.
Committee Recommendation
It was felt this was a faculty issue; refer to Provost.

ID#16 This comment is a commendation for implementing a four-day work week in an effort to decrease expenses and potentially save jobs. Currently implemented; does not need to be referred.

ID#17 Suggestion/Remark
Have students pay for Scantron forms in the CCU Bookstore. The Scantron forms are very costly. Many state schools are already requiring students to buy their own forms to take standardized tests in college; we could save money by doing the same thing.
Committee Recommendation
Good suggestion; refer to the Provost.

A member advised some corrections/changes to SAC’s Web pages have been brought to her attention and inquired as to whom to contact. Another comment was made regarding SAC’s Web site and the fact that under the Comments section everything is on one page. It was suggested that each section or topic page be separate with a link. Denny advised the members that any corrections/recommendations could be sent to him and he would direct to the appropriate ITS personnel. Denny will obtain a timeframe and the work involved in making SAC’s Web site more dynamic for discussion at the next meeting.

Additional Discussion Items
The floor was opened to any new items the members would like addressed:
A member requested an update on the 360 supervisor reviews discussed at a previous meeting (October 13, 2009). Lori will research and report her findings at the next meeting.

Another member reported he was approached regarding parking in “Q” lot. It was suggested that an additional handicapped spot be designated; there is currently one. Classification was also requested on the two areas where there are no lines. David will research and report back to the Committee his findings.

Recap:
• Update on approval from Dr. DeCenzo for post cards – Regina Lee
• Electronic copy of salary compensation thank you letter to Denny French for Web site – Lori Cox
• Contact person for updating CCU’s Web site to David Klauder – Denny French
• Discussion on how to record and handle SAC’s Web site suggestions – All Committee members
• Discussion on making SAC’s Web site more dynamic – All Committee members
• Timeframe and work involved in making SAC’s Web site more dynamic – Denny French
• Reporting to the Provost the two suggestions submitted on the Web site and recommended by the Committee – Regina Lee
• Update on 360 supervisory reviews – Lori Cox
• Update on parking in “Q” lot – David Klauder

Next Meeting:
The next SAC meeting is scheduled for Tuesday, June 22, 2010, at 10:30 a.m. in the Edwards Building, Room 164.

The meeting was adjourned at 11:50 a.m.