Committee Members

Present:  Tim McCormick, Kevin Perry, David Klauder, Lori Cox, Dennis French, Jenna Jazwinski, Trenny Neff, Travis Overton, Holly Legg, Debbie Hamm, and Poppy Hepp

Absent: Carolyn Hickman-Williams, Regina Lee, Ronnie Jordan, Regis Minerdl, and Barbara Scott

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

Approval of Minutes
The June 8, 2010, minutes were submitted for approval. With several corrections being made, D. Klauder, made a motion to approve the minutes; H. Legg seconded.

Old Business
SACS Open Forum Update
H. Legg stated that approximately 75 employees attended the SACS open forum. The meeting generated several ideas and four staff members volunteered for the QEP team.

Communication on Committee’s Existence & Activities Postcards Update
T. Neff reported that R. Minerdl is waiting on postcard price approval from R. Lee. T. McCormick will follow up with R. Lee.

Salary Compensation Letters Update
L. Cox asked Pat West, Executive Director, Human Resources & Organizational Development, the status of the electronic salary compensation thank you letter for the website. P. West has not forwarded the letter as of this date. L. Cox to follow up.

Update SAC Website
D. French is working with Donna Rogers, Web Manager, on the SAC website. D. Hamm stated that the letter from Dr. DeCenzo is dated 2008 and needs to be changed. D. French will remove date on letter and is working to make the SAC website user friendly.

Recording Cost Saving Suggestions
D. French stated that there has been a low response to comments that he has posted. He suggested comments be drafted from SAC committee. These cost saving responses will be absorbed with the regular Suggestion Box spreadsheet.

Supervisor Reviews
L. Cox spoke to Pat West regarding supervisor reviews. Pat states that this is in process but is on hold due to SACS requirements and other issues. This topic was generated from employees, along with Dr. DeCenzo’s approval, who wanted to evaluate their supervisors.
Parking Lot Situations
D. Klauder is working with Buddy Hendricks on parking lot issues. He will have an update at the next meeting.

New Business

Suggestion Boxes
Card 1: An employee stated that there are too many faculty/staff e-mails being sent. The committee feels that this has been addressed and that the e-mails have slowed down in recent months.

Card 2: An employee stated that there should be a central location for notification when there is a death of an employee’s family member. The committee’s initial feeling is that this information may be sent through the President’s Office. There may have to be a protocol so that there is an approval from the employee to send out such information. L. Cox will also discuss with Pat West and get back to T. McCormick before Tim contacts the President.

Update on Time clocks – L. Cox stated that Human Resources had a meeting to discuss this topic and stated that there were a lot of issues. She will follow up with Belinda Pope.

Web Page
Suggestion: June 9, 2010, an employee suggested several cost savings ideas for lighting in Wheelwright. They stated that Department of Public Safety (DPS) locks and turns the building lights on too early. T. Neff suggested that there should be a lighting policy for buildings campus wide. D. Klauder will review DPS’ shift.

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

D. French received two responses from Sandy Williams:
ID #11- Comment 1: While working the campus during the night time hours (after dark) I have witnessed the sprinkler system watering the sidewalks and roadways more than the grass areas. Some of the heads need to be replaced as well. Water shooting straight up into the air. Sandy Williams’ response: The irrigation heads are checked daily. Most cases of overspray are due to windy conditions. If the individual could let us know what areas they are seeing this occur we will be glad to follow up.

ID #12- Comment 2: 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. Most people I have talked to agree that it is too cold. Sandy Williams’ response: Maintaining temperatures within our large buildings is not an exact science. There are always some areas that are warmer and some that are cooler than our temperature setting. We have checked the temperatures in the Humanities building and have not found any areas that seem out of line. We are following as closely as we can in most of our buildings to the temperature set by the President.

D. Klauder is working on a thank you letter to Dennis Roakes, Printing Service Manager, for printing the index cards at no cost.
L. Cox invited the committee to the Human Resources sponsored Pre-Paid Legal Services Benefit Plan session today at 2:00pm in the Commons Private Dining room.

T. McCormick stated that Greg Weisner, Director of Environmental Health and Safety, will attend the July 6 SAC meeting to discuss Environmental Health and Safety.

**Recap**

- July 6, 2010 meeting, Greg Weisner will attend to discuss Environmental Health and Safety
- Volunteer or staff member to record minutes for SAC’s meeting
- T. McCormick to contact R. Lee regarding postcard status
- Salary thank you letter – L. Cox to follow up with Pat West
- D. French working on SAC webpage
- Supervisor reviews on hold
- Parking Lot Situations – D. Klauder to follow up.
- Cost Savings suggestions – add to spreadsheet
- Suggestion cards – too many e-mails; addressed. Death of family member – L. Cox to discuss with Pat West and suggestion forwarded to president’s office.
- Time clocks – L. Cox to follow up
- E-mail webpage suggestion: Lights at Wheelwright to be forwarded to Sandy Williams

**Next Meeting:**
The next SAC meeting is scheduled for Tuesday, July 6, 2010, at 10:30am in EHFA 164.

Meeting adjourned at 11:30am

Respectfully submitted,
Poppy Hepp