Staff Advisory Committee
Minutes
Tuesday, July 6, 2010 @ 10:30AM
Edwards Building, Room 164

Committee Members

Present:  Tim McCormick, Debbie Hamm, Poppy Hepp, Carolyn Hickman-Williams, Jenna Jazwinski, Ronnie Jordan, Holly Legg, Regis Minerd, Trenny Neff, and Kevin Perry

Absent:  Lori Cox, Dennis French, David Klauder, Travis Overton, and Barbara Scott

Chair Tim McCormick presided over the meeting. Dottie Laudeman was welcomed as the new note taker for the Committee.

Greg Weisner, Director of Environmental Health and Safety (EHS), was a special guest who noticed that safety issues were mentioned regularly in the SAC minutes over the last year or so. He reported that the CCU safety policies have been updated recently and that environmental policies will need to be established. His staff is available for safety, ergonomic, trip/slip/fall hazard assessments, and can offer training specific to individual staff positions, just by asking. See the training available by visiting https://www.coastal.edu/ehs/training. Training may be provided in departmental locations or staff may attend sessions as listed in the EHS training schedule. These trainings, such as golf cart operator safety training, are also available to student workers. A lifetime certification from OSHA is available by completing 10 specified hours of General Industry Required courses after which a certification card is issued to the staff member. When the Committee was asked how to publicize EHS training, members suggested Mr. Weisner used the electronic newsletter. He is already using the message boards and would like to offer a “Gold Star Banner” to departments who invite safety inspections and complete a specified number of hours of training in a given period. Mr. Weisner also reported the following: Every CCU residence hall room has a sprinkler system. In addition to the CCU alert system, the EHS is pushing for an outdoor alarm system for the university (using a siren followed by a verbal message). Also being considered is a safety “warden” for each building to lead peers in an emergency. A Fire & Safety Expo will be held on the Prince Lawn on September 16 complete with exhibits and demonstrations.

Approval of Minutes
The June 22, 2010, minutes were submitted for approval. A few corrections were noted and a motion to approve the minutes was made and seconded.

Old Business
Thank You
Poppy Hepp was thanked for preparing the minutes of the June 22 meeting.

Communication on Committee’s Existence & Activities Postcards Update
R. Minerd reported that the postcards are expected to be delivered to him today. He will get the address list from Human Resources and have the mail room spray the addresses on for internal delivery.
Salary Compensation Letters Update
C. Hickman-Williams reported that L. Cox was unable to meet with Pat West, Executive Director, Human Resources & Organizational Development regarding the status of the electronic salary compensation thank you letter for the website.

Dr. DeCenzo’s Letter on the SAC Website
The original letter announcing the establishment of the SAC dated March 2, 2008, contains obsolete information. T. McCormick will get with Dr. DeCenzo to see about having an updated, generalized new letter. Members suggested that D. French remove the March 2 letter from the website.

Update SAC Website
Per T. McCormick, D. French has spoken with Donna Rogers, Web Manager, about revising the SAC website.

Parking Lot Situations
D. Klauder who was absent informed the Committee via e-mail that there was nothing new on Lot G.

Thank You Letter to Dennis Roakes
T. McCormick reported that the Committee does have official letterhead and envelopes with the old logo which we will continue to use. T. Neff reported that an electronic template can be created for the SAC. A thank-you note was sent to Dennis Roakes for his help with the post cards.

Notice of Sickness and Death of Employee Family Member
C. Hickman-Williams reported that L. Cox will have information at the next SAC meeting.

Update on Time Clocks
Per C. Hickman-Williams, L. Cox spoke to Belinda Pope and reported that time clocks have been deactivated and will be removed from campus.

New Business
Suggestion Boxes
D. Klauder reported via e-mail that there were no new suggestions at the Atlantic Center. K. Perry also had no new suggestions.

Web Page
Comment 1 was relative to the postcards to be sent by SAC. Staff member asked if cards would be sent via e-mail or U.S. mail. Response: These post cards will be delivered internally to staff (campus delivery).

Comment 2 asked about the status of daycare at CCU. H. Legg reports that Women’s Center (Barb Ritter) and Faculty Senate (Phil Whalen) have been involved. The last information available is that the new Education building being built at the end of the road and will include a daycare center to benefit CCU and HGTC. A university-wide survey of CCU staff was conducted by the SAC and H. Legg will bring the survey results to the next meeting. T. MCormick will check on the status of the daycare center.
**Additional Discussion Items**
*The floor was opened to any new items the members would like addressed:*

Via e-mail to the Committee, D. Klaider attached the general policy that Samantha Byrd from the Wheelwright Box Office had written regarding lights at Wheelwright.

R. Jordan reports that there is (intentionally) no turn-off switch for lighting in the hallways in the Edwards building. Is there a policy for safety and cost savings campus wide? T. McCormick is awaiting response from Sandy Williams if there is an institution-wide policy on lighting as members feel that there should be.

K. Perry recommended that the suggestion box in the Sands Building be moved to a location housing more staff. Members indicated that the Wall Building would be the best place to put it, on the wall across from the elevators on the first floor. T. McCormick will check with Dr. DeCenzo for approval to put the box in this location. Upon approval, K. Perry will submit the work order to have the box removed from Sands and installed in Wall.

T. Neff asked why Committee members sometimes, but not always, get comments regarding suggestions made using the web. Members receive only that information which is submitted via the suggestion form. Comments submitted thru the comment pages go to D. French only.

T. Neff will ask Bob Full to add D. Laudeman (new note taker) and remove R. Lee (the only member to rotate off at June 30) on the list serve for staffadvisory@coastal.edu.

**Recap**
- Ideas to help promote Greg Weisner’s safety initiatives
- Postcard distribution – R. Minerdt
- Salary thank you letter – L. Cox to follow up with Pat West
- Dr. DeCenzo’s Letter on SAC Website – T. McCormick
- D. French working on SAC webpage
- Parking Lot Situations – D. Klauder to follow up
- Staff notification of death of staff family member – L. Cox to discuss with Pat West; suggestion forwarded to President’s office
- Status of daycare – T. McCormick; daycare survey results – H. Legg
- Is there a campus-wide lighting policy – T. McCormick asked of Sandy Williams
- Do we have an institution-wide policy for safety and cost savings?
- Permission to move suggestion box from Sands to Wall – T. McCormick to President DeCenzo; work order upon approval of Dr. DeCenzo – K. Perry
- Update e-mail distribution list for SAC staffadvisory@coastal.edu – T. Neff

**Next Meeting**
The next SAC meeting is scheduled for Tuesday, July 20, 2010, at 10:30AM in EHFA 164.

The meeting adjourned at 11:26AM.