Committee Members

Present: Tim McCormick, Lori Cox, Denny French, Debbie Hamm, Carolyn Hickman-Williams, Ronnie Jordan, David Klauder, Holly Legg, Regis Minerd, and Travis Overton

Absent: Poppy Hepp, Jenna Jazwinski, Trenny Neff, Kevin Perry, and Barbara Scott

Chair Tim McCormick presided over the meeting.

Approval of Minutes
The July 6, 2010, minutes were submitted for approval. Corrections were made and a motion to approve the minutes was made by D. Klauder and seconded by T. Overton.

Old Business

Communication on Committee’s Existence & Activities Postcards Update
R. Minerd reported that the postcards were delivered to him today. L. Cox will take the postcards to have labels printed in Human Resources and have student workers affix the labels (since the Post Office’s label machine is not functioning at this time). The goal is to have the labeled postcards to the Post Office by Thursday, July 22.

Salary Compensation Letters Update
Pat West, Executive Director, Human Resources & Organizational Development, has provided two letters regarding salary compensation to D. French who will post them on the SAC web page.

Dr. DeCenzo’s Letter on the SAC Website
T. McCormick spoke with Dr. DeCenzo who asked that his original letter on the SAC web page be removed (and D. French confirmed that it has been). A new letter from the President is being prepared by staff of that office, emphasizing the importance of the group. Dr. DeCenzo expressed his appreciation to T. McCormick for the work of SAC members and will commend Regina Lee for being instrumental in the initial leadership of this committee.

Update SAC Website
D. French will meet with Donna Rogers, Web Manager, this week about revising the SAC web page using a more dynamic format which is user friendly, as in the sample used by a school in Georgia.

Parking Lot Situations
D. Klauder reports that he has spoken to Sandy Williams, Facilities, regarding a proposed designation of two parking spaces for faculty/staff OR no parking in Lot G (Edwards Building) Also suggested was another designation for handicapped in that same area. Sandy
and Wendy Woodsby, Disabilities Coordinator, have been working on handicapped parking designations throughout campus. D. Klauder will try to meet with Wendy regarding the additional handicapped space.

**Notice of Sickness and Death of Employee Family Member**

Pat West spoke to Martha Hunn, Director of News and Public Affairs, and Jennifer Packard, Administrative Coordinator for the President, about a process to communicate to employees the sickness or death of employee family member, which they will present to Eddie Dyer, University Council.

**Campus-wide Policy for Lighting**

T. McCormick reported that there does not appear to be an institution-wide policy on shutting off lighting in buildings on campus. T. McCormick will recommend to Sandy Williams that a study be done of lighting policies at other universities for comparison.

**Safety and Cost Savings Policy**

The question of whether there is a policy for safety and cost savings campus wide was brought up at the previous meeting in conjunction with a staff member’s suggestions that the lights at Wheelwright be shut off to save money when the building was not in use.

**New Business**

**Names Mentioned in SAC Minutes**

It was agreed that suggestor’s names should not be listed in the SAC minutes, but should be shown as “staff member.” We will continue to follow up with suggestor who gives his name. SAC member names will continue to be shown in the minutes.

**Daycare**

H. Legg had recently emailed the results of the Daycare survey which was conducted a few years ago to SAC members. T. McCormick reports that this data confirms a need for daycare for faculty and staff. Dr. DeCenzo told T. McCormick that there will be daycare facilities in the new College of Education building to support the early childhood education program. No date for start/completion of the building is available at this time.

**Move Suggestion Box**

Dr. DeCenzo approved our recommendation to move the suggestion box from the Sands Building to the Wall Building, on the wall across from the elevators on the first floor. K. Perry will contact Facilities to have the box moved.

**Staff Advisory Committee Email List**

T. Neff obtained the list of addressees in staffadvisory@coastal.edu from Bob Full. D. French will add D. Laudeman (new note taker) and remove R. Lee who has rotated off the Committee, which will correct the list.

**Suggestion Boxes**

There were no new suggestions at this time per D. Klauder and K. Perry.

**Web Page**

Per D. French, there were no new comments on the web page.
Additional Discussion Items

Family Friendly Restroom Facilities

L. Cox provided members a memo from the Faculty Senate Family Friendly Ad Hoc Committee dated May 26, 2010 entitled New and Retrofitted Construction Family Friendly Restroom Facilities Proposal. The Ad Hoc Committee is asking for SAC support and endorsement as the recommendation proceeds thru another Committee to Faculty Senate and ultimately, approval by Dr. DeCenzo. T. McCormick suggested that members review the correspondence for discussion at next SAC meeting.

Lamp Post Illumination on Campus

A member reports that the university has begun replacing the current high pressure sodium lamp post bulbs with metal halide when they burn out in order to eliminate the orange glow from the former. The wattage and light emitted will remain as it was; however, the metal halide generally burns out 3 times faster than the sodium. Member believes that the university used to use the halide years ago. T. McCormick will bring this up to Sandy Williams as to why this change is being instituted.

Motion-Detection Lighting

Members suggested motion-detection lighting as a possibility for inside campus buildings as a cost-saving initiative. Another idea was to control evening lighting via computer program to save money. T. McCormick will speak with Sandy Williams.

Recap

- Postcard distribution – R. Miner, L. Cox
- Salary thank you letter – D. French
- New letter from President for SAC web page
- SAC web page renovation
- Parking lot issues – D. Klauder
- Process to notify staff of illness/death of staff family member
- Campus-wide lighting policy at other institutions; institution-wide policy for safety (lighting), cost savings
- Suggestion box move from Sands to Wall – K. Perry

Next Meeting

The next SAC meeting is scheduled for Tuesday, August 3, 2010, at 10:30AM in EHFA 164.

The meeting adjourned at 11:15AM.