Staff Advisory Committee
Minutes
Tuesday, August 3, 2010 @ 10:30AM
Edwards Building, Room 164

Members Present:  Tim McCormick (Chair), Lori Cox, Poppy Hepp, Carolyn Hickman-Williams, Jenna Jazwinski, Ronnie Jordan, Holly Legg, Trenny Neff, and Travis Overton

Members Absent:  Denny French, Debbie Hamm, David Klauder, Regis Minerd, Kevin Perry, and Barbara Scott

Approval of Minutes
A motion to approve the July 20, 2010 minutes was made by H. Legg and seconded by L. Cox.

Old Business

Family Friendly Restroom Facilities
After members reviewed the memo from the Faculty Senate Family Friendly Ad Hoc Committee dated May 26, 2010, New and Retrofitted Construction Family Friendly Restroom Facilities Proposal, the group consensus was that SAC would offer their support of the proposal.  L. Cox will convey that to Phillip Whalen.

Communication on Committee’s Existence & Activities Postcards Update
The first of the series of postcards making the staff aware of the Staff Advisory Committee was distributed last week via campus mail.

Salary Compensation Letters Update
D. French will post the two letters regarding salary compensation provided by HR on the SAC web page.

Dr. DeCenzo’s Letter on the SAC Website
T. McCormick reports that Ann Monk is preparing a new letter for the SAC website.  T. McCormick will talk with D. French after it was suggested that the SAC website may be placed on the President’s page and be accessed from there.

Update SAC Website
D. French is in the process of updating the SAC website.

Parking Lot Situations
D. Klauder, via email, reported that a work order has been requested in the Provost’s Office to add a handicapped parking space in Lot G (Edwards Building).

Notice of Sickness and Death of Employee Family Member
There was no update about a process to communicate to employees the sickness or death of employee family member.

Campus-wide Policy for Lighting/ Motion-Detection Lighting
T. McCormick spoke to Sandy Williams regarding lighting policies.  Sandy said that a design standard is being prepared for both inside and outside lighting, to be ready for Commission of the Southern Association of Colleges and Schools (SACS) accreditation.  Further, the university is always addressing lighting and sensors across the institution.  For example, sensors will be installed at Kimbel Library, and the Prince and Wall buildings; lighting and HVAC were in the forefront when Adkins Field House was built.  Regarding halide (white light) vs. sodium (yellow light), Sandy said that the white light (halide) is the most effective from a safety standpoint in that viewing is easier via security cameras—vehicle colors can be determined as well as better facial recognition.  The security/safety value of the halide lights outweighs the added cost.  The lights are rented from Santee Cooper.

Move Suggestion Box
T. McCormick will check with K. Perry to find out if the box suggestion box has been moved from Sands to Wall.
New Business

SAC Committee Member Work Schedule Change
D. Klauder has informed the Committee thru T. McCormick that his work shift has been changed which prevents him from attending SAC meetings. This resulted in his tendering his resignation. Because the members value his contributions to the Committee, the consensus was to retain D. Klauder as a liaison in absentia until new meeting dates are established for the upcoming calendar year.

Suggestion Boxes
There were no new suggestions from the boxes.

Web Page
Via email, D. French provided one suggestion and one comment found on the web page. The suggestion was to have recycle bins with four wheels instead of two, to facilitate ease of movement for heavy-laden bins. T. Overton reports that there is no campus-wide recycling policy in place. T. McCormick will talk to Rein Mungo about recycling expectations. T. Overton will ask Marissa Mitzner to address sustainability initiatives at the Aug. 17 SAC meeting.

A staff member commented via the SAC website that it would be nice to be able to read all of the suggestion cards that have been submitted by staff to SAC and that using the suggestion card should be an anonymous process. T. Overton will contact the suggestor for clarification of comments.

Another suggestion via the web was to keep the current weight room and equipment for faculty and staff use once the new student convocation/recreation center is open. P. Hepp will contact Jody Davis in Campus Recreation to gather information.

Additional Discussion Items

Student Code of Conduct
On August 31, T. Overton will provide an overview of the policies contained in the Student Code of Conduct to the SAC.

Recap
- SAC supports Family Friendly Restroom Facilities Proposal
- Postcard distribution was completed
- Post salary thank you letter on SAC web page – D. French
- New letter from President for SAC web page
- SAC web page renovation
- Handicapped parking space established in lot Q
- Process to notify staff of illness/death of staff family member
- Campus-wide lighting as relates to safety
- Suggestion box move from Sands to Wall – K. Perry
- Suggestion to modify recycling bins – T. McCormick
- Comment to have staff be able to read submitted suggestion cards – T. Overton
- Suggestion to retain old weight room equipment for faculty/staff use – P. Hepp
- Invite Sustainability Coordinator to speak at Aug. 17 SAC meeting – T. Overton
- Overview of Student Code of Conduct at Aug. 31 meeting – T. Overton
- D. Klauder to continue work with SAC despite shift change

Next Meeting
The next SAC meeting is set for Tuesday, August 17, 2010, at 10:30AM in EHFA 164.

The meeting adjourned at 11:10AM.