**Staff Advisory Committee**

**Minutes**

Tuesday, August 17, 2010 @ 10:30AM

Edwards Building, Room 164

**Members Present:** Tim McCormick (Chair), Debbie Hamm, Poppy Hepp, Carolyn Hickman-Williams, Jenna Jazwinski, Ronnie Jordan, Regis Minerd, Trenny Neff, and Kevin Perry, and Barbara Scott

**Members Absent:** Lori Cox, Denny French, David Klauder, Holly Legg, and Travis Overton

**Special Guest**

Tim Meacham, University Counsel, was a special guest who enlightened the Staff Advisory Committee (SAC) about the requirement to have SAC minutes posted for the public view (as opposed to staff only viewing via password) as mandated by the Freedom of Information Act. Agenda items that require confidentiality should be addressed in Executive Session. Violation of confidentiality is a misdemeanor. A sample of public meeting minutes can be obtained from Martha Hunn. T. Neff will obtain a copy of that information for SAC use.

**Approval of Minutes**

A motion to approve the August 3, 2010 minutes as amended, was made by C. Hickman-Williams and seconded by D. Hamm.

**Old Business**

**Family Friendly Restroom Facilities**

On August 3, L. Cox sent an email to Phillip Whalen conveying SAC’s support of the Faculty Senate Family Friendly Ad Hoc Committee’s New and Retrofitted Construction Family Friendly Restroom Facilities Proposal.

**Communication on Committee’s Existence & Activities Postcards Update**

The first in a series of four postcards making the staff aware of the SAC was distributed in July. The next postcard distribution is scheduled for September 15, followed by February 15 and June. R. Minerd will provide copy of next card for SAC review at next meeting.

**Salary Compensation Letters Update**

D. French informed T. McCormick that the two letters regarding salary compensation provided by HR have been posted on the SAC web page.

**Dr. DeCenzo’s Letter on the SAC Web Site**

Ann Monk is preparing a new letter for the SAC web site. The SAC web site is expected be accessed from the President’s web page, available for public view.

**Update SAC Web site**

D. French will meet with Donna Rogers on August 18 regarding the updating of the SAC web site. Minutes beginning in June 2010 need to be added to the web site.

**Parking Lot Situations**

Has the work been completed that will add a handicapped parking space in Lot G (Edwards Building)?
Notice of Sickness and Death of Employee Family Member
Consideration of a process to communicate to employees the sickness or death of employee family member is with Pat West, but there is no report at this time.

Move Suggestion Box
T. McCormick will give K. Perry the account code necessary to put in the work order to move the suggestion box from Sands to Wall.

SAC Committee Member Work Schedule Change
D. Klauder has accepted the Committee’s invitation to continue serving as a liaison in absentia until new meeting dates are established for the upcoming calendar year.

Reconfigure Recycle Bins
T. McCormick spoke with Rein Mungo and Buddy Hendrick about a suggestion to have recycle bins with four wheels instead of two, to facilitate ease of movement for heavy-laden bins. He was informed that this would fall under the purview of Marissa Mitzner, Sustainability Coordinator. Marissa will address the SAC on August 31. Some items to be considered are: Is a four wheeled cart in existence? Will CCU budget be able to handle the costs if bin is available? Wouldn’t this be a “cost of doing business” which would be absorbed by the recycling company? Perhaps the vendor has an alternate recycling bin which could be put in place? Could the vendor contract be amended to include this need? Is there an adapter (of two additional wheels) which could be installed by Facilities which would make the bins safer to handle when full?

Availability of Suggestions Submitted via Suggestion Cards
A staff member commented that it would be nice to be able to read all of the suggestion cards 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 regarding anonymity. All suggestions are able to be read by viewing the SAC minutes.

Faculty/Staff Sole Use of Weight Room and Equipment
P. Hepp contacted Jody Davis in Campus Recreation about a suggestion to keep the current weight room and equipment in Williams Brice (WB) for faculty and staff use once the new student convocation/recreation center is open. Jody reported that the dance studio and weight rooms in WB will be shut down when the new student convocation/campus recreation center is open with the only space remaining open being the pool and basketball courts. The equipment will move to the new facility. The dance studio and weight room may be converted to classrooms. The exercise equipment space in WB currently is 3,000 square feet and the new convocation/recreation center space will increase to 11,000 square feet. The exercise class space is currently 800 square feet and will increase to 5,000 square feet which will have exercise classes going on simultaneously. There will be an indoor track, lockers and showers. The process will be the same: bring your ID. Faculty and staff will be well accommodated. P. Hepp will notify the staff member making the inquiry.

New Business
Suggestion Boxes/ Web Page Comments
There were no new suggestions from the boxes or from the web page.

Recap
- Initial postcard distribution was completed, next one scheduled for September – R. Minerdd
- Anticipating new letter from President for SAC web page; minutes to be added for public view per FOIA
- SAC web page renovation, inclusion of minutes beginning June 2010 – D. French
- Handicapped parking space established in lot Q – D. Klauder
- Process to notify staff of illness/death of staff family member – L. Cox
- Work order to move suggestion box 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
- Marissa Mitzner to address sustainability initiatives at the Aug. 31 SAC meeting
- Overview of Student Code of Conduct by Travis Overton at Sep. 14 SAC meeting

Next Meeting
The next SAC meeting is set for Tuesday, August 31, 2010, at 10:30AM in EHFA 164.

The meeting adjourned at 11:15AM.