Member Present: Tim McCormick (Chair), Lori Cox, Denny French, Debbie Hamm, Poppy Hepp, Carolyn Hickman-Williams, Ronnie Jordan, Trenny Neff, Travis Overton, and Kevin Perry

Members Absent: Jenna Jazwinski, David Klauder (liaison in absentia), Holly Legg, Regis Minerd, and Barbara Scott

Special Topic
Travis Overton, Staff Advisory Committee (SAC) member and Director of Student Conduct & Off-Campus Student Services, spoke about the Student Code of Conduct. The “Know the Code” booklet was distributed to all freshmen during Welcome Week and second year students received their copy from Residence Life. This Student Code of Conduct is a part of the Student Handbook. The Student Code of Conduct has two components: academic and non-academic. The academic portion covers academic integrity: cheating, plagiarism, and all freshmen were asked to sign the academic integrity pledge this year. Mike Pierce is the university’s newly appointed academic integrity officer. Non-academic area items include expectations, information technology, drinking, drugs, and assault. The Student Code of Conduct can be found online at www.coastal.edu/students and www.coastal.edu.conduct. Most issues are resolved informally with conduct officer; few go to the Board. Students are afforded due process in that they may present their side of the situation. Travis and a newly hired co-worker, Regina Curran, speak to all First Year Experience (FYE) classes, using the highly visible, brightly colored, easily identifiable Student Code of Conduct. Parental notification by university representatives of violations of university policy and/or practices by students which are harmful to self by students under the age of 21, are permitted under FERPA. Faculty and staff code is found at www.coastal.edu/conduct/documents/alcoholpolicy.pdf. This is one unified code for alcohol and drug related issues for students AND faculty and staff. University policies that have broad impact across the university as a whole can be found at www.coastal.edu/policies.

Approval of Minutes
A motion to approve the August 17, 2010 minutes was made by K. Perry and seconded by C. Hickman-Williams.

Old Business
Communication on Committee’s Existence & Activities Postcards Update
The next postcard distribution is set for September 15 (then February 15 and June). R. Minerd will provide copy of next card for SAC review at next meeting.

Dr. DeCenzo’s Letter on the SAC Web site
Ann Monk has prepared a new letter for the SAC web site. T. McCormick will get the letter to D. French. T. McCormick and D. French will confer with Ann Monk in order to comply with the President’s request that SAC minutes be accessed from the President’s web page, available for public view as per FOIA, as are Faculty Senate minutes, while reassuring staff that all comments and suggestions submitted are confidential.

Update SAC Web site
D. French met with Donna Rogers regarding updating the SAC web site. They will meet again this week regarding the back end side, to be able to quickly and easily add items. All minutes have been added to the web site.
Parking Lot Situations
D. Klauder reported that a handicapped parking space had been added in Lot G (on the north side at Edwards Building). Yellow stripes were painted in front of the boilers in the same parking lot. D. Klauder will advise suggester of this resolution.

Notice of Sickness and Death of Employee Family Member
Martha Hunn sent a university-wide email today regarding the death of a university employee. It is believed that this process will be duplicated when it involves an employee family member. L. Cox will be the point of contact for departments (who are first to learn of sickness/death) to share information regarding sickness and death of employee and/or employee family member, and she will provide this information to Martha Hunn.

Move Suggestion Box
K. Perry reported that the suggestion box from Sands has been moved to the Wall building and installed across from the first floor elevator, just above the newspaper racks.

Reconfigure Recycle Bins
T. McCormick learned that the university has no contract with Solid Waste Authority regarding recyclables, but there is an understanding. A few recycling bins had been provided by this vendor but others were purchased by CCU. There are no bins available with additional wheels that can also be accommodated by the vehicle which picks up the recycling. T. McCormick will relay this information to the staff member who made the suggestion, and to Rein Mungo and Buddy Hendrick.

Availability of Suggestions Submitted via Suggestion Cards
Regarding the staff member who 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 found that the suggester had submitted an anonymous suggestion in the past and never learned of its disposition. The staff member reported that the suggestion was not found in the SAC minutes. Inasmuch as the suggester did not indicate what the suggestion was, there was no way to check past records. The suggester will be urged to resubmit an anonymous suggestion.

Faculty/Staff Sole Use of Weight Room and Equipment
P. Hepp notified the staff member who inquired about a faculty/staff sole use weight room that the plan is to accommodate faculty and staff in the new facility because the old facility will be put to different use and the equipment will be recycled into the new facility.

New Business
Web Page Comments
There were no new suggestions from the web page.

Suggestion Boxes
D. Klauder reported a suggestion to have the television fixed in the Coastal Science Center lunch room. In researching the suggestion, he found a note on one of the two non-working televisions, that HTC has been notified to fix the cable connection.

An anonymous suggester asked if Java City could remain open during the summer. K. Perry will contact Aramark about this.

In an Executive Session called at 11:08AM and concluded at 11:20AM, a decision was made to refer a suggestion to the Director of Facilities Planning & Management.
Additional Discussion Item

Format of Minutes for Public View

T. Neff has obtained a sample of public meeting minutes in hard copy form from Martha Hunn and she will request an electronic copy to share with the Committee.

Recap

- Next postcard distribution scheduled for September 15 – R. Minerd
- Post new letter from President on SAC web page; add minutes for public view per FOIA, linked to President’s web page – D. French
- Handicapped parking space established in lot Q – D. Klauder
- Process to notify staff of illness/death of staff family member – L. Cox
- Suggestion box moved 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 have Java City open during summer – K. Perry
- Sample minutes for public view – T. Neff
- Marissa Mitzner to address sustainability initiatives at the at Sep. 14 SAC meeting

Next Meeting

The next SAC meeting is set for Tuesday, September 14, 2010, at 10:30AM in EHFA 164.

The meeting adjourned at 11:25AM.