Staff Advisory Committee
Minutes
Tuesday, January 25, 2011 @ 10:30AM
Dawsey Conference Room, Room 112

Members Present:  Tim McCormick (Chair), Lori Cox, Debbie Hamm, Poppy Hepp, Ronnie Jordan, Holly Legg, Regis Minerd, Trenny Neff, Travis Overton, and Kevin Perry

Members Absent:  Denny French, Carolyn Hickman-Williams, Jenna Jazwinski, David Klauder (liaison in absentia), and Barbara Scott

Approval of Minutes
A motion to approve the December 21, 2010 minutes was made by H. Legg, seconded by K. Perry, and approved by the members.

Old Business
Communication on Committee’s Existence & Activities Quarterly Postcards Update
R. Minerd presented drafts of three postcards to promote the SAC from which the members chose “Got Ideas?” The two remaining are “What’s Your Beef?” and “Attention: Staff”. The selected card will be sent to the printer this week and then to L. Cox in Human Resources to be addressed by student worker helpers, hopefully by the end of the following week. L. Cox will email committee when postcards have been given to the post office to be distributed via interschool mail.

The SAC Web site
There were no updates on the web site posting of the revised list of SAC members with respective information (e-mail, department, phone, term expiration).

University-Wide Staff Recognition
T. McCormick had spoken to Pat West about the status of Staff Recognition program and she advised that a new Employee Appreciation Program will be implemented in May, to include service awards and other awards. SAC would like to know if this venue can be used as a platform to expand on importance of SAC, outlining the work of SAC, recognizing outgoing SAC members and introducing new. T. McCormick will address this possibility with Pat West.

Campaign to Promote the Staff Advisory Team
At the October 26 SAC meeting, a discussion was had regarding ways to solicit staff reaction, such as the initiation of a “Promotion Campaign” on a quarterly basis where we would email/survey staff to submit agenda items/ideas for next quarter’s agenda specifying a due date for agenda items. It is hoped that the Employee Appreciation Program will be used as this forum.

Web Site Inclusion of SAC Accomplishments
The idea to have web site inclusion of what SAC is doing/has done for staff was tabled.

Summer Hours
T. Overton will talk with Pat West about the perceived inequality of the university’s summer hours. A few offices must remain open to handle tours and the potential students who visit on Fridays. It is believed that this is a disservice to the university in that only a partial representation of the university is able to be presented as the majority of offices are closed. Public feedback about summer Friday visits is not positive. What has been expressed to SAC members by staff is that consistent hours across campus would be preferred in order to provide equity and good representation to visitors, or consistency across the university in providing flexibility of scheduling for individuals within departments.
Fundraising by SAC?

T. McCormick will talk to President DeCenzo about the cost of pavers used in memorial garden as $500 seems rather large for a departmental group to absorb. The garden was originally established after a student group expressed a strong desire to memorialize a member. A possibility to offset the cost might be a contribution from the university budget or for SAC fundraiser(s) plus a criteria would have to be established for selection and disbursement.

Bonuses at other State Agencies

L. Cox reports that bonuses are permitted by state agencies but are subject to individual agency discretion.

President’s Second Fridays

The President’s Second Friday meetings established last calendar year have been discontinued. In its place will be Town Hall meetings whose dates will be announced in the coming weeks. These meetings will be used to provide an informal forum for faculty and staff to discuss the future of the university with the President, Executive Vice President/COO, Provost, and other members of the executive staff.

Suggestion Boxes

In December, a request for television for the Foundation Center lounge was suggested. The suggestor will be notified to check with his supervisor as to whether a tv can be obtained through the department. It was noted that the university warehouse has a large flat screen tv which needs to be refurbished (speaker repaired).

T. McCormick checked with Sandy Williams in Facilities about the reported cold temperature in December in the Coastal Science Center. He was informed that the temperature is computer based and set at the normal setting. T. McCormick will check again with Sandy Williams as it has come to light that the air handler in that building is not working properly and may be scheduled for replacement.

New Business

Web Page Comments

No new web page comments were made by staff.

Suggestion Boxes

No new suggestions were submitted.

Suggestion Cards used to Submit Suggestions

K. Perry reported that the suggestion card needs to be updated to reflect current information. He will provide the corrected copy to R. Minerd so that new cards can be printed.

Diversity Officer

Last summer the SAC discussed the need for a university Diversity Officer. Research was conducted and submitted through proper channels. T. Overton will check with Pat West to find out if such a position will be added.

Health Screenings

L. Cox reminded staff of the worksite health screenings which will be conducted on three dates in February.

QEP Finalists

H. Legg reminded staff that the finalists will present their proposals on Friday, January 28, at 2PM, and staff has the opportunity to vote on which of the four should be implemented. Implementation is required by the Southern Association of Colleges and Schools Commission on Colleges. Voting can be done online beginning at 6PM on that date.

Recap
• Quarterly postcard distribution – R. Miner, L. Cox
• Post SAC membership list with term expiration on SAC web site – D. French
• Employee Appreciation Program – T. Overton to Pat West
• Campaign to Promote the Staff Advisory Team – Committee
• Web site inclusion of what SAC is doing/has done for staff – Committee
• Summer hours equality – T. Overton to Pat West
• Fundraising by SAC? (for memorials, possible SAC award) – T. McCormick to President
• Heat for Coastal Science Center – T. McCormick to Sandy Williams
• Reprinting of updated suggestion cards – R. Miner, K. Perry
• Status of proposal for university Diversity Officer – T. Overton

Next Meeting
The next SAC meeting will be held on Tuesday, February 8, 2011, at 10:30AM in Dawsey Conference Room, SNGL 112.

Adjournment
The meeting adjourned at 11:30AM.