Staff Advisory Committee
Minutes
Tuesday, April 5, 2011 @ 10:30AM
Dawsey Conference Room, Room 112

Members Present: Tim McCormick (Chair), Denny French, Debbie Hamm, David Klauder, Trenny Neff, Travis Overton and Kevin Perry

Members Absent: Lori Cox, Jenna Jazwinski, Poppy Hepp, Carolyn Hickman-Williams, Ronnie Jordan, Holly Legg, Regis Minerd, and Barbara Scott

Approval of Minutes
A motion to accept the March 22, 2011 minutes was made by D. Hamm, seconded by D. French, and approved by the members.

Old Business
Summer Hours
Dr. Dyer sent an email to faculty and staff on March 29 outlining how the decision to eliminate the 4-day summer workweek was made. Comments heard by SAC from staff as a result were positive in that staff expressed appreciation at being in the communication loop.

Web Site Inclusion of SAC Accomplishments
Additional site pages have been added to the SAC web site. D. French will glean content from SAC historical documents to list SAC accomplishments.

Consolidation of Staff Incentives, Discounts, Freebies
D. French needs the list of staff incentives, discounts, etc., to be linked from the SAC web site. He has a call in to Scott Stiller in HR.

Nominations for SAC Member Replacements
The nominations for SAC member replacements whose term ends June 30 should be given to SAC secretary, D. Laudeman, who will hold them for Committee consideration. In addition, an email from Human Resources will be disseminated in early May to ask for volunteers from the staff as was done to solicit new members in prior years. D. Klauder will research for list of previous members.

Suggestion to enforce smoking policy, cite speeders
D. French informed suggestor that Public Safety does cite speeding drivers. In addition, officers also address smokers who indulge outside of the designated smoking locations.

Pedestrian Safety at Traffic Lights on University Boulevard
A letter was received from the South Carolina Department of Transportation denying CCU’s request that the traffic lights at the crosswalks on University Boulevard at Chanticleer East and Chanticleer West could be customized so that when a walker presses the button to cross, that traffic would stop in all directions, allowing the pedestrian to safely cross (for approximately 30 seconds). They said that exclusive pedestrian phases in high traffic volume areas causes backup (to 501). The DOT-recommended solution would be to improve driver awareness. D. Klauder will inform the suggestor. The Committee suggested at the March 8 meeting that a public safety announcement prepared by the Student Government Association regarding texting (especially at these dangerous intersections) may help generate an awareness of this safety issue.
**SAC Suggestion Box Locations**
D. Klauder and K. Perry will determine how much boxes in each of current locations are being used so that they can recommend an alternate location for the suggestion box which was removed from the Student Center during renovations. Based on usage, suggestions may be offered to change location of currently placed boxes.

**Suggestion for Nice-to-Have Items in Foundation Center**
The suggestion to have a television, coffee stirs, and specific brand coffee in the lounge in the Foundation Center will be given to manager of that building. (Research by D. Klauder has determined that there is no cable hookup, nor are there any televisions in the surplus area.)

**Articles for the Atheneum Newsletter**
T. Neff reports that Mona Prufer is willing to provide space for SAC articles if we provide the information.

**New Business**
**Staff Survey**
While discussing locations of current suggestions boxes, a recommendation was made to survey staff about their views as to where boxes should be placed. The survey will create awareness of SAC too. Members suggested that if we plan to do a survey, perhaps other information could be solicited. For this reason, SAC members are asked to submit survey questions/ideas to H. Legg for consideration. If survey is to be conducted, members were reminded that a paper format would be needed for those who don’t have regular computer access. An incentive of an i-pad or CCU sweatshirt was suggested in order to promote the survey.

**Representative at Benefits Fair and/or similar activity(ies)**
A suggestion was made to have SAC members participate in the health benefits fair and/or other activities which are directed toward staff, with the expectation that members would take turns manning a booth to promote awareness, answer questions, and field suggestions from staff.

**Suggestion to have SAC member Replacements from each of the Academic Colleges**
Suggestor felt strongly that membership should be derived from each of the academic colleges. Volunteers will be sought via an email from Human Resources early in May as has historically been done to recruit new SAC members.

**Suggestion to Mark Crosswalks**
D. Klauder will look into a suggestion to have signs directing drivers to stop to allow pedestrians to cross traffic in crosswalks.

**Suggestion to Change Elevator for Disabled Use Only**
A suggestion was received that recommended that since the Wall building elevator is in disrepair so often that its usage be limited to the disabled by virtue of key access only. This would prolong the life of the elevator as well as provide exercise to the able-bodied. K. Perry will consult with Jennie Cassidy and Sandy Williams.

**Concern of Suggestor Regarding Cafeteria**
A suggestor reports that the food warmer has been removed from the CSC cafeteria, thereby eliminating the possibility of providing any hot foods. T. Overton will speak to Jeff Stone from Aramark about future plans for this location, variety changes, and volume at this location.
Recap

- Web site inclusion of what SAC is doing/has done for staff – D. French
- SAC web page with links to staff incentives, discounts, freebees – D. French to Scott Stiller
- Nominations for SAC member replacements – Committee to D. Laudeman
- HR email to staff soliciting volunteers to serve on SAC
- List of those staff who have previously served on the SAC – D. Klauder
- DOT response to pedestrian care are University Boulevard and Chanticleer East and West
- Topics for Atheneum newsletter
- Suggestion box locations – D. Klauder, K. Perry
- Survey questions – Committee to H. Legg
- SAC participation in Health Benefits Fair
- Signs at pedestrian crossings on campus mandating vehicle halt – D. Klauder
- Elevators for disabled use only – K. Perry to Jennie Cassidy, Sandy Williams
- Plans for CSC cafeteria – K. Perry to Jeff Stone

Next Meeting
The next SAC meeting will be held on Tuesday, April 19, 2011, at 10:30AM in Dawsey Conference Room, SNGL 112.

Adjournment
The meeting adjourned at 11:39AM.