**Staff Advisory Committee**

**Minutes**

Tuesday, May 17, 2011 @ 10:30AM  
Dawsey Conference Room (Singleton Building Room 112)

**Members Present:** Tim McCormick (Chair), Lori Cox, Denny French, Debbie Hamm, Poppy Hepp, Carolyn Hickman-Williams, David Klauder, and Travis Overton

**Members Absent:** Jenna Jazwinski, Ronnie Jordan, Holly Legg, Regis Miner, Trenny Neff, Kevin Perry, and Barbara Scott

**Approval of Minutes**

A motion to accept the May 3, 2011 minutes was made by Carolyn Hickman-Williams, seconded by L. Cox. The minutes were approved by the members.

**Old Business**

*Web Site Inclusion of SAC Accomplishments*

D. French continues to glean SAC historical documents in order to outline SAC accomplishments on web site. The same items will be used as the topics for articles to be put in the Atheneum newsletter.

*Consolidation of Staff Incentives, Discounts, Freebies*

HR is currently updating their list of staff incentives, discounts, etc. with the expectation that it will remain solely on their own web site.

*Nominations for SAC Member Replacements*

A list of nine nominees for SAC member replacements was presented to Dr. DeCenzo who, along with Pat West in HR, will come up with additional names from which to make selection for nine replacements. The list of previous members was found in the SAC archives and sent to members via email by T. Overton.

*Staff Survey*

T. McCormick suggested an additional item for the staff survey and he will relay that to H. Legg who is working on the survey: Are you willing to participate in SAC annual giving for memorials, awards, etc.?

*Incentive for Completing Staff Survey*

A chance at a reward of a $50 gas card (gift card) was suggested as an incentive for completing the SAC survey. T. McCormick will discuss with Dr. DeCenzo.

*Guidelines for Membership on SAC*

T. McCormick suggested that the Staff Advisory Committee should come up with recommendations as far as guidelines for SAC membership so that he can propose them to Dr. DeCenzo: Are there guidelines already set for SAC membership? Is there a length of service requirement? Is re-appointment a possibility or is appointment limited to a specified period? If appointment is limited, what is that limit? Are former members eligible to serve again? Is there a method for removal/replacement of SAC members who are not active in their participation?

*General Orientation for New Staff*

HR already has in the works an on-line general orientation for new staff. Since this medium will not include an overview of Datatel, WebAdvisor (as relates to time entry), CINO card (that staff can put funds on to use around campus), directory, Facilities, budget, gym availability for staff usage, peer/aspirant institutions, campus tour, it was suggested that coordination be attempted with Admissions
(for tours) and the TEAL Center (for computer related items) and that the orientation be modeled after the mandatory faculty orientation.

**Bicycle Rental**

P. Hepp reported that Jennifer Sellers, Sustainability Coordinator, stated that there is no bicycle program currently, but hopes to have one in place in the fall. Campus Recreation does have a (free) rental program for bicycles at this time. P. Hepp will respond to the suggestor.

**Signs for Pedestrian Safety at University Crosswalks**

D. Klauder emailed Greg Weisner, Environmental Health and Safety, with pictures of signs from HGTC and Conway Hospital which depict pedestrian crossings in a very clear way, in the hope that CCU could adopt something similar in response to a recent suggestion regarding safety.

**Suggestions**

As a follow up to previous suggestions, D. Klauder reported:
- Two large rooftop units were replaced at the Coastal Science Center this weekend, in response to suggestions of poor heating in the building.
- A staff member is checking into the possibility of staff discounts at Costco and Sam’s Club.

**New Business**

**Suggestion Boxes**

In a suggestion submitted at the Foundation Center, an anonymous suggestor reported that President DeCenzo said an individual pay increase could be possible with proper justification. However, the suggestor has been told that this is not the case. The members of the SAC feel that the suggestor should pose this question at the upcoming Town Hall meeting (May 23) to advocate on his own behalf. President DeCenzo is expected to address incentive merit-based increases to be awarded from the 2011-12 budget at this Town Hall meeting. The Business Affairs office is working up the details and requirements for this program.

A suggestor who used the suggestion box in Procurement asked if CCU graduates and in-house candidates could be given priority consideration for employment interviews/advancement.

**Web Page Comment(s)**

There were no web page comments.

**Recap**

- Web site inclusion of what SAC is doing/has done for staff; topics for Atheneum newsletter
- SAC member replacements
- $50 gift card (gas card) to use as incentive for staff to complete survey
- Guidelines for membership on Staff Advisory Committee
- Proposal of general orientation for all new staff
- Bicycle rental
- Discounted memberships at Costco and Sam’s?
- Pay increase with proper justification?
- Priority consideration for interview/advancement by CCU graduates and current employees

**Next Meeting**

The next SAC meeting will be held on Tuesday, May 31, 2011, at 10:30AM in Dawsey Conference Room, SNGL 112.

**Adjournment**

The meeting adjourned at 11:15AM.