
Members Absent: Jody Davis and Frankie Weeks.

Approval of Minutes
A motion to accept the June 28, 2011 minutes was made by M. Hurt, seconded by J. Andrews. The minutes were approved by the members.

Old Business
Web Site Inclusion of SAC Accomplishments (topics for Atheneum newsletter)
T. McCormick will check with D. French about posting the list of SAC accomplishments on the web site. The SAC membership list has been updated on the web. D. Laudeman will get instruction from D. French as to how to post SAC minutes on the web page. T. McCormick has asked ITS if they might have a candidate to serve on SAC after Dr. DeCenzo’s approval, and to handle the web postings.

Guidelines for Membership on SAC
M. Hurt will research using the web to find what other institutions use as a guide for SAC membership. Then we can glean from them the items we want to propose to HR and the President as changes to our guidelines for membership.

Proposed SAC Survey of Staff
F. Weeks provided a draft of the survey for staff. Members voted to go forward with it as presented. The survey will be sent via email. Paper copies (130) will be provided for those staff who normally do not work at a computer. P. Holt will distribute and collect the paper surveys. P. Hepp will set up an email account for use by SAC and will send out the survey when it is provided to her. A two-week deadline will be assigned for completion of the survey.

Incentive for Completing Staff Survey
T. McCormick will put the paperwork in motion to obtain the $50 gift card which will be used as an incentive for completing the upcoming SAC survey.

General Orientation for New Staff
Dr. DeCenzo was enthusiastic about the SAC’s suggestion for a global orientation for new staff which will help them to understand the culture of our institution. Members felt that continuing staff should be invited to attend orientation/tour, when space is available.

Banner for SAC Presence at Staff Events
R. Minerd will check with T. Neff will find out how the proposed banner attaches to the table/wall (grommet-double-sided tape) and check on the status of the work order to fabricate the banner.

Updated, Reprinted Suggestion Cards for SAC
R. Minerd reports that the revised SAC suggestion card is ready to go to the printer. He will change out the old suggestion cards with the new ones within the week.

Suggestion Box Responsibilities
M. Hurt has obtained the suggestion box key from K. Perry and retrieved suggestions from the Wall and Singleton buildings. The key to the suggestion boxes in the Science Center, Purchasing, and the Foundation Center was handed over to R. Sessions.
Postcard Printing/Distribution
At our next meeting, R. Minerd will provide a sample copy of the next postcard which will promote visibility of the Staff Advisory Committee. The suggested printing/distribution time would be at the start of the next major term.

New Business
SAC Meeting Schedule
A recommendation was made to alter the SAC meeting schedule from every two weeks to every third week. Members approved. D. Laudeman will work on scheduling the meeting place and publish the revised meeting dates and their locations.

Announce New SAC Members to the CCU Community
J. Jazwinski will draft an email for SAC review to be forwarded via email to faculty and staff at CCU to announce the new SAC membership. Upon approval, P. Hepp will send the email.

New Suggestions
A suggestion informed SAC that at a Kentucky institution, tobacco use is prohibited. Currently CCU’s policy designates gazebos. State policy says that there will be no smoking in government buildings. R. Sessions will bring state policy to next meeting. Even though Horry County is considering a smoking ban, their proposal will not affect CCU inasmuch as we are an unincorporated entity. C. Williams-Hickman will bring suggestion to the attention of Pat West, HR.

A suggestion to “put 5 on third shift and leave the rest the same as it was” was discussed. The changes made recently to the custodial schedule came from higher up than the Facilities Office and was based on what other universities were doing. The main responsibility of the third shift (11PM to 7:30AM) is to clean classrooms and restrooms at a time when they are not in use. First shift works 7AM to 3:30PM and second shift works 3PM until 11:30PM.

A suggestion was made to include better snacks in the vending machines in the Science Center. In the discussion that followed, it was learned that the vending machines across campus aren’t checked as often during the summer. The one in the Singleton building is nearly empty. Inasmuch as we just entered a new fiscal year, it is possible that the vending contract is being renewed or placed. T. McCormick will check with Dean Hudson in Purchasing about the vending machine contract (believed to currently be with Total Vending).

Next Meeting
The next SAC meeting will be held on Tuesday, July 26, 2011, at 10:30AM in SNGL 112.

Adjournment
The meeting adjourned at 11:26AM.