Members Present: Jackie Andrews, Jesse Gaither, Carolyn Hickman-Williams, Meg Hurt, Ronnie Jordan, Harriette Louis, Tim McCormick (Chair), Vicky Rabon, Rodney Sessions and Sandy Williams

Members Absent: Jody Davis Jillian Ernest, Poppy Hepp, Paula Holt, Regis Minerd, Brian Rothenberger and Frankie Weeks

The Chair welcomed the SAC.

Approval of Minutes
A motion to accept the March 20, 2012 minutes was made by Carolyn Hickman-Williams and seconded by Jesse Gaither. Tim McCormick asked for acceptance- minutes were accepted and approved by unanimous “aye.”

Old Business

Four Day Work Week-
Tim contacted Dr. Dyer about the suggestion made of offering a four day work week. Dr. Dyer’s response was to send out an email on March 7th announcing Summer Hours. Beginning Monday, May 7 and continuing through Friday, August 10, summer hours will be:

Monday through Thursday  8:00 a.m. – 5:00 p.m. (one hour lunch)
Friday                 8:00 a.m. – 2:30 p.m. (one hour lunch ending no later than 1:30)

Supervisors were asked to be flexible with regard to use of leave time during summer hours. The suggestor also asked how HGTC can get away with ½ day all year. The committee shared thoughts that because CCU is a residential campus we operate 7 days a week with events and must remain open. Each department/area can work with staff to offer flexible leave time.

Food Options in Atlantic Center
It was suggested to offer more choices of food at the Atlantic Center. Very little available in the form of hot food. Meg will contact Jeff Stone with Aramark about the food options available.

Employees Smoking in Campus Vehicles
Tim spoke with Sandy Williams (Director of Facilities) and was referred to the HREO Policy 124 – Smoking and Tobacco Products
This policy states that smoking in university vehicles is prohibited and non-compliance may result in disciplinary action and up to a $25 fine could be enforced. Facilities have been addressed (as most of the university vehicles are driven by personnel from facilities)

A survey about the smoking policy on campus was given to both employees and students. The results showed that 69% of the staff were in favor of a smoke-free campus, and 56% of the students were in favor of a smoke free campus. A clause in the current State law indicates that
a university can ban smoking on their campus. It was noted that FMU is now a 100% smoke free campus. No action is being taken at this time at CCU.

SACS/RETENTION Consultant
It was recommended at a prior meeting to try to have SAC meet with the Retention consultant while they were here on campus. Their schedule was already set but if we want to attend a campus wide meeting one has been set for Thursday, March 22, 2012 from 2:30 – 4:30 p.m. in the Wall Auditorium. They will give a brief synopsis of their findings while on campus this week. They met with 63 different staff employees.

SAC Bylaws
The revised Bylaws were provided to the committee at the last meeting. Tim asked if anyone had any suggestions or changes. Nobody had changes and the committee unanimously approved the new Bylaws to be forwarded to HR for their approval. Tim mentioned that Bylaws are continuously a work in progress and changes are made all of the time. He recommended that we add the procedures of responding to Staff Suggestions.

Updated SAC Members
An updated list was passed out at the Feb 28th meeting, Jesse added Sandy Williams. Six members will be leaving SAC in June. They are Poppy Hepp, Carolyn Hickman-Williams, Jennifer Jazwinski, Ronnie Jordan, Tim McCormick and Regis Minerdy. Tim asked for everyone to think of possible replacements and give their names to him. Jenna Jazwinski has decided not to return to CCU, she will be a stay at home mom.

Mammogram Van
HR is still looking into the possibility of the van coming to CCU.

Treatment of the Wooden Bridge on Campus
The wooden bridge over the lake in the academic quad is treated twice a year to reduce chances of individuals slipping when wet. Facilities management indicated that adding slip strips to the bridge creates greater risk of individuals tripping when the strips become unbound to the deckng.

NEW BUSINESS
Suggestions Boxes-

Unlevel Sidewalks
It was noted that this staff member LOVED all of the sidewalks on the campus but was concerned that some of them were unlevel and bumpy, and possibly unsafe. Sandy will look into this and recommend that repairs be made for unlevel sidewalks. The area around the new Central Energy Plant was mentioned as a possible area. If anyone is aware of any other areas, please let her know.

Responses to Suggestions
It was suggested that SAC personally respond to all identified email staff members and in a timely manner. Each suggestion is included in the minutes of every SAC meeting and are posted on the SAC website. Tim contacted this staff member and told them we appreciated their suggestion and shared the past correspondence with them.
Procedures were discussed as to how and when to respond to the electronic suggestions. An auto response may be a possibility when suggestions are made via email. It was also recommended to post prominently on the SAC website that responses to Suggestions will be posted through the minutes of each meeting. SAC will add a statement to the website and to the suggestion cards outlining the process for receipt of suggestions and responses to said suggestions.

Chains Added to Lids of Metal Trash Cans
It was recommended to attach small chains to the metal trash can lids around campus to prevent the wind from blowing the lids off. It was noted that more stone trash bins will be added this summer and eventually all of the metal cans will be removed. Sandy Williams will follow up.

Install Red Emergency Call Boxes in Hicks Dining Hall
It was recommended to install Emergency Call Boxes at each food station in Hicks Dining Hall. Tim will contact Greg Weisner in Environmental Health & Safety.

Incentive to Donate Blood
It was recommended to offer employees 4 hours of Annual leave if they were successfully able to donate a pint of blood. This is offered through Horry County Government and thought it may be a nice incentive to offer CCU employees. Carolyn will present this suggestion to HR. It was mentioned by a SAC member that supervisors should be willing to allow an employee to take time to donate blood. It was also mentioned that CCU has a very generous annual leave policy if an employee wants to take time off to donate off campus.

Providing OLL Catalogs, etc Electronically
It was recommended that the Osher Lifetime Learning Institute catalogs be made available online to all employees and not printed as a cost saving effort. Tim will contact Linda Ketron who is in charge of the OLLI.

Adjournment
The meeting adjourned at 11:29 pm

Next Meeting
The next SAC meeting will be held on Tuesday, April 10, 2012 at 10:30 am in Singleton 112.

Adjourn