Staff Advisory Committee
Minutes
Tuesday, July 3, 2012 at 10:30AM
Dawsey Conference Room (SNGL 112)

Members Present: Del Altman, Jackie Andrews, Jesse Gaither, Theresa Greene, Matt Hogue, Paula Holt, Meg Hurt, Harriette Louis, Caroline Madden, Brian Rothenberger, David Russell, Frankie Weeks and Sandy Williams (Chair)

Members Absent: Jody Davis, Jillian Ernest, Vicky Rabon, and Rodney Sessions

The Chair welcomed the SAC
Sandy Williams welcomed the new members and everyone introduced themselves and their department.

Prior to meetings, Meg Hurt checks the Wall building, Singleton building and the Edwards Fine Arts and Humanities building for cards, Paula Holt Checks the Post Office for cards and Rodney Sessions Checks the Atlantic Center for cards in the locked suggestion boxes.

Approval of Minutes
A motion to accept the June 12, 2012 minutes was made by Meg Hurt and seconded by Paula Holt. Sandy Williams asked for acceptance- minutes were accepted as amended and approved by unanimous “aye.”

Old Business

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. Sandy Williams will check Greg Weisner to see where he is in that process.

Mammogram Van
Vicki Rabon was absent but will be following up with this item, no news at this time.

New Sidewalk
A suggestion was made to add a sidewalk on the east side of the Atlantic Hall building. This should be completed by our next meeting.

NEW BUSINESS

Suggestion boxes

Fax Locations
Meg presented a suggestion to add more Fax locations on Campus for students- Campus is trying to get away from faxing and do scanning. The Registrar’s Office will help with a page or two but it’s a good idea students ask often. Sandy Williams will share the idea with Debbie Connor.
Graduate Orientation
Meg Hurt presented a suggestion for adding orientation for Graduate students. This will be passed along to Student Services and Glenda Kelly in Graduate Studies, online tutorials may be available. Financial Aid is doing one for Graduate students.

E-Mails

Video Security
Jessie Gaither presented an e-mail “Suggestion: Given the seclusion of the parking spaces behind Sands Hall (where my Ombuds office if located), it would be great to have a video camera mounted on the light pole in the back. Often I leave my office after dark; sometimes with a visitor, and this would provide more security. I also anticipate more use of those spaces with the new Convocation Center across the street. Thank You for considering my suggestion!” Sandy Williams will follow-up with Shaun Bannon from Public Safety.

SAC representative suggestions

Employee Orientation
Tim challenged the group to move forward with resurrecting the idea of employee orientation. Sandy Williams said that she spoke with the President who approved and Vicki Rabon will have more information next time.

SAC Web Information
Harriett Louis pointed out that her name was misspelled and her phone number was no longer correct since she changed departments. Jessie Gaither will correct this.

Suggestion Cards
We are almost out of suggestion cards, we need to have new cards designed and revised with how responses are received. Frankie Weeks will look into this.

Adjournment
The meeting adjourned at 10:47 am

Next Meeting
The next SAC meeting will be held on Tuesday, July 24, 2012 at 10:30 am in Singleton 112.