Staff Advisory Committee
Minutes
Tuesday, July 24, 2012 at10:30 AM
Dawsey Conference Room (SNGL 112)

Members Present: Del Altman, Jackie Andrews, Jillian Ernest, Jesse Gaither, Theresa Greene, Paula Holt, Meg Hurt, Harriette Louis, Vicky Rabon, David Russell, Rodney Sessions and Sandy Williams (Chair)

Members Absent: Jody Davis, Matt Hogue, Caroline Madden, and Frankie Weeks

Approval of Minutes
A motion to accept the July 3, 2012 minutes was made by Rodney Sessions and seconded by Jessie Gaithers. Sandy Williams asked for acceptance- minutes were accepted and approved by unanimous “aye.”

Old Business

Install Red Emergency Call Boxes in Hicks Dining Hall
Sandy Williams spoke with both Greg Weisner and Anthony Carter about installing a Red Call box in Hicks. Greg said that typically these boxes are outside of buildings. He mentioned 3 different options to consider:

1. No changes made to Hicks Dining room, there are several phones available already
2. Add a ring down phone for emergencies
3. Add a Red Call box at the expense of $3,000

It was explained that Hicks Dining Hall is never open unless Aramark employees are there, typically at least 10-12 employees at any one time. All of these employees can access a dining hall telephone to contact 2911. The consensus with the committee was to not pursue any changes.

Mammogram Van
Vicki Rabon spoke with Lori Cox and Lori indicated that they worked with Conway Hospital to offer the van in July but ran out of time. She is going to pursue offering it in October, during open enrollment. However, at least 25 people will have to sign up, and then it will be limited to a specific amount of people.

New Sidewalk
The new sidewalk on the east side of the Atlantic Hall building is currently on hold due to an electrical box near the sidewalk area. The contractors will need to do a “work around”. This sidewalk is still on the radar to be added.

Video Security
Jesse Gaithers verified that currently there are no cameras behind Sands Hall. He did confirm with IT/Facilities that they will be added soon.
**Employee Orientation**
Vicki Rabon confirmed with Pat West, Kim Sherfesee and Lamonica Yates that they are working on a plan to offer a new employee orientation. She hopes to have more information available at the next meeting.

**Suggestion Cards**
Frankie Weeks was not able to attend. This will be addressed at the next meeting

**NEW BUSINESS**

**Suggestion boxes**

**Entrance way to Quail Creek off of University Boulevard** – the bushes need to be trimmed, it is hard to see oncoming cars when turning left out of Quail Creek- the Gardens. Sandy will follow up with maintenance.

**New Trash Bins** – it was mentioned that people are throwing leftover food (banana peels) in the new trash bins and the trash bags are wasted when the cleaning crew have to throw them away with just a little bit of trash. No action taken.

**New locks for doors needed** – it was recommended to update the locks around campus. Security has a difficult time of locking the doors on some buildings, specifically Kingston Hall and Baxley. Rodney Sessions will do a work order to upgrade the current locks on these buildings.

**SAC representative suggestions**

**Safety concern** – Jackie Andrews voiced a concern that there is a safety issue on University Blvd for those people walking. With the construction there is no access to the sidewalk now and people have to walk on the road. Sandy said she would speak with the contractors to see if something could be done about access.

**SAC email** – Meg recommended that we send out an email in August or September to all staff reminding them of our committee and that we are here for them. Sandy will make sure we send out an email in early September.

**Accomplishments on SAC website** – This information listed was survey results and not really accomplishments of the SAC. It was recommended that we delete this information. Jesse will follow through.

**Year End Report** – Sandy received a Year End report from Tim McCormick and passed out a copy to all members.
Adjournment
The meeting adjourned at 10:52 am

Next Meeting
The next SAC meeting will be held on Tuesday, August 14, 2012 at 10:30 am in Singleton 112.