Staff Advisory Committee
Minutes
Tuesday, August 14, 2012 at 10:30 AM
Dawsey Conference Room (SNGL 112)

Members Present: Del Altman, Jackie Andrews, Jillian Ernest, Jesse Gaither, Paula Holt, Meg Hurt, Harriette Louis, Caroline Madden, Vicky Rabon, Rodney Sessions, Frankie Weeks and Sandy Williams (Chair)

Members Absent: Jody Davis, Theresa Greene, Matt Hogue, Brian Rothenburger and David Russell

Approval of Minutes
A motion to accept the August 14, 2012 minutes was made by Del Altman and seconded by Vicky Rabon. Sandy Williams asked for acceptance—minutes were accepted and approved by unanimous “aye.”

Old Business

Suggestion Cards
Frankie Weeks handed out a sample to look at. She will check with Regis Menard about corrections and a decision was made to print teal on white cards. Vicki Rabon suggested that the boxes be more colorful or have more signage. Paula Holt will do a work request to have signage designed and made for the boxes. Frankie Weeks will also have bookmarks made for the benefits fair.

Quail Creek Village Entrance Bushes Trimmed
A suggestion was made to trim bushes at the Quail Creek Village entrance to University Blvd. Both Sandy Williams and Rodney Sessions said the area is clear. No action taken at this time.

New Building Locks
Rodney Sessions checked all the locks and found no issues. Del Altman said that he and his crew checked all the locks as well, and changed one broken lock in Kingston Hall prior to Rodney checking.

Accomplishments on SAC website
Jessie Gaither removed any superfluous items from the SAC website. The SAC website will update to T4 (the new content management system) at some point automatically.

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.

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.
Suggestion Cards

NEW BUSINESS

Suggestion boxes

E-mail suggestions

New Employee E-mail Address
Suggestion “When new employees are hired, they are not given an e-mail address or username until their actual start date. Therefore, there may be some time when the new employee is unable to gain access to email or certain Coastal websites which may impact the amount of work that is able to get done.
From my understanding students obtain their email addresses when they are admitted and pay the enrollment fee. Is there a way to review this process of issuing new employees email addresses and usernames? (maybe issue the email address/username at the time of signing the letter?) Thank you!” HR does this – Vicki Rabon will look into if HR can input this data.

Temporary Parking Permits Online
Suggestion “It would be nice, if staff by email could request for a temporary Parking Permit or a Visitor’s Pass for someone to drop by and see them. I just don’t see, giving an hour for lunch, going to Public Safety for my husband to drop by for lunch. Half of my lunch would be gone.”
Rodney Sessions reported that due to Parking Permits being controlled documents that it has to be an in person process. As an alternative it was suggested that they register a second vehicle or do it in the morning ahead of time, and that a visitor pass can be good for up to a week.

SAC representative suggestions
There were questions regarding the new Singleton lot with the barcode passes. Rodney Sessions addressed these. There are not specific spaces designated to specific people. There is a call box and no decal is needed to drop off information and park in the delivery parking space. Since the lot will be in effect Monday Rodney will request that a reminder e-mail is sent out.

Rodney Sessions asked why the new gym opens at 6:00 instead of 5:30. Sandy Williams said the hours were already set by the president and that they may be reviewed and changed during the semester. If we get continued requests we will pass the information on. Harriette Louis will check with Jody Davis, it was 6am -4am and has been changed several times; the hand scanner will be in place in September. There are no summer hours at this time.

Adjournment
The meeting adjourned at 11:24 am

Next Meeting
The next SAC meeting will be held on Tuesday, September 4, 2012 at 10:30 am in Wall 222.