Staff Advisory Committee
Minutes
Tuesday, October 16, 2012 @ 10:30 a.m.
Dawsey Conference Room (SNGL 112)

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

Members Absent: Jody Davis, Brian Rothenberger, Rodney Sessions

Approval of Minutes
A motion to accept the September 25, 2012 minutes was made by C. Madden and seconded by V. Rabon. The minutes (with changes) were approved by the members.

Old Business
FMLA Discrepancies
The following answer was given by Lamonica Yates in Human Resources: “There is currently a modified duties option for unclassified faculty who have a medical condition that requires they be out of work for a significant period of time. The Provost Office is responsible for making determinations of eligibility for this option and the administration of applicable modified duties. Because the nature of most faculty positions requires research and development requirements, both pre- and post-tenure, the availability of ‘modified duties’ opportunities are more likely to occur. For classified staff, assigned job duties and/or tasks are less flexible when determining if the needs of the department can be met with few if any options for ‘external’ assignments or research’. As a result, opportunities for modified duties while on long-term leave are rare.”

SAC Suggestion Box Redesign
P. Holt reported that the Facilities Management Sign Shop will print the new box decorations as soon as they have time. Hopefully, we will have them in place by the next meeting.

Campus Map Phone App
M. Hogue reported that they are still working on the final items and working through some legal hurdles. He expects the app to be available soon.

New Business
New Suggestions
There was an anonymous suggestion that Coastal should come up with a historical legend with secret places and hard clues to locate their whereabouts as many other University’s do (similar to a scavenger hunt). Secondly, the same person suggested that all doors at the University should remain unlocked at all times.
H. Louis volunteered to check with our local historian, Ben Burroughs, to see if he knows of legends concerning the University. Our Public Safety representative, R. Sessions, was not in
attendance, but it was determined by other members that leaving doors unlocked is a security hazard and should not happen.

Web Page Comments
Due to the receipt of online submissions from students the SAC website now requires staff to sign in to submit suggestions. It is no longer accessible to students.

Additional discussion items from members:
Singleton Building Parking Lot
One of the members mentioned that it is hard to make the turn into the parking area from Independence Drive during busy times. Perhaps some of the parking spots should be removed to make more room for the turn and prevent any possible related accidents. S. Williams agreed to look into this.

Cash Advance and Per Diem Processes
F. Weeks reported that she had recently used the cash advance process while on a business trip to see if it was effective and found that it was easy to work with. During the discussion, it was brought up that the per diem has not been adjusted in many years. Also, other University’s offer different rates depending on the geographic areas visited. S. Williams agreed to look into this with Financial Services.

Gazebo for Human Resources
V. Rabon was asked to bring up the fact that Human Resources does not have a smoking gazebo at their building. When they asked for one previously, Coastal did not own their building, but that has changed so we can look into it again. S. Williams will check on this.

Holiday Video Card
It was brought up that the University will be doing a video campus holiday card. The filming will take place on November 1st. Look for an email to be coming out soon.

Next Meeting
The next SAC meeting will be held on Tuesday, November 6, 2012, at 10:30 a.m. in SNGL 112.

Adjournment
The meeting adjourned at 11:20 a.m.