Staff Advisory Committee
Minutes
Tuesday, January 29, 2013 @ 10:30 a.m.
SNGL 112

Members Present: Del Altman, Jackie Andrews, Jillian Ernest, Jesse Gaither, Meg Hurt, Harriette Louis, Caroline Madden, Vicky Rabon, Frankie Weeks

Members Absent: Jody Davis, Theresa Greene, Matt Hogue, Paula Holt, Brian Rothenberger, David Russell, Rodney Sessions, Sandy Williams

Approval of Minutes
A motion to accept the January 8, 2013 minutes was made by J. Ernest and seconded by C. Madden. The minutes were approved by the members.

Old Business
None

New Business

Suggestion Boxes
A suggestion was made that HR should provide a list on their website with details and paperwork for the following actions: hiring employees and classified positions, firing employees and students, temps, etc. This anonymous suggestion mentioned this list would make a complicated process easier. V. Rabon will follow up with Human Resources on this.

Web Page Comments
Suggestor asked if hand sanitizers could be mounted on the walls outside each classroom in the music department and/or outside classrooms campus-wide.

Prior to the meeting, Sandy Williams had already touched base with person making suggestion and explained that we are in the process of adding additional hand sanitizers within spaces on campus, identified by the Provost’s office, as space where students share equipment. There were two rooms in particular that the suggestor was concerned with (a piano lab and a computer lab). Both areas were already on our list to receive a wall mounted hand sanitizer and will be installed soon. Sandy did explain to suggestor that we do not supply hand sanitizers to regular classrooms as restrooms are available in academic buildings for students to wash their hands.

Additional discussion items
C. Madden mentioned the need for a sidewalk on the side of Kingston Hall (closest to science building parking lot) because the walkway ends and it is dangerous for students walking when
vehicles drive to and from the large parking lot closest to Highway 501. D. Altman will address with facilities management and inquire about a sidewalk and/or barriers.

M. Hurt mentioned dangerous area between Baxley Hall and the construction fence to see if any steps can be taken to alleviate potential accidents. D. Altman will address this issue with facilities management.

H. Louis mentioned the lack of directional arrows painted on the road in the parking area of the HTC Center. She recommends a one-way road thru the lot. D. Altman will address with facilities management.

V. Rabon gave an update on the new staff orientation. The person involved in this training was recently hired and the orientation will be implemented April 1, 2013.

H. Legg emailed F. Weeks inquiring about securing offices from the inside and mentioned the possible replacement of door knobs. D. Altman described that most rooms must have “classroom function” and fire and building code limitations must be considered when changing any security hardware. D. Altman will also pass this concern along to consider any changes that could be made to old hardware.

M. Hurt mentioned that S. Baldridge responded to concerns regarding Einstein’s Bagels pricing. She will relay message to Aramark but also said they are a franchise which controls much of the pricing. Several members added that Einstein’s is very busy with students and has seen good business so far.

J. Ernest relayed updates from S. Williams in her absence including overgrown HGTC shrubbery that was trimmed, good visibility from 501 into parking lot, and success of Einstein’s Bagels indicated by long lines of students.

**Adjournment**
The meeting was adjourned at 10:47 a.m. with a motion from C. Madden and seconded by D. Altman.

**Next Meeting**
The next SAC meeting will be held February 19, 2013 in SNGL 112.