Staff Advisory Committee
Minutes
Tuesday, February 19, 2013 @ 10:30 a.m.
SNGL 112

Members Present: Del Altman, Jody Davis, Jillian Ernest, Jesse Gaither, Theresa Greene, Meg Hurt, Matt Hogue, Paula Holt, Vicky Rabon, Brian Rothenberger, David Russell, Rodney Sessions, Sandy Williams

Members Absent: Jackie Andrews, Harriette Louis, Caroline Madden, Frankie Weeks

Approval of Minutes
A motion to accept the January 29, 2013 minutes was made by M. Hurt and seconded by V. Rabon. The minutes were approved by the members.

Old Business
• 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 followed up on this and received the following response from Kim Sherfesee, Director of Compensation & Operations, in Human Resources:

HREO posts training resources on “Workplace”. Most are located under “Supervisor Toolkit” on the navigation bar (left side). We can provide links to those presentations if that would be helpful.

To assist employees in determining the type of paperwork to be done, we are developing a web based tool which will ask a series of questions. Based on responses, the system will then provide a listing of documents required to complete a process and associated instructions.

• 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.

Rein Mungo, Director, University Projects and Planning, has planned additional sidewalk installation during Spring break.

• M. Hurt mentioned dangerous area between Baxley Hall and the construction fence to see if any steps can be taken to alleviate potential accidents.
This area has been taken off line and can no longer be accessed by students.

- 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.

Facilities Management will be preparing additional signage for this area during Spring break.

New Business:

Suggestion Boxes
None

Web Page Comments
None

Additional discussion items
J. Davis brought up a concern that he has in reference to student workers on campus. He would like to see a way that we can obtain information on past performance of students who have previously worked in other areas of campus. For example, if a student was terminated from a position on campus for being insubordinate, there should be a record of that somewhere. V. Rabon will check with Human Resources on this.

Adjournment
The meeting was adjourned at 10:48 a.m. with a motion from R. Sessions and seconded by V. Rabon.

Next Meeting
The next SAC meeting will be held March 12, 2013 in EFHA 101.