Members Present: Del Altman, Dana Booth, Sandy Cannone, Judy Davis, Robyn Diven, Bertha Fladger, Jesse Gaither, Judy Hawkins, Paula Holt, Caroline Madden, Jessica Marquet, Lynn Silver, Melissa Todd

Members Absent: Theresa Greene, Matt Hogue, David Russell, Sandy Williams

Caroline Madden presided over the meeting in the absence of Sandy Williams.

Approval of Minutes: A motion to accept the July 16, 2013 minutes was made by R. Diven and seconded by J. Davis. The minutes were approved by the members.

Old Business:

- C. Madden read the suggested new language concerning Council Membership and Structure for the SAC by-laws to the council for approval. The suggested language is as follows: Council members who are rotating off of the Council membership will recommend a staff member, who meets eligibility criteria, as a replacement to serve from their major functional area to their Vice President for his/her consideration and nomination.” S. Cannone made a motion to accept the new language. L. Silver seconded and the motion was approved by all members.

- L. Silver passed around a sign-up sheet for volunteers to assist with the SAC booth at the upcoming Benefits Fair. She is still in need of a few more people.

- M. Hogue will have updated SAC materials by the end of the week for the council to review.

New Business:

Suggestion Boxes

- There was a suggestion in reference to keeping summer hours all year long. This was passed on to D. Booth from HR.

- There was a suggestion about damage occurring from articles being taped to painted walls and doors. The suggestor notes that it would save the University time and money if this did not occur. We will pass this on to S. Williams.

Web Page Comments:

- Suggestion: When people are placed on a telephone hold, we should offer a musical recording of OUR Coastal students’ playing (i.e., Coastal Marching Band, Jazz Band, etc.). This can easily be done by recording and looping the music using Media Services Dept. Also, insert the statement, “For your listening pleasure, please enjoy the music of our Coastal Carolina Marching Band/Jazz Band (or whomever)” at the beginning of each song and change the songs each semester.
This was passed on to J. Davis for follow up.

- **Suggestion:** Instead of having SCDOT to study for a traffic light at the Lackey Chapel location, can the University think about adding another roundabout. With the success the University has had with the one at HGTC, this will also help make Univ. Blvd. prettier. The landscape there is breath taking while allowing a save method for all University participants to cross the street. Tech students cross from Bay 3 Parking Lot to Tech now, so the same will apply when Lackey Chapel Parking Lot opens. We all see what kind of congestion traffic lights brings to our area. Also, a traffic light will cover some of the beautification of the new grass area in front of Singleton.

S. Williams shared this suggestion with Dr. Eddie Dyer prior to our meeting and obtained the following input:

Unfortunately there is not enough room to place a second roundabout at the intersection of University Boulevard and University Drive. Placing one at this location would involve removing Kearns Hall and possibly Atheneum Hall and would involve wetland impacts on Foundation land along University Blvd beside Lackey Chapel. In addition, it would cut heavily into Blanton Park and lessen the beauty and utility of that space. At this time administration feels that a traffic light would provide the safest crossing for students from the new parking lot.

- **Suggestion:** Install a US Postal postage stamp dispenser/machine on the inside, right side wall of Mail Services Dept. or directly at the T between Mail Services Dept. and Faculty Offices. When students and employees only need stamps and no other mail services, they have to wait in line just for stamps.

S. Williams checked with Sandy Baldridge, Manager, Contractual and Business Services, prior to our meeting and received the following response:

Mail Services offers a “Stamps by Mail” program for university employees. Here are the details as provided to all faculty and staff in an email on 7/3/13: Coastal Carolina University Mail Services is offering stamps by mail for your convenience. All you have to do is fill out the attached order form and return it to mail services with a signed check for the proper amount. The stamps will be delivered to you the day after the department receives your payment and completed form. Be sure to include your phone number on the check, and make the check payable to CCU. Also include your email on the order form so that we can email you when the stamps are on the way. I invite you to take advantage of this program and, as always, we are here to assist you in any way we can.

Many stand-alone USPS Offices have removed their stamp dispensers as well. Coastal Carolina University’s Mail Services Department has implemented many new changes for this upcoming academic year that are anticipated to decrease lines and wait times to be served on at the front counter.

Thank you for the suggestion and I will pass it on to the Director of Postal Services, Laura Doerrbecker as well.

The following response came back shortly after our meeting: In addition to the Stamps by Mail program, Laura is going to implement a "stamps only" line to help speed up the process or an express line for simple mailings and stamps.
• Suggestion: Unless CCU is prohibited by some type of Contract, possibly install UPS and/or FedEx drop boxes outside the Student Center, Hicks Dining, and Mail Services Dept. (Outside vendor to add to their route.) This will allow the student to have no restricted times due to our Mail Services Dept. limited hours. Place on a trial basis for six months/year. If they will be utilized, keep. If not, remove.

S. Williams forwarded this request to Sandy Baldridge, Manager, Contractual and Business Services. We are waiting on response and will discuss at our next meeting.

• Suggestion: Install designated golf cart/facilities work van paths for specific grassy and concrete areas. The golf carts and facilities vans have unlimited access everywhere it seems, which ruins the grass and concrete. Mainly, install designated restricted signs in front of the Singleton Building and limit path locations. The tires from the vehicles (including the mowers) ruin the new concrete in front of SINGLETON.

S. Williams gave the following response: Creating additional cart paths on campus would detract from current green space and sidewalk system. Typically golf carts do not leave tire tracks on sidewalks or concrete unless weather has been inclement and then they are generally washed away by rain. The tracks which have shown up more recently in front of the Singleton Building are a result of the contractors’ equipment that was used to perform the installation of wiring for the lighting project on Blanton Lawn. When we have markings on pavement such as this, we generally can remove them by pressure washing the area. Once the lighting project is complete in September, the concrete on Blanton Lawn can be cleaned to remove any tracks left by the project.

Adjournment: The meeting was adjourned at 10:43 am with a motion from S. Cannone and seconded by L. Silver.

Next Meeting: The next SAC meeting will be held August 27, 2013 in SNGL 112.