Staff Advisory Council
Minutes
Tuesday, October 8, 2013 @ 10:30am
EHFA 101

Members Present: Del Altman, Judy Davis, Paula Holt, Caroline Madden, Jessica Marquet, Melissa Todd, and Sandy Williams

Members Absent: Dana Booth, Sandy Cannone, Robyn Diven, Bertha Fladger, Jesse Gaither, Theresa Greene, Judy Hawkins, Matt Hogue, David Russell, and Lynn Silver

Approval of Minutes: A motion to accept the September 17, 2013 minutes was made by C. Madden and seconded by D. Altman. The minutes were approved by the members.

Old Business

- In response to a suggestion submitted asking: “In Microsoft Outlook can the times be set in 15 minute increments (Example: 8am, 8:15am, 8:30am, 8:45am, 9am, 9:15am, 9:30am, 9:45am, 10am, etc)?”, J. Gaither responded that the half hour increments are standard for every software calendar. However, they can be customized to 15 minute intervals. IT staff are available for anyone needing assistance with this process.

- In response to the suggestion: “Please add/install more concrete benches, picnic tables, covered seating/shelters at ALL bus stop locations. Having only 1 bus stop shelter and 1 wooden picnic table at stops throughout campus, is no longer enough. Also, increase trash/recycling bins at each bus stop due to increase of student use. What about planting mature shade trees in the areas as well vs. building shelters? When the students are waiting in the blistering hot sun, that's not really accommodating the students. (still be visibly safe/view.) Maybe increase solar/sensor lighting to be well-light? Thank you.”, S. Williams responded that the University is looking at increasing the number of picnic tables at shelters. It is not possible to put more than one shelter at each location. We may look into larger shelters in the future. She checked with the Grounds area as well as Sustainability and neither have had any problems with the number of cans at the shelters. It is not possible to plant mature shade trees in the areas, but we may look into getting some umbrellas when the weather gets warmer. There are street lights at the shelters so they should all be well-lit.

New Business

Suggestion Boxes:

- There was a suggestion that the University should have monthly student worker orientations which includes “Feel the Teal” training. This suggestion will be passed on to D. Booth for a response from Human Resources.

- There was a suggestion to “add street lights to University Drive from Lackey Chapel to new parking lot entrance.” S. Williams reported that Facilities Management is already looking into this.
There was a suggestion that something needs to be done in reference to possible mold issues in the Singleton Building prior to the upcoming renovations. D. Altman agreed to pass this on to Boyd Holt in Environmental Health and Safety for his further review.

**Web Page Comments:**

- Suggestion: "I have spent the last 20 minutes driving around trying to find a parking space in the J Lot for the Singleton Building in which I am located. I went out to lunch and came back and drove around with three other vehicles looking for spots in the area. Why is it that there is 5 Horry County Police Cars, 1 Horry County Fire vehicle and one CCU Security Golf car in the parking spaces marked Faculty/Staff? Could not the Horry County vehicles be parked around the back of the CCU Police Station and the Golf Cart, why is it in a parking space that could be utilized in at the Career Services building."

S. Williams spoke with David Roper, Police Chief, in reference to this and was told that the University and Horry County Police/emergency personnel have a good working relationship with us which is of great benefit to the University and all faculty, staff, and students. Once every 3-4 months they are on our campus for training in conjunction with our Public Safety Department. We welcome them and their assistance by providing space for their vehicles on these occasions.

S. Williams also added that Public Safety will soon be moving to their new location and the new parking lot along University Boulevard will provide parking for Horry County personnel when on our campus in the future.

**Additional Discussion items by members:**

J. Davis informed us that the new “hold” music performed by University faculty, staff, and students is almost ready to be put into place.

**Adjournment:** The meeting was adjourned at 11:05 am with a motion from C. Madden and seconded by J. Marquet.

**Next Meeting:** The next SAC meeting will be held October 29, 2013 in SNGL 112.