Staff Advisory Council
Minutes
Tuesday, October 29, 2013 @ 10:30am
SNGL 112

Members Present: Sandy Cannone, Robyn Diven, Jesse Gaither, Theresa Greene, Judy Hawkins, Matt Hogue, Paula Holt, Jessica Marquet, Lynn Silver, Melissa Todd, Dana Booth and Sandy Williams

Members Absent: Del Altman, Judy Davis, Bertha Fladger, Caroline Madden, and David Russell

Approval of Minutes: A motion to accept the September 8, 2013 minutes was made by L. Silver and seconded by M. Todd. The minutes were approved by the members.

Old Business

- In response to a suggestion that the University should have monthly student worker orientations including “Feel the Teal” training, D. Booth reported that Human Resources is currently in the process of putting together a student worker manual.

- In response to the suggestion to “add street lights to University Drive from Lackey Chapel to the new parking lot entrance”, S. Williams reported that the street light that has not been working belongs to the Quail Creek Homeowners Association. Facilities Management is looking into getting a light to replace it.

New Business

Suggestion Boxes:

NONE

Web Page Comments:

- Suggestion: “I would respectfully like to suggest that the Council expand its membership to include staff members that are not in Leadership positions. Additionally, I would like to suggest that Council membership includes at least one member that can represent each of the colleges.”

The council currently has one Associate V.P. and one Director on it. The remainder of the council is not in “leadership” positions. Three of the major functional areas represent the Provost – two from academic areas and one from Student Affairs. The council feels that all areas of University staff are appropriately represented. Please see bylaws on SAC website.

- Suggestion: “I would like to suggest that one of the visitor parking spaces in front of Baxley Hall be designated as a 20 minute space for drop off/pick up for employees use. It could be used for mail services or employees making deposits in Student Accounts or dropping off paper work for any of the offices in Baxley Hall much like the space in J lot beside Singleton bldg. Thanks for considering this!”
In order for this to happen, a Facilities Management work request will need to be done by the Admissions Department since they requested the “visitor” parks. They will need to agree to give up one of those parks in order for this suggestion to take place.

- **Suggestion:** “Remove and / or replant some of the shrubs in front of the signs at the HWY 501 entry. Several of them are blocking the flood lights. The entire sign is not illuminated. Another option would be to change the light fixtures to something may be closer to the actual sign.”

  S. Williams reported that the Facilities Management Grounds area has already looked at and trimmed this area.

- **Suggestion:** “Is it possible to install lighting along the side walk next to wheelwright auditorium. The side that faces Baxley Hall?”

  S. Williams has passed this request on to Kerry Lord, Mechanical Maintenance Superintendent, to see if there is power in the area.

- **Suggestion:** “Can there be a discussion of paving the little strip that the bus shuttle service stops at during game day located at Brooks Stadium Parking Lot? The area gets dusty after being used all day. Also, affecting the waiting passengers and the tailgaters in the Teal Lot. Maybe paving this area up to the sidewalk with yellow stripes saying "Game Day Bus Stop." My suggestion, but a discussion with the SAC may have a better solution. Thanks for all you do!”

  Once the new Baseball/Softball project is complete, the entire lot will be resurfaced. A bus pull off is being added to the design when the parking lot is redone. M. Hogue agreed to speak with Larry Crowe about other options to help out for now – perhaps pulling up a little further.

**Additional Discussion items by members:**

  L. Silver mentioned that it is hard to see around the L-shaped hedge by the Singleton Building when you are backing out in a vehicle. S. Williams will have the Grounds Department look into this.

**Adjournment:** The meeting was adjourned at 10:55 am with a motion from R. Diven and seconded by J. Davis

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