Staff Advisory Council
Minutes
Thursday, July 10, 2014 @ 10:30am
Edwards 164

Members Present: Robyn Diven, Judy Hawkins, Lynn Silver, David Betsch, Dana Booth, Bill Edmonds, Melissa Todd, Kevin Bowers, Jessica Marquet, Matthew Crawford, Bertha Fladger, Lisa Dent, Dan Lawless and Lisa Bernadyn

Members Absent: Judy Davis and Sandy Cannone

Approval of Minutes: A motion to accept the June 17, 2014 minutes was made by B. Fladger and seconded by R. Diven. The minutes were approved by the members.

Old Business

Follow up discussion on the following items:

Suggestion: “Have two upright fans at platform under tent for President DeCenzo while he passes out awards at Employee Appreciation Luncheon. Let me know this outcome.”

D. Booth reported that after speaking with Lamonica Yates, Director, Training and Employee Services, she can put in a work order for fans if needed next year. D. Lawless also spoke with Jennifer Packard regarding the potential need for fans next year. She agreed that having this handled by Lamonica Yates, on an as needed basis, was the preferred solution.

Suggestion: “Faculty members are given the opportunity to complete administrative evaluations. Suggestor is inquiring as to why staff members are not given the same opportunity.

S. Williams forwarded the response to Ms. Kim Sherfesee, the Director of Human Resources/ EEO Officer. D. Lawless also followed-up by contacting the Director. This question previously received a response from HREO when it was originally proposed in 2013 (see the minutes of Tuesday, July 16, 2013 for details), and at this time, there is no additional information to provide.

New Business

Suggestion Boxes:

- There was a suggestion in the Wall building suggestion box, “Urinals in men’s restrooms.”

This suggestion will be passed along to the appropriate department.

Web Page Comments:

Suggestion: “Is it possible to have more than one "emergency contact" on the admissions application? This field populates the Parent & Guardian WebAdvisor screen so that when a student wants to allow a parent or guardian access they can just tick a box by the existing name. Having two "emergency contacts" on the front end would eliminate the need for students to fill out a secondary form and manually return it to the Registrars office in person (with photo id). As well as cut down the number of forms that have to be manually entered by our staff (the student fills out the admissions app,)This would also ease frustration for both parents and students who find that they have to do additional steps when wishing to add a second parent/guardian.”
D. Lawless reported after speaking with Mark Garrison, Senior Associate Director, Admissions Technology, it is too late to add for the current year due to technical issues. Next year, this is something that can be looked into further.

“Please consider allowing faculty and staff working under the summer hours to take their 30-minute lunch on the day of their choice (Mon-Thurs). There are local businesses/restaurants that are not opened the full week (ex. Thurs-Sun) or have limited hours during the work week that see decreased business. Thanks for your consideration.”

This suggestion will be sent to, Kim Sherfesee, Director of Human Resources/EEO Officer.

Additional Discussion items by members:

D. Betsch suggested looking into the hiring process within Coastal of existing staff to assist with an easier transition.

This suggestion will be discussed at the next meeting.

Adjournment: The meeting was adjourned at 11:00 am with a motion from J. Marquet and seconded by L. Silver.

Next Meeting: The next SAC meeting will be held July 31, 2014 in Edwards 164.