Staff Advisory Council
Minutes
Thursday, July 31, 2014 @ 10:30am
Edwards 164

Members Present: Robyn Diven, Judy Hawkins, David Betsch, Bill Edmonds, Kevin Bowers, Jessica Marquet, Matthew Crawford, Lisa Dent, Sandy Cannone, Dan Lawless and Lisa Bernadyn

Members Absent: Melissa Todd, Lynn Silver, Dana Booth, Judy Davis and Bertha Fladger

Approval of Minutes: A motion to accept the July 10, 2014 minutes was made by J. Marquet and seconded by R. Diven. The minutes were approved by the members.

Old Business

Follow up discussion on the following items:

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

  D. Lawless reported he sent an email to Buddy Hendricks, Director, Facility Operations Facilities Planning and Management, and copied Sandra Williams, Director Facilities Planning and Management on the email. It was conveyed that restrooms are cleaned on a daily basis and this would be looked into.

- “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.”

  D. Lawless reported after speaking with Kim Sherfesee, Director of Human Resources/EEO Officer, he was informed that the determination on the University’s summer hour schedule is set by the President’s office. D. Lawless sent an email to Dr. DeCenzo and Dr. Dyer, and was informed that the President’s office will take this suggest under advisement for next year.

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

  D. Betsch will go over this information at the next scheduled meeting.

New Business

Suggestion Boxes:

- There was a suggestion in the Singleton building suggestion box, “Don’t have summer orientation in the Edwards’ courtyard. It’s too hot! Have it in the HTC center!”

  D. Lawless will forward this suggestion to Meredith Kahl, Director of New Student and Family Programs.

- There was a suggestion in the Sands Hall suggestion box, “The people at the campus Post Office are very efficient and courteous. I mail letters to Richmond and Atlanta and they are delivered the very next day! Give them a well-deserved raise!”
D. Lawless will forward this suggestion/comment to Postal Services with a suggestion of I Spy.

Web Page Comments:

Suggestion:

- “Would it be possible to have one of the energy saving water fountains put in on the 2nd floor of Baxley Hall? With both Fin Aid and the Registrar’s office now upstairs, this would be very nice. Adding a AED, Automated External Defibrillator on the 2nd floor would also be a welcome sight if needed. Thanks”

  D. Lawless spoke with Jennifer Sellers, Sustainability Coordinator, and Greg Weisner, Director of Safety & Transportation, and was informed at this time, there are other buildings waiting for this as well. Dan Lawless will follow-up by email with both individuals to get this request in their queues.

- Could minutes be posted faster? It’s now late July and the minutes from the Mid-June meeting have not been posted.

  Yes, in the future it is our goal to have the minutes posted once they are approved. Thank you.

- “When we reserve a car through Transportation, maybe an email can be sent confirming receipt of the request/confirmation of the car being reserved. If a request was lost in the mail, we wouldn’t know until we went to pick the car up. Thank you”

  M. Crawford reported after speaking with Greg Weisner, Director of Safety & Transportation, “This suggestion would not be difficult to comply with and thought it was a good idea. Greg will communicate with Trixie regarding the suggestion.”

- “As I walk around campus (with my name badge), I am VERY often stopped by vehicle drivers who need directions to various bldgs or depts on campus. I realize that many offices are in transition of moving, but it would be so helpful and professional to post a campus map on a large sign at EACH entrance to the campus, similar to what many universities do. Please don’t wait for all offices to be moved or all bldgs to be built before this useful information is made available to our interested visitors! Thank you!”

  D. Lawless will forward this suggestion to William Plate, Vice President for University Communication, and Sandy Williams, Director, Facilities Planning and Management.

Additional Discussion items by members:

- R. Diven expressed her concerns as she walked over to attend the meeting this morning with the Cathcart Smith Science building. “The window-sills are rotted away and it is not aesthetically pleasing to visitors.”

  D. Lawless will pass this suggestion to Rein Mungo, Director, University Projects and Planning.

- It was decided moving forward, M. Crawford will now check all suggestion boxes on campus for the Staff Advisory Committee. It was also discussed that a suggestion box would be beneficial to have in Baxley Hall.

- Members discussed ideas to promote the Staff Advisory Committee to further advocate for all staff members.
o It was suggested to look into having all committee members craft a standardized message at the bottom of their email account.

o Having a table at campus events, such as staff picnic and annual insurance enrollment.

o Electronic notifications

**Adjournment:** The meeting was adjourned at 10:50 am.

**Next Meeting:** The next SAC meeting will be held August 21, 2014 in Edwards 164.