Members Present: Jim Streicher, Bill Edmonds, Lisa Bellamy, Lynn Brock, Kevin Bowers, Matthew Crawford, Cameron Mott, Tukonya Vereen, Misti Williams, Shane Tay, Diane Wilson, Dan Lawless and Lisa Bernadyn.

Members Absent: Sandra Hatcher, David Betch and Derek Doss.

Approval of Minutes: A motion to accept the October 8, 2015 minutes was made by Bill Edmonds and seconded by Cameron Mott. The minutes were approved by the members.

Old Business

Follow up discussion on the following items:

Suggestion:

- “Parking at Baxley Hall for staff is horrible, I thought there were supposed to be some reserved spots for staff in GG. When is this going to occur?”

  D. Lawless pulled the previous email regarding this suggestion last year and resent it to Rein Mungo regarding the 23 spaces behind Baxley Hall and Scholar’s Academy.

- “Have a bring your pet to work day to help reduce stress.”

  D. Lawless shared after speaking with Kim Sherfesee, Director of Human Resources/EEO Officer, Tim Meacham, University Counsel and Rose Marie Johnson, Coordinator of Risk Management and Strategic Planning, due to liability issues the University is unable to allow this.

- “Have at least one or two buses running all night.”

  D. Lawless forwarded this suggestion to Sandy Baldridge-Adrian, Director of Contractual & Business Services, and shared there has been no change from a previous suggestion very similar to this one addressed in the October 8, 2015 minutes.

- “After attending the first home football game held last weekend, I noticed there was an extreme amount of trash left in the stands. Perhaps Coach Moglia can record a "public service announcement" to be played at the game to encourage fans to dispose of their trash properly. I've been to many games, and it was the worst I had ever seen. Perhaps, the number and placement of trashcans can be improved. It's just a shame that attendees don't take personal responsibility during games. I realize we have facilities personnel available to clean up afterwards, but "Feel the Teal" and taking pride in the campus should extend to everyone. Thank you”

  D. Lawless shared the following response from Jennifer Sellers, Sustainability Coordinator, “On Thursday, October 15, staff (Jennifer Sellers, Sustainability Coordinator, and Cassie Ratliff, Eco-Rep Leader) from the Sustainability office met with Alex Souza, Director of Game Day Experience, in Athletics to discuss opportunities to promote recycling and waste reduction within the stadium during the football games. There is a lot of support to help with this effort from athletics.

The results of that meeting were as follows:
Currently, the Sustainability office is participating in the EPA’s Game Day Challenge – a recycling/waste reduction contest against 80 other universities in the U.S.

Athletics will include a recycling announcement during the football games to fans as a reminder. Wording and graphics will be provided by the Sustainability office.

Athletics will allow the Sustainability office to host an educational information table on Nov. 7 for fans during the games to be proactive about recycling and waste reduction and promote the zero waste effort game on Nov. 14.

The Nov. 14 football game will be a Zero Waste effort and volunteers will be ambassadors at the Zero Waste stations.

The Sustainability office will continue to seek volunteers, in addition to the paid student employees to assist with stadium clean-up efforts.”

- “Based on previous SAC minutes I understand we've not reached the 68% retention rate to be eligible for the 3rd portion of the spread out pay increase from the last compression study; how far off are we and does this mean that the 3rd portion of the increase will never be paid out?”

D. Lawless shared he was not able to obtain the official retention numbers, the unofficial retention rate is hoovering below 65%. At some point in the future the University will have the official numbers. The next available opportunity that we could hit the 68% would be this upcoming Fall.

- “Received a new facilities staff member in Sands Hall several months ago. My coworkers and my office have been swept twice in those months. With the building not being cleaned as it was, always seeing cleaning cart with no worker for hours. Located staff member in closet by mistake on an iPad watching a movie. Bathrooms seem to be a lot dirtier than they were before and smells even after a cleaning.”

D. Lawless and L. Bernadyn went over to Sands Hall after the meeting and met with staff, who confirmed the cleanliness concerns that faculty had made via our suggestion box. We then met with the custodial supervisor of that area, and left word with Buddy Hendrick, Director of Facility Operations. Mr. Lawless checked with the staff in Sands Hall again the next day, and they said that the supervisor did come over yesterday afternoon and speak with them.

As a follow up to this suggestion, D. Lawless checked in with the occupants of Sands Hall on two separate occasions (including this week) since then, and they report that the building is being taken care of.

New Business

Suggestion Boxes:

- Suggestion: “We notice a change on the 2016 Holiday Calendar. Instead of receiving Memorial Day, we are receiving Election Day. While we understand that Election Day is very important, the polls are open before and after regular work hours. Memorial Day is a National Holiday to honor those that have given so much for our freedom. CCU’s Veteran group recently received a National Honor recognizing efforts made for CCU student veterans, such as free parking and handicapped parking for student veterans that are unable to get a handicap tag from DMV. Taking this holiday from Coastal Carolina University is not in line with what the university is advocating for our veterans. College of Charleston and Winthrop University are both recognizing Memorial Day. We hope that the university will reconsider the decision.”
L. Bellamy will share this suggestion with Kim Sherfesee, Director of Human Resources/EEO Officer.

- **Web Page Comments:**

  Suggestion: “Our office was relocated to the Atlantic Center because of Singleton being renovated. My question is if it is possible to have a walking trail/path created so we can walk during lunch? I now walk on the highway because there is not any sidewalks and with delivery trucks using the road I feel like I am constantly having to watch and thus not an enjoyable walk. This would be wonderful if something could be created on this side of campus.”

  D. Lawless forwarded this suggestion to Rein Mungo, Interim Director of Facilities Planning & Management.

- “When the school closes due to weather, we get an email or text alert telling us "The University is closed." Notice the wording used, in particular, the word "closed."

  If we are not expected to come into work when the university is “closed,” then what part of “The University will open at 10:50 a.m.” and "Faculty and staff should report by 10:50 a.m." would make employees think we are to report at normal time?

  Suggestion would be to have better communication, especially coming from a University that has a “communications department,” so that when the University says it will open at 10:50 a.m. but instead means show up at normal time, I know to come in so I am not forced to use leave time when I was just sitting at home waiting to come in.

  This is reminiscent of the Singleton heat outage last year during the coldest day of the winter when they allowed Singleton employees to leave around 11:00 a.m. and didn't bother to mention they would have to use their own leave time until 3:00 p.m.”

  D. Lawless forwarded this suggestion to Kim Sherfesee, Director of Human Resources/EEO Officer, and shared this is being looked into with the Governor’s office. Mr. Lawless read a paragraph that was at the end of the email from the initial email that came out regarding the closure. “Please note that these instructions may have to be modified based on any future determination made by the Governor’s office regarding this hazardous weather event.”

- “Why were some classes with less than 10 students cancelled when others were not? AND why were they cancelled AFTER the start date? This makes it very difficult for students that are depending on the class for graduation and/or financial reasons.”

  D. Lawless shared when it comes to the cancelation of classes it is done at the directive of the department and college. There is a disclaimer in the catalog, “Unforeseen circumstances may interfere with the scheduling of a course or degree offering. Students must accept such developments even if doing so will mean a delay in some of their academic goals or a modification of those goals. The departments concerned will work closely with students facing such problems in an effort to resolve them with a minimum of difficulty.”

- “The signage on the one way entrances and exits at the E parking lot (Student Union) and G parking lot (Kearns) need to be approved. The arrows on the pavement have also faded so much that they cannot be seen or the placement of the arrows cannot be clearly seen. People exit the G parking lot incorrectly. People driving the incorrect way can possibly create a dangerous situation.”
D. Lawless will forward this suggestion to Rein Mungo, Interim Director of Facilities Planning & Management. It was also discussed to ask about better signage for the parking lot next to the Singleton Building regarding entering and exiting when the gates are open.

- “I work on the second floor in Baxley Hall we are having a problem with a loud, high pitched, whistling noise coming from the ceiling. It usually starts in the afternoon. We have contacted the facilities office previously and they have come over to fix it to no avail. This is really starting to affect our ability to concentrate and even the students are starting to make comments. Please Help Us!”

D. Lawless will forward this suggestion to Rein Mungo, Interim Director of Facilities Planning & Management.

- **Additional Discussion items by members:**

- **Adjournment:** The meeting was adjourned at 11:00.

**Next Meeting:** The next SAC meeting will be held November 19, 2015 in Edwards 164.