Minutes of the Communication Subcommittee of the Staff Advisory Committee to the President
Thursday, October 11, 2012
Randolph Hall 108

Attending: Herbert Frasier, John Inman, Jenn McClerklin, Anne McNeal, Marlene Williams

Old Business

Communicating constituent concerns

There is very little activity on the Staff Forum except the threads posted by SAC members. Anne will ask IT whether we can determine how many subscribe to the Forum.

Aron Kuch is creating a spreadsheet of constituent concerns and their resolutions which will be posted on the website and the forum.

Communicating with staff members

Herbert Frasier reported that the suggestion boxes for Physical Plant Maintenance, Grounds and Residence Life Maintenance have been built and will have locks installed today. The box for Res Life maintenance will be given to Cynthia Rivers, custodial supervisor.

There was discussion about who should own the keys and collect the suggestion forms. Marlene Williams will collect from Maintenance and Grounds. John Inman suggested that we provide envelopes for employees to insert and seal the suggestion forms. Anne will supply the envelopes and label them “Staff Advisory Committee.”

Anne provided Herbert with printed copies of the Suggestion Form. Herbert said that some employees think the full sheet size is too large, so future copies will be printed on half sheets with instructions on the front and the form on the back.

Marlene and Herbert commented that many employees in these same departments completed paper copies of the CARTA survey, indicating that there is interest in these departments in sharing their opinions. The subcommittee will print the results of the CARTA survey with an explanation about how the results are being used for those departments.

Awards and recognitions

Brian McGee was invited to this meeting to discuss President Benson’s preferences regarding awards and recognitions. Since he was unable to attend, Anne will forward our next meeting invitation to him. (The meeting invitation was forwarded and accepted October 15.)

John suggested that we should ask the Studio Art department chair if we can ask art students to create a unique piece of artwork to present to award recipients like the Golden Apple Award presented at MUSC.

At our next meeting, we will compile a list of suggested awards and recognitions categories.
New Business

Budget

Anne has emailed Brian McGee requesting a small budget for SAC to cover the accumulating expenses. Herbert will submit to Anne the costs of building and securing the suggestion boxes. The budget will also cover the cost of awards and recognitions.

Future meetings

The next meeting will be on November 8 at 9:30 A.M. in Randolph Hall 108A.

Respectfully submitted,

Anne McNeal
Communication Subcommittee Chair