Present: Diane Cumbie, Emily Padgett, Karen Hauschild, Erin Blevins, Seaton Brown, Kelly Mottola, Joyce Wilson, Ashleigh Parr, Charles Bradley, Michelle Futrell, Ed Pope, Susan Hallatt, Sarah Loge, Maura Hogan, Melissa Hogan, James Ravenel

Not Present: Teena Ham, Debbie Hammond

Call to Order

Minutes of Last Meeting Approved

Sub-Committee Reports
- Updated & Documented Sub-Committee Charges
  - Proposed to reevaluate at the end of term for committee members
- Staff Liaison Committee (Chair: Erin Blevins)
  - Spirit Day
    - Received feedback from SGA, GSA, FAC Welfare Committee and Graduate School
  - Suggested for Staff to move ahead with FAC
  - After discussion, decided to hold on first Friday of every month, starting January 8th
  - Will make a recommendation to President for campus community
  - Ed Pope asked what could be done for employees who wear uniforms. Emily Padgett suggested a pin on button and Maura Hogan suggested an iron-on patch. Both options will be investigated further.
- Communication and Concerns (Chair: Susan Hallatt)
  - Staff Appreciation Luncheon Date for Spring
  - Looking into Hospitality Suite; however we're running into trouble with availability and are hoping to find other options
  - Suggestion Boxes; need to find the key to boxes or talk to locksmith
  - Rubric for Staff Awards should be on website, but Erin Blevins will double check
- Membership (Co Chairs: Sarah Loge and James Ravenel)
  - Dates for election cycle will go into Portico
  - Dates will be published on SAC website
  - Nominations begin in February
New Business

- Welcome to new members
  - Kelly Mottola - Temporary Employee Representative
  - Joyce Wilson - At Large Representative
- Ideas/Concerns from the Campus
  - Inclement Weather Plan
    - There are a lot of concerns with how to leave campus with inclement weather
    - A recommendation; there are several issues
      o communication of closing
      o what we do in the case of closing
      o continued communication
      o the timing issues are also in play
  - Cougar Alert vs. Cougar Information
    - Proposed to invite key players in the decision making process in to discuss
    - Suggested to have Cougar Alert be presented for any and all campus closings for the future
    - Consistency is the most key component to this issue
    - Ed Pope, Karen Hauschild and Randy Beaver to discuss offline how the process is completed and what changes we can make
- Flex-Time Policies
  - Request came for us to see if this is departmentally handled or an opportunity for all employees to have flex time
  - it’s a departmental based schedule and is up to the departments as some departments are on a fixed schedule and flexibility in this manner is not an option
- Funding for Stand-Up Desks
  - HR provides an ergonomic assessment
  - Provided funds are in place in the department that the staff member is in and an ergonomic assessment would indicate the need for a stand up desk, one could be provided
  - If departments can't fund it and it is medically necessary HR will work to look at providing
  - It is proposed to look into the possibility of Grant Funding to support stand up desks on campus (Susan, Seaton, and Melissa will investigate and report at our 12/15 meeting)
  - Staff Wellness Day has been part of the HR Benefits Fair, which has been cancelled twice this year to due unforeseen circumstances. Suggested that we look into partnering with MUSC for future
- Staff Training Opportunities at nearby schools- tabled for next meeting
- Student Benefits for Employees paying Tuition - tabled for next meeting
- Other Items
  - SAC Photo - perhaps at next meeting; will Leslie, campus photographer, be able to do so?
  - Yammer Group - we have a Yammer group and Andrew Bergman is working on that
  - There is a SAC Yammer
  - It is suggested that Yammer could have more rules for usage and what things should go on there
  - Open Meeting- tabled to next meeting
  - Spring Meeting Dates: 10 a.m. monthly on Wednesday’s. Karen will schedule.
There being no further business Karen called the meeting to end at 2:11 pm.

Respectfully submitted,

Emily Padgett
Secretary
Staff Advisory Committee to the President