Staff Advisory Council
Minutes
Thursday, February 19, 2015, @ 10:30am
Edwards 101

Members Present: Matthew Crawford, Samantha Kite, Dana Booth, Kevin Bowers, Bill Edmonds, Lisa Dent, Dan Lawless and Lisa Bernadyn.

Members Absent: Allison Tanner, David Betsch, Robyn Diven, Melissa Todd, Bertha Fladger, Sandra Cannone, Lynn Silver and Judy Davis.

Approval of Minutes: A motion to accept the January 29, 2015 minutes was made by Matthew Crawford and seconded by Dana Booth. The minutes were approved by the members.

Old Business

Follow up discussion on the following items:

- Suggestion: “I would like to suggest that the Staff Advisory Council discuss the option of the LGBTQ community being a protected status on our campus. There are many faculty, staff, and students who identify as LGBTQ; this is an important matter.”

  D. Lawless shared he has done research on our Peer and Aspirants Institutions. For all of our Peer Institutions they either have a formal policy or something on their website stating that sexual orientation is a protected class. Mr. Lawless shared he has researched a number of the Aspirants Institutions and they have the same policies. Mr. Lawless has also spoken with Tim Meacham, University Counsel and will provide references to Mr. Meacham regarding this research.

- A. Tanner shared with the council that she has been in contact with Aramark to find out options for Staff/Faculty meal plans. Ms. Tanner shared the commuter plan is the only one that is offered, with no discount.

  D. Lawless contacted Jeff Stone, Food Service Director, and they will arrange a time to meet regarding this suggestion.

- “Athletics should do a promotion to trade in USC or Clemson shirt for a CCU ticket, to engage community pride.

  Establish a fund that faculty staff alumni etc. can help students with financial hardships get help in the form of money, food vouchers, etc.

  A large outside pool on campus, wave pool or other fun features as a great wow factor for prospective students, athletic recruits, rest relaxation for current students.”

  This suggestion will be divided into three parts: B. Fladger will take the first part of the suggestion. Ms. Fladger was not present at the meeting.

  D. Lawless reached out to Travis Overton, Dean of Students, regarding “Establish a fund that faculty staff alumni etc. can help students with financial hardships get help in the form of money, food vouchers, etc.” It was shared there is a current fund established for this.

  D. Lawless forwarded the last part of this suggestion to Stacie Bowie, Vice President and Chief Financial Officer. D. Lawless shared this suggestion would be taken under consideration.
“Here at the golf course we receive many inquiries about student community service. I am curious to see if there was ever a thought to have some sort of community service division on campus where a supervisor would seek out areas on campus needing attention maybe cleaning signs or picking up trash down the BLVD. Then have a time frame from say 9am to 2pm and students needing service would attend. This would serve as community service work for the students and also a beautifying process for campus. Just a thought.”

D. Betsch reported he spoke with Charles Johns, Director of Golf, to get more clarification on this suggestion. Mr. Johns shared he has a growing number of students coming to the golf course looking to perform community service hours. Most of the students have been sanctioned from the Conduct office and about 10% are just looking to volunteer. Mr. Johns doesn’t want to deter students from coming to the golf course because he does have projects they can work on. Mr. Johns shared there are times when he has a major influx of students and doesn’t know where to direct them.

D. Betsch then spoke with Jordan Smith, Coordinator of Civic Engagement and Orientation. Mr. Smith reported as it stands now there is no set days when students can report for community service hours. Mr. Smith did share the Dean of Students Office does post on campus opportunities. Mr. Smith does keep record of community partners and different opportunities in the neighborhood. For the interim, Mr. Smith advises that students be redirected back to the Dean of Students website or to Mr. Smith.

D. Betsch will also reach out to Travis Overton, Dean of Students Office and Whitney Comer, Executive Director of Student Life, and share this suggestion.

D. Betsch was not in attendance at the meeting, this suggestion will be discussed at the next meeting. D. Lawless also shared he spoke with Dean Overton and was informed there is a website that students can find community service opportunities to participate in.

“On January 13, 2015, Dr. DeCenzo emailed CCU employees to inform us that all slotted and time-limited employees are eligible for a .5% pay increase due to the 65% freshmen retention goal we reached. To be eligible for the increase, employees had to have been actively employed in either type of position as of June 15, 2014.

As you know, July 1 usually marks the beginning of a new budget year for Coastal. On that date, many people begin their employment with CCU. There are also numerous current Coastal employees who may change departments within the University. Any current CCU employee, who was time-limited or slotted, on June 15, 2014, but moved positions within CCU on July 1, 2014, is not eligible for this pay increase as they are seen as a new hire among administration.

As an employee at CCU for the past three years, I find this policy discouraging. Myself, and many other Coastal employees, aided in getting to that 65% retention rate. I do not feel that it is fair that because an internal job change occurred, that we are now ineligible for this pay increase.

I believe that it would be in the administration’s best interest to reevaluate this policy and look into how it can benefit their current employees who may have changed positions within the university, or those who are planning on doing so in the future.”

D. Lawless forwarded this suggestion to Staci Bowie, Vice President and Chief Financial Officer, and expressed this suggestion had been discussed by the council and the council supports a review of the policy. D. Booth also forwarded this suggestion to Belinda Pope, Associate Director of Human Resource Operations and Kim Sherfesse, Director of Human Resources.

“Staff spends a great deal folding & stuffing letters - mass mailings. Could this be an opportunity for a student worker? Why can’t mail services offer to departments that mass mailings can be sent to mail
services, folded, and stuffed? The university could buy one letter folder for mail services instead of buying one for each department. Mail services could create college work study positions and hire students to actually mail and stuff. This would provide other staff time to focus on other pressing matters.”

D. Lawless forwarded this suggestion to Laura Doerrbecker, Director of Postal Services and Staci Bowie, Vice President and Chief Financial Officer. D. Lawless will also suggest using a mail house service vendor.

D. Lawless shared after speaking with Ms. Doerrbecker he was informed that the post office does not have a great deal of room and has scaled down on their student workers. Ms. Doerrbecker was encouraged by the idea and would bring this suggestion to her supervisor, Sandra Baldridge-Adrian, Senior Manager Contractual & Business Services. D. Lawless followed up with an email to both Ms. Doerrbecker and Ms. Baldridge-Adrian asking if this could be a cost effective solution for the University.

- “Our campus is growing quickly. This is great. To keep the humanity of the campus and its growth but still foster relationships. Once a month get together for faculty and staff.”

D. Lawless shared he spoke with Lamonica Yates, Director Training and Development, regarding this suggestion. It was noted the Staff/Faculty appreciation day will be held on March 11, 2015.

- “Please evaluate the use of parking spaces located next to the Scholar’s Academy for Scholar’s Faculty & Staff. Parking is at a premium in this area for other faculty/staff. It appears many spaces are empty throughout the day. A reassignment of several parking spaces as “faculty/staff” would benefit those working in close proximity and other parking areas nearby that see overflow from faculty/staff in this area. Thank you for your time.”

The Staff Advisory Council also discussed if it would be possible to turn the first row behind the Scholar’s Academy, parking row GG, into staff/faculty parking.

D. Lawless shared he was informed there is a Parking Committee that is looking at parking needs and future growth on campus. Mr. Lawless forwarded this suggestion to the Parking Committee and Staci Bowie, Vice President and Chief Financial Officer, along with the recommendation of parking row GG. Ms. Bowie responded that ultimately this would not fall under the Parking Committee and for an immediate need she would be able to assist. Ms. Bowie shared this with Rein Mungo, Director University Projects and Planning, asking if this would be possible. Mr. Mungo responded they would be able to make changes to row GG once the weather permitted. It was noted, depending upon the recommendations of the Parking Committee these spaces may be repurposed in the next year or two pending the President’s approval.

D. Lawless shared after the last meeting he went out to the parking lot and observed the parking spaces in question. The council determined that 12 spaces would be sufficient to change to staff/faculty parking. D. Lawless will forward this information to Mr. Mungo.

New Business

Suggestion Boxes: There was no suggestions in the suggestion boxes.

- Web Page Comments:

  Suggestion: “It would be great if all the classrooms (except computer classrooms and specialized classrooms) were on the same key. Since my professors teach in every building on campus, I am
constantly having to order a key to open up one classroom. Some of my professors have five keys - one for their office, one for the computer lab and three for three classrooms in three other buildings. This doesn't make any sense to me. Thank you!"

K. Bowers, Lock/Key Control Supervisor, shared every building has its own master key to cut down on rekeying if a key is lost. Kevin will forward this suggestion to Rein Mungo, Interim Director of Facilities.

• “I'm curious to know why on CCU’s main webpage the weather temperature always says 65.5? Is this to convince people from the north that it is always nice down here? Thank you for your time.”

L. Dent will forwarded this suggestion to the appropriate person.

• “I know this may have been addressed before, but a few of us still have concerns with the cleaning of Baxley Hall. This a high traffic building that has prospective students, parents, current students and faculty/staff in and out all day. We feel the bathrooms are not cleaned properly and we frequently run out of supplies (seat covers, soap, etc.) Also, when the floors were mopped there was a sticky residue left behind. Customer service is our main focus in Baxley and we would like our building to look good to our customers as well.”

D. Lawless will forwarded this suggestion to Buddy Hendrick, Director, Facility Operations.

• “The state DOT has a twitter account setup for the Pee Dee region (@SCDOTPeeDee) which sends out rapid alerts and updates regarding traffic around the area, much of which occurs to directly outside the CCU campus on 501. The CCU twitter accounts (chant411/Coastal News) could retweet and publicize these alerts so that students, staff and faculty would know to avoid nearby areas with particularly bad traffic. Although this would be most useful during the summer months, it could help everyone avoid running into unexpected traffic jams. Because the twitter feed is controlled by another state agency, it is reputable, and there should be no challenge involving the trustworthiness of their information.”

S. Kite will forward this suggestion to April Betsch, Associate Director Conference Services and William Plate, Vice President for University Communication.

Additional Discussion items by members:

• Kim Sherfesee, Director of Human Resources, and Ron Cassidy, a representative from LifeServices EAP, presented a presentation to the council members on the Employee Assistance Program. It was shared there will be a mailing sent home to all employees, including staff, faculty, temporary staff and temporary faculty. This program is a free confidential employee assistance program offering services for:

  Marriage Counseling
  Wellness Coaching
  Financial Counseling
  Childcare and Elder Care Resources
  Legal Services
  Smoking Cessation Support
  Children’s Issues and more

More information can be found at lifeservicseap.com or by calling (800) 822-4847.

• S. Kite shared she was asked to see if there is a trolley that transports people from main campus to University Commons during lunch hours and to Human Resources. M. Crawford will inquire about this to Sandy Baldridge-Adrian, Senior Manager Contractual & Business Services.

• D. Booth shared with the council the Benefits Fair will be held on October 1, 2015.
- D. Lawless suggested that the Staff Advisory Council webpage be updated to include links to upcoming events on campus. L. Dent will look into updating the webpage.

**Adjournment:** The meeting was adjourned at 12:00 pm.

**Next Meeting:** The next SAC meeting will be held March 12, 2015 in Edwards 164.