Staff Advisory Council
Minutes
Thursday, June 4, 2015, @ 10:30am
Edwards 164

Members Present: Matthew Crawford, Robyn Diven, Melissa Todd, Bill Edmonds, David Betsch, Bertha Fladger, Judy Davis, Lisa Dent, Kevin Bowers, Samantha Kite, Dan Lawless and Lisa Bernadyn.

Members Absent: Allison Tanner, Sandy Cannone, Dana Booth and Lynn Silver.

Approval of Minutes: A motion to accept the May 14, 2015 minutes was made by David Betsch and seconded by Bertha Fladger. The minutes were approved by the members.

Old Business

Follow up discussion on the following items:

- Suggestion: “The HTC limited membership is a terrific opportunity for family members/significant others of faculty and staff at CCU. This allows people directly tied to the CCU community (through relationships) to enjoy a symbiotic relationship with the University - they enjoy the benefits of the health facilities while the University enjoys the benefits of the membership dues. However, the provisions of the membership are not the best service to the faculty/staff with whom those holders are connected. The provisions state that holders of this limited membership cannot utilize the gym between 10 am and 8pm. This means that staff/faculty members associated with these membership holders can only go to the gym together before 10 am and after 8pm. Staff members especially who are bound by 8:00-5:00 schedules and cannot be at work early to enjoy the gym during those times do not benefit from this arrangement. What faculty/staff member wants to leave the University at 5, drive all the way home, and come back after 8 pm? Could this provision be changed to after 5 pm to better serve this group of constituents?”

D. Lawless shared the following response from Jody Davis, Director of Campus Recreation. “Thanks for your question regarding time limited memberships for the HTC Student Recreation Center. We currently offer a free membership to all faculty/staff of the University. We monitor our hours through the turnstiles. Our peak hours for the Center are 4:00p.m. until 9:00p.m. Our hours during the middle of the day 11:00a.m. - 2:00p.m. are the fastest growing on our schedule. During our "peak" hours it is not uncommon for each piece of cardio equipment to be in use. If we were to open up those hours then students would not have machines to workout on during the peak hours. The time limited membership allows unlimited usage on the weekends (Saturday and Sunday) and unlimited usage during the Summer months as well as Holidays. This was the best we could to protect student space and make sure that with the continued growth that we would have space to provide for the incoming students. Our current growth rate is 5-7% a year. This is an exception in our industry and we expect to continue this trend because of the 1270 beds that are being added right outside our door. We are 100% funded by student fees so our main mission is to make sure we can provide student's the space that they require to workout. Thanks again for contacting me with this question and please let me know if further explanation is needed to clarify this response.”

D. Lawless did send an email to Jody Davis, Director of Campus Recreation, on June 3, 2015 asking if it is possible to reevaluate each semester or annually to see if the flow of usage could accommodate a change in hours for spouses/significant others. Mr. Lawless also asked if there are any restrictions for pool usage.

D. Lawless shared the following response from Mr. Davis, “We will continue to evaluate and monitor our usage numbers as we move forward. We are currently developing pool hours for the fall this month and will have something published in late July as we approach the opening of the fall semester. We do have multiple proposals that will be put forth about eligibility of pool usage. The Executive Council will review the proposals and policies and we will need their approval to move forward. One reminder is that during
the summer months and Holidays there is unlimited usage for Faculty/Staff family and significant others who purchase a membership.”

- “It would be greatly beneficial for the university to look into various ways of incorporating Trikkes into the daily life of its entire community. There are PALS classes offered for Trikkes, but there is no visible information regarding access to them like there is for bikes.

Part One of this suggestion is to recommend a program similar to the Coastal Cycles program, if there is not one in development or already established. Coastal’s branding can be applied, and similar locking mechanisms can be appropriated to secure them around campus. Bike racks around campus could be replaced or modified to accommodate locking Trikkes.

Part Two promotes Trikkes for use by faculty and staff for ease of transportation and wellness. Departments and colleges would own a number of Trikkes, especially in place of golf carts for when passengers or cargo are not needed. If obtainable and feasible, there are small carriages that can be attached to a Trikke for cargo. There are also electric Trikkes available.

This initiative could also include fun challenges where participating departments and colleges can see who uses their Trikkes the most or farthest in a month, weather and schedules permitting. Capable technology would have to be included for tracking data for this or similar ideas, and incentives and rewards may be added.

Part Three offers an optional “Coastal Trikke Tour” for visitors who are able and interested. Quick training can be offered at the start of the tour.

Part Four recommends a Campus Recreation adventure or challenge with Trikkes on campus and/or at accessible off-campus locations.

Part Five is simply that Chauncey deserves his own Trikke.”

Ms. Tanner reported she left a message for Dr. Darden, Chair of Kinesiology, Recreation and Sport Studies, and is waiting for his response. Ms. Tanner also spoke with Ms. Davis in Campus Recreation regarding this suggestion and shared the trikkes belong to Dr. Darden’s department and are used for academic use. Ms. Tanner will follow up with Dr. Darden.

Ms. Tanner was not present at today’s meeting, this suggestion will be forwarded to the next meeting.

**New Business**

**Suggestion Boxes:** There were no suggestions.

- **Web Page Comments:**

- Suggestion: “I was reading a news article regarding the Senate budget deal. The Senate has approved South Carolina’s $7 billion budget after reaching an agreement that gives most state employees an $800 bonus. The deal will spend $23.5 million on the bonuses for state employees who make less than $100,000. I pasted the above from the article listed on WBTW News 13 website. Does this apply to the employees making less than $100,000 at Coastal? I did see the policy we received regarding bonuses last week. I was not sure how that applied to this situation. Thank you for your time.”

D. Lawless will forward this suggestion to Kim Sherfesee, Director of Human Resources/EEO Officer.
• “An email recently went out from John Beard to academic departments regarding the use of outdated forms. An excerpt from that email is below.

Excerpt from Dr. Beard’s email:
I have recently processed a lot of student forms (General Petitions, Special Enrollment Requests, Suspension Appeals, etc.), and I have seen several that show dates of 2010, or earlier. I even saw one old General Petition form dated from 2007, and that form has changed quite a bit since then. Some of the information on these older forms is no longer correct or it is misleading.

The only way such old forms can exist is if someone prints out many physical copies at a time and then stores them somewhere as hard copies.

Please help get rid of dated hard copies. The forms on the “Forms” site are regularly updated. Use them instead.

As a staff member in an academic department, I do keep a stockpile of forms publicly available for students and faculty, as it is impractical to print each form on-demand, due to the volume of forms that I process. However, if an existing form is modified on the forms page, we are usually given no notification of the change, and people may continue to use the "old" forms in this case.

It would be very helpful if, when a department such as Registrar, Human Resources, Provost’s Office, Accounts Payable, etc. updates a form on the forms page, a notification could be sent out, alerting users to the change. The weekly emails we are now getting with updated policies/procedures are a good model for this (and the forms updates could even be included in these weekly emails, to cut down on the quantity of emails/notifications being sent).

Of course, if we are heading towards all digital forms (as the rumors state we are), then this issue will resolve itself soon. In the meantime, though, it would be helpful to be notified when the forms change.”

After discussion the council feels the best way to address this concern is to go to the “Forms” site and print out the forms from there since any updated forms would be found at that time. If there is a form you use frequently, print out a small amount and when you use the last form go to the “Forms” site and print out a new form. Good stewards of our resources, paper being one of them, there should be a clear expectation to not waste paper by printing it out in abundance. Printing a small number will be a better use of our resources. Another suggestion was to check the “Forms” site every week to make sure there have been no changes to the forms you use. As far as including an email with the policies/procedures weekly updates, this would not be beneficial for all employees to receive since the forms do not pertain to everyone.

• “In the new policies and provisions email sent out last Friday, there were statements that seem to be contradictory. Under Program Provisions, article G, it states: Should an employee voluntarily resign or be involuntarily separated at any time within the two-year period immediately following his/her most recent semester as a student, all or half (see Section H. below) of the full tuition cost for the respective class(es) taken must be paid back to the University. The tuition cost will be deducted from the employee’s final paycheck and/or annual leave payout (if applicable). Any monies remaining after the deduction will be paid to the employee. Should the amount of the paycheck fall short of total payment required, the employee will owe the balance to the University. The employee has a maximum of 60 days by which to pay the full amount owed or to make payment arrangements. All payment arrangements must be approved by the CFO. Exceptions to this section may only be made by the President or his designee.

Under Employees Separating from the University, article B, it states: An enrolled faculty or staff member who leaves University employment while taking a class for which tuition has been waived will be allowed to continue in the course tuition-free but will not be permitted to enroll in additional courses under the program. So if an employee leaves the university will they be responsible for paying back tuition costs?”

D. Lawless will forward this suggestion to Kim Sherfesee, Director of Human Resources/EEO Officer.
• “Will there be a softball league this year? If not, why?”

S. Kite will forward this to Lamonica Yates, Director, Training and Development.

• “I work in Singleton and park in Lot J but since school has ended the gate has been raised. I have on two separate occasions been almost hit head-on with cars coming in the exit side. I am very careful and watch where I am driving but this has happened twice with people driving in the exit side for a short cut and ones driving out the entrance gate. I checked and with the gates up you cannot see where it says exit only wrote on the gate. Is there something that can be displayed so everyone (visitors) will know there is an entrance and exit before someone gets hit head-on? Thanks”

M. Crawford will forwarded this suggestion to Phillip Moore, Major of Operations for Public Safety and also inquire about the gates being open at Brittain Hall.

Additional Discussion items by members:

• S. Kite shared it was asked of her to inquire why half of University Boulevard coming in from 501 looks very nice and the other half is not kept as nice.

D. Lawless will forward this question to the appropriate office.

• D. Lawless shared the modified bylaws due to the organizational changes with all council members.

Adjournment: The meeting was adjourned at 11:00 pm.

Next Meeting: The next SAC meeting will be held June 25, 2015 in Edwards 164.