Staff Advisory Council
Minutes
Thursday, August 6, 2015, @ 10:30am
Edwards 164

Members Present: Matthew Crawford, Cameron Mott, Shane Tay, Lisa Bellamy, Bill Edmonds, Sandra Hatcher, David Betsch, Kevin Bowers, Diane Wilson, Lisa Dent, Dan Lawless and Lisa Bernadyn.

Members Absent: Derek Doss, Tuykonya Vereen, Lynn Brock and Misti Williams.

Approval of Minutes: A motion to accept the July 23, 2015 minutes was made by Shane Tay and seconded by Lisa Bellamy. The minutes were approved by the members.

Old Business

Follow up discussion on the following items:

- Suggestion:

- S. Cannone shared at a recent staff meeting she was asked to inquire why Staff Advisory Council is not a voice for the following items:
  
  Merit raises
  Raises tied to retention is unfair
  More work with more students and faculty without additional compensation

  It was discussed these questions may be more appropriate for a separate committee. D. Lawless will forward these suggestions to the appropriate department.

D. Lawless forwarded these concerns to BJ Landrum, Vice President for University Compliance and HR. Ms. Landrum reported she will share these concerns with the Executive Staff Council.

- S. Tay shared he was asked to inquire about the following concerns regarding the new graduate tuition policy for staff members:

D. Lawless shared the following responses after speaking with Stacie Bowie, Vice President and Chief Financial Officer.

1. Staff that are currently enrolled in classes feel they should have been grandfathered in with the old policy. – “The new policy is for classes taken beginning Fall 2015. Any classes taken before Fall 2015 do not fall under the policy. The policy was introduced at a time when they could make a decision to drop if they are currently enrolled.”

   *It was asked to obtain more clarification in regards to people that have already started the program and are a few credits short, would they fall under the new policy?

2. In Athletics, especially coaches, people move from universities more frequently many times the tenure of assistant coaches are closely tied with the head coach, which is beyond their control. How would those circumstance be addressed? – “The President can make exceptions and will on very rare occasions. One circumstance for an exception would be a reduction in force or termination beyond an
employee’s control, including death or a disability case. If an athletic coach leaves or is terminated and an assistant coach cannot stay as a condition of a new incoming coach this would be beyond their control. It would be my recommendation that any coach who chooses to take classes keep this in mind and discuss it in advance with the head coach and Athletic Director.”

3. It was also brought up regarding employees that are time-limited and their department requires them to pursue the Master’s program. What would the time-limited employee be responsible for financially should their position not be renewed? – “If the time-limited position is not renewed this is similar to reduction in force. We are not terminating the employee but doing away with the position, which are two different things. This circumstance would be one were the President could grant the exception to the policy.”

- “The campus-wide hold music is HORRENDOUS! Anything would be better, can't communications record a message about the university? Or maybe the music department can provide some content?”

L. Dent will forward this suggestion to the appropriate department.

It was reported the system is controlled by the ITS department, however ITS does not pick the music selection. Discussion about upgrading the music has already been started.

- “It may be helpful to receive some sort of confirmation when you reserve a vehicle through transportation.”

S. Hatcher shared she spoke with Trixie Harrington, Transportation Coordinator, and reported there is a phone call or email sent out for confirmation.

- “This October is the third year of the last compression study for Coastal staff who qualified for it. Those pay increases were spread over a 3-year period. Does the University plan on paying the staff for the third year?”

D. Lawless reported the compression study is tied to retention. At this time, the retention goal of 68% has not been met for the third year.

**New Business**

**Suggestion Boxes:**

- “Willingly feed all facility night workers, whether it be Hicks, Chick-Fila, etc. If takes energy to keep this place clean, it takes food and drink to give us energy. Help us help you.”

D. Lawless will forward this suggestion to the appropriate department.

- Suggestion was in EHFA “Please change the lock on door where refrigerator is kept so that all staff and faculty can access their food before and after business hours.”

D. Lawless will forward this suggestion to Dr. Ennis, Dean/VP of Academic Outreach Edwards College of Humanities & Fine Arts.

- Suggestion was in Swain Hall “Please have grounds blow off entrance ways after mowing they are left a mess!”
S. Hatcher provided the following response: “It is our policy to blow the sidewalks and entranceways after the mowing crew finishes. The blowing crew then comes behind to blow the walkways. Sometimes we are short staffed and the mowers have to come back to blow if time permits on that given day.”

- Web Page Comments:

- Suggestion: “It was brought to my attention today by a co-worker that our bathroom entry doors in Baxley Hall are no handicap accessible. A few days ago my co-worker had to assist a gentlemen in the men’s room who was in a wheelchair to exit the men’s room. He was knocking on the bathroom door trying to get help to get out while she was on her way into the ladies room. I am so glad she was there at that time. I would hate to think this man was stuck in the bathroom because we do not have automatic doors for him to get out. Thank you for your time and consideration.”

S. Hatcher reported these particular bathrooms cannot have an automatic door on them. An automatic door will stay open for a certain amount of time and then exposes the people that are already inside the bathroom. Ms. Hatcher submitted a work order to check the door closure to see if it needs an adjustment. As preventative maintenance it will be looked at to add this to work orders so they can check the door pressure periodically.

D. Lawless will also send a suggestion when considering new building construction to consider bathrooms without doors.

Additional Discussion items by members:

- D. Lawless shared he encountered a family visiting the campus after admissions hours. Mr. Lawless showed the family around campus and wanted to show them the Student Center. He was unable to enter the building as his swipe card did not work and the doors had been locked. Mr. Lawless expressed to Staci Bowie, Vice President and Chief Financial Officer, to consider giving staff access to the building for this reason and for employees who use the Coastal Federal ATM machine which is locked in that building. Mr. Lawless asked if staff can have access to all nonrelated housing buildings. Ms. Bowie forwarded this to Abdallah Haddad, Chief Information and Technology Officer, who stated Whitney Comer, Executive Director of Student Life, and Chris Adrian, Assistant Director of Student Life, came up with the access list. Ms. Bowie said she would bring it up in Executive Staff Council.

- D. Lawless also shared that the vending machines for carbonated drinks has increased in price to $1.25. Mr. Lawless talked to Sandra Baldridge-Adrian, Director Contractual and Business Services, and was informed the additional cost will cover to equip the most used drink machines on campus with WIFI and card readers for purchases. Mr. Lawless will follow up with Ms. Baldridge-Adrian regarding if the price of water and juice will also be $1.25.

- D. Lawless also shared and went over the Faculty/Staff Forum. The forum is located at www.connect.coastal.edu and you must log in the system with a Coastal username and PIN.

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

Next Meeting: The next SAC meeting will be held August 27, 2015 in Edwards 164.