Staff Advisory Council
Minutes
Thursday, March 31, 2016, @ 10:30am
Edwards 101

Members Present: Lynne Brock, Bill Edmonds, Cameron Mott, Jim Streicher, Misti Williams, Matt Crawford, Sandra Hatcher, Shane Tay, Derek Doss, Tukonya Vereen, Diane Wilson, Lisa Bellamy, Dan Lawless and Lisa Bernadyn.

Members Absent: Kevin Bowers and David Betsch.

Approval of Minutes: A motion to accept the March 10, 2016 minutes was made by Lynn Brock and seconded by Tukonya Vereen. The minutes were approved by the members.

Old Business

Follow up discussion on the following items:

Suggestion:

- “Why does CCU have a policy that we can’t give references when a colleague is applying for a different job (even if it is with CCU)? This is ridiculous especially if this has been their only job for 15-20 years - no other work related reference may be available.”

  L. Bellamy addressed this concern with Kim Sherfesee, Director of Human Resources/EEO Officer. Ms. Bellamy shared she is waiting on the formal response.

  D. Lawless shared Tim Meacham, University Counsel, and Kim Sherfesee, Director of Human Resources/EEO Officer are currently working on this.

- This suggestion was in EHFA. “I am concerned with the current role of the Staff Advisory Committee which seems to have changed since it first began. My understanding of the committee is that it is meant to be an advocacy group for the staff, taking our concerns to the administration and initiating change. This does not seem to be the current role of the committee. For example, minutes from a recent meeting state that staff concerns about the repayment of tuition for staff members who leave the university was routed to Human Resources. HR responded with an explanation of the policy. Usually when staff members use a group such as the Staff Advisory Committee, they are not looking for a policy explanation which could be requested by contacting HR personally. It is my opinion that staff members who send a concern to the committee would like for the concern to go to the upper administration and that the committee would actually advocate on their behalf. If concerns are simply going to be funneled to a department for a response, wouldn’t an online forum be sufficient?”

  D. Lawless has a scheduled meeting with President DeCenzo to formally share the concerns regarding the tuition reimbursement policy.

The Council was concerned that its actions on the tuition repayment policy were viewed in this manner, and wished to assure everyone that, 1) the role of the Council had not changed, and, 2) each time a concern was received on this subject, it had advocated on staff’s behalf at multiple levels throughout the university (as it does for every concern received).

However, in reviewing the previous minutes that were posted, it was evident that the wording used did not effectively convey what had occurred. As a result, the wording used in future minutes will be improved.
Additionally, D. Lawless reported he did meet with President DeCenzo and informed him that the tuition repayment issue was an ongoing staff concern, based upon the multiple suggestions that had been received.

D. Lawless will draft a memo for President DeCenzo to take the concern to the Executive Council meeting for review.

• “Ever since Chanticleer Drive closed in front of the wall building and cut off access to the residence halls, there has been a large increase in the number of cars using the HTC Center parking lot as a cut through from the Residence halls to Founders Drive. I often see a lot of cars going a lot faster than they should through the parking lot. Combined with the large amount of people entering and leaving the HTC Center, it seems to me it’s only a matter of time before a pedestrian gets hit. Maybe consider keeping the gate down separating the 2 parking lots, or adding more speed bumps to help deter people from using the parking lot as a shortcut.”

D. Betsch reported after speaking with the two staff members that run these communities, speed and students driving too fast thru the parking lot has been a problem and continues to be a problem. Now that more traffic is traveling thru this area it is seen more.

D. Lawless will address this concern with Stacie Bowie, Vice President and Chief Financial Officer. D. Betsch will also speak with Stephen Harrison, Senior Director of University Housing, regarding this concern.

D. Lawless reported he also addressed this concern during his meeting with President DeCenzo. The President asked him to follow-up with Ms. Stacie Bowie, Vice President and Chief Financial Officer on this matter, which Mr. Lawless did. Ms. Bowie distributed the concern among her staff that would be involved, and meeting time, responses had not been received yet.

D. Lawless reported the following response he received from Phillip Moore, Major of Operations Public Safety, on March 10, 2016. “We will be monitoring this area next week. We feel that this area may have a slight increase in traffic, but the overall traffic on campus has improved tremendously since the installation of the cul-de-sacs. If we find that there is an unsafe situation in this area we may suggest that the HTC Center gate be closed, but this will have to be approved by the Fire Department. This is a manual gate and has no way to open in an emergency like most other automatic type gates on campus.”

The following update was provided by Phillip Moore, Major of Operations Public Safety. “We did monitor the traffic in this area and it has increased with the closing of Chanticleer Drive, but not to the point of closing any roads or creating a significant hazard. There seems to be adequate speed bumps along this stretch of parking lot. There are well marked crosswalks were the majority of the pedestrian traffic cross the parking lot. We don’t see a safety issue that warrants further measures at this time. Pedestrians and motorists should always use caution while traversing parking areas. If you have any other information please share it with me."

M. Crawford will also address this with Public Safety.

• “There are so many frustrations with parking for visitors for the Wall Building and special speakers for WCOB. The question has been asked multiple times why can’t we just use the visitor parking in front of the Wall building as we always have, and are told no. So I find it interesting the Board of Trustees are able to park there for their meetings (2/18/2016). We have become a very unwelcoming campus for visitors, especially for those needing handicapped parking as there is no longer easy accessible handicapped parking for Wall. People have even canceled coming to campus due to the change in the parking situation.”
D. Lawless will address this concern with Dr. Byington, Provost and Executive Vice President.

D. Lawless addressed this with Staci Bowie, Vice President and Chief Financial Officer, and Dr. Byington, Provost and Executive Vice President. Mr. Lawless reported he is awaiting their response.

D. Lawless shared the following response from Staci Bowie, Vice President and Chief Financial Officer. “No one should be able to park in front of Wall. Once the gates are installed and closed they will be opened for move in day, football game day etc. Eventually in front of Wall will become green space and no parking will be available anyway. I’ll let the Provost respond regarding enforcement and anything else he may want to add but from my perspective we will continue with the current plan. I’m sure the BOT parked there since it was still available and they were probably not informed of the changes. We can make sure they don’t park there next time.”

- “I would suggest that the shuttle stops on Century Circle be put on an "on-call" basis. While it is very convenient to ride the shuttles to main campus, it’s doubtful that the ridership is significant from these two stops. Eliminating the need for the shuttles to make the Century Circle loop every time should decrease the route time some, putting students back on main campus quicker. Thank you.”

D. Lawless addressed this suggestion with Sandy Baldridge-Adrian, Director Contractual & Business Services. Mr. Lawless is awaiting her response.

D. Lawless shared the following response from Herbert Hoots, Transportation Manager. “We appreciate the suggestion on the Century Circle route, the Black route that services Century Circle was put in place because of the amount of employee’s and student workers we have at financial services and also the Procurement office. We only run that route until 5pm when both offices close. Greg and I timed that loop and the difference was only 1 minute slower than going straight up Allied Drive by our office. Please thank the staff member for their suggestion.”

- “As a staff member, I really have no idea what the Staff Advisory Council does and I do not get a sense that many staff members are informed or involved with the Council. So I have a few suggestions.

1) Currently Council members are appointed to their positions, apparently through a nomination process involving higher level administrators. As a result, the Council does not appear to be impartial in its representation of the staff as a whole. The Faculty get to elect their Senators. The students get to elect their SGA. Why can staff not elect their Council? Elections would heighten awareness of the Council and get more staff involved. Plus, staff would have more ownership of the Council because they had a say in who represents them.

2) The Faculty Senate emails out its agendas and minutes to all Faculty. I feel that the Staff Advisory Council should do the same. Although they are posted on the website, I don’t believe that many staff members regularly check the website. If they were emailed, all staff would get them and, even if they don’t read them, they’d be more informed that the Council exists and would be more likely to refer suggestions or concerns to the Council.

3) The online suggestion form says that you have the opportunity to submit anonymously, but you need to sign in using your CCU credentials to get to the form. This makes it feel less anonymous because it wouldn’t be very hard to determine who submitted which suggestions – even if they believed that they were doing so anonymously.

Thank you for your consideration.”

D. Lawless will address the first part of this suggestion with President DeCenzo. L. Bellamy also forwarded this suggestion to Kim Sherfesee, Director of Human Resources/EEO Officer. For additional information on
how the Council is comprised and members are appointed, please refer to Council Membership and Structure portion of the SAC By-Laws that are posted online at: https://www.coastal.edu/staffadvisory/

For the second part of this suggestion, D. Lawless will look into setting up an account that will allow the minutes to go out to all staff.

For the third part of this suggestion, the reason for logging in with your credentials is to ensure that postings are being made by individuals that are employed at CCU.

Suggestions made electronically are anonymous, (unless the submitter chooses to include his/her name). There are also suggestion boxes located throughout campus for staff members that choose not to use the electronic suggestion format.

D. Lawless reported he did address the first part of this suggestion with President DeCenzo and informed President DeCenzo this concern has been brought up several times.

Mr. Lawless reported for the second part of the suggestion President DeCenzo gave the approval for the minutes to be sent electronically to all staff from Jennifer Packard, Senior Administrative Coordinator for the President’s office.

• “I walk quite a bit of the time during lunch in lot GG during the semester. During the semester I’ve seen numerous students ignore the painted STOP on the pavement and just go through. There have been some close calls because they just go through without stopping. The car that is in the right has to slam on their brakes. With safety in mind, why aren’t there stop signs?”

D. Lawless addressed this suggestion with Rein Mungo, Interim Director of Facilities Planning & Management, Mr. Lawless asked if it was possible to get actual stop signs in this area. Mr. Lawless is waiting for a response.

D. Lawless shared the following response from Reign Mungo, Interim Director of Facilities Planning & Management. “We will be painting the ones that need it again this summer. When the design was approved it was determined at that time to paint the asphalt instead of adding 27-28 Stop Signs throughout the area. If there is a specific time this is happening then maybe Public Safety could ask someone to patrol the area.”

M. Crawford will address this concern with Public Safety regarding patrolling this area more.

New Business

Suggestion Boxes:

Suggestion:

• This suggestion was in Baxley Hall. “That the university provide “This call may be recorded for quality assurance” to all or departments that frequently deal with angry people. That way there is no question as to the quality of the phone call. It is really the only way that employees can feel secure.”

J. Streicher will address this suggestion with the IT department.

• This suggestion was in Baxley Hall. “The Stop “signs” need to be repainted in the GG lot. Twice in two days drivers have disregarded the Stop signs in two different areas of this lot. Thank you!”

This suggestion has been addressed, please see above suggestion regarding the GG lot stop signs.
Web Page Comments:

Suggestion:

- “With a $2 donation per week, staff could wear jeans every day. The donations would be for the university. The donations could be auto-deducted from pay. Staff could select weeks they wish to participate.”


- “While walking up East Chanticleer Drive past Kingston Hall this morning going to my worksite screening, facilities was using a powerful blower to blow dirt and pollen off the street. That just created a huge cloud of dirt, dust and pollen hanging in the air that you couldn't even see. Needless to say, having to walk through that on my way to have health tests was not pleasant at all and very unhealthy for everyone in the vicinity. I know a street cleaner is not cheap, but I think it would be healthier for the university to use a street cleaner rather than blow the dirt and pollen all over the place.”

S. Hatcher will address this suggestion with Buddy Hendrick, Director, Facility Operations.

- “I had an early worksite screening on Thurs., March 17. It looked like one of the barriers in the roundabout was removed and manned by a security officer so faculty/staff who had a worksite screening could park in the Wall Bldg. horseshoe. I didn't see an email sent out notifying the faculty/staff of that so they could take advantage of parking by the building rather than walking across campus for their screening. Is that why the one barrier was removed and a security officer manning the opening?”

D. Lawless will address this with Stacie Bowie, Vice President and Chief Financial Officer. Mr. Lawless will also ask in the future if this would occur could an email notification be sent out.

M. Crawford will also address this with Public Safety.

- “It is a great resource to be informed of polices that have been changed. However, it can be quite cumbersome to read 18 polices page for page to find the changes. I’d like to recommend an identifying section or phrase of the alter changes. For example, FAST-BUFA 202 Accounts Payable, Update to Section I-A-3. Therefore, readers know to reference this area for the specific update, which is opposed to having to read the entire policy and try to find the new change. Thanks for the consideration.”

L. Bellamy did address this suggestion with University Compliance and shared the following response from BJ Landrum, Vice President University Compliance and HR. “We are aware of this request and are working diligently to come up with a viable solution. Executive Council members receive policies, proposed revisions, current versions, proposed changes and/or redlined versions a week before Executive Council meetings. Currently, we are instructing the members of Executive Council to disseminate the policies for review to stakeholders prior to the (voting) meeting in an effort to receive input and note concerns prior to policy discussion and voting at Executive Council meetings.

Respective Executive Council members are a source of information relating to the precise changes made.

Please note that we are a two-person department in charge of managing the updates, compliance analysis, and publishing of 192 policies. We are open to comments, suggestions, and ideas, but staffing may prevent further notification implementation at this time. Employees may call/email University Compliance with questions or concerns compliance@coastal.edu
Areas of policy responsibility are the best source for policy content concerns. Please note the Policy Administration Areas, Policy Management Areas, and Policy Types as outlined in the University's Policy on Policies [https://www.coastal.edu/policies/pdf/univ-comp%20410%20policy%20on%20policies.pdf](https://www.coastal.edu/policies/pdf/univ-comp%20410%20policy%20on%20policies.pdf)

L. Bellamy on behalf of the council asked for a clarification, if someone had a question on what has changed in a policy, would they contact compliance@coastal.edu or the department who the policy belongs to?

The following response was provided. “I would suggest the department but we are always willing to guide them.”

- “I just wanted to send a congratulations to University Communications on the new signage around campus for the buildings. I think they look great (very professional and sleek)!”

D. Lawless forwarded this to Bill Plate, Vice President for University Communication. Mr. Plate responded, “Thank you and he would forward this to his team members who were involved in this project.”

- **Additional Discussion items by members:**

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

**Next Meeting:** The next SAC meeting will be held April 21, 2016 in Edwards 164.