Members Present: Matthew Crawford, Jim Streicher, Cameron Mott, Derek Doss, Lynne Brock, Tukonya Vereen, Lisa Bellamy, Misti Williams, Sandi Hatcher, Kevin Bowers, Diane Wilson, David Betsch, Dan Lawless and Lisa Bernadyn.

Members Absent: Bill Edmonds and Shane Tay.

Approval of Minutes: A motion to accept the March 31, 2016 minutes was made by Diane Wilson and seconded by Misti Williams. 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.

  L. Bellamy reported the policy is currently under review with University Council.

- 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 is preparing a letter for President DeCenzo for the Executive Council meeting for review regarding the concerns of tuition reimbursement policy and the role of advocacy by the Staff Advisory Council.*

- “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 at 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.”

*D. Betsch reported after sharing this concern with Steve Harrison, Senior Director of University Housing, Mr. Harrison would engage in conversation with Dr. Conner, Vice President Campus Life and Student Engagement. At the same time, Phillip Moore, Major of Operations Public Safety, addressed this concern.*
“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 reported this was addressed at the Supervisor Public Safety staff meeting regarding officers increasing patrolling this area.

“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 reported the following information after his conversation from Abdallah Haddad, Chief Information & Technology Officer. “This may be more of a policy question for the administration as to whether or not we would want to implement this as a university. He suggested that we should go in that direction for feedback, as ITS could not implement something like this without the administrations direction to do so.”

D. Lawless will address this with Dr. Byington, Provost and Executive Vice President, and President DeCenzo.

“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.

S. Hatcher shared the following response from Rein Mungo, Director Facilities Planning & Management. “We usually do a lot of street cleaning early from about 6:00 am till about 7:30 am when traffic begins to pick up. We are using the blowers right now, the one street sweeper that we had quit working several years ago and it wasn’t cost effective to repair it. I know the used ones (2008 model) that we looked at was in the $125k range so it was simpler for us to purchase several of the large blowers. The person(s) going to the Health Screening and it was around 7:00 am or so then the Grounds staff was probably finishing up for the early morning. This probably only happens a few times when there is an early morning function. We can ask our fellows to be more aware next time and stay away from the Wall building. Thanks.”

“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 reported after speaking with Phillip Moore, Major of Operations Public Safety, the barriers to be moved are approved by President DeCenzo or Dr. Byington. At that time, an officer will move the barriers. The barriers can be moved for vendors, such as the blood mobile.

D. Lawless discussed this with Dr. Byington as well. The barriers are expected to be open only for major events on campus (e.g. commencement, etc.) and emergencies, but will otherwise remain closed. For all other activities that occur in front of the Wall building, employees are expected to park in the normal designated faculty/staff parking spaces that are available on campus. In the case of the worksite screening mentioned in the suggestion, they were open at that time for the vendor, or representatives from the outside community, that were providing the services.

**New Business**

**Suggestion Boxes:**

Suggestion: There were no suggestions in the suggestion boxes.

**Web Page Comments:**

Suggestion:

- “As a fairly new staff member, I am interested in moving forward with a master’s degree. When I attempt to find the policy regarding compensation, I cannot find anything other than the tuition waiver/reimbursement policy. Since appropriate approval is required for these programs, will compensation follow and what is that policy? Some of my colleagues have mentioned that it comes with a salary increase. Thank you for your time.”

D. Lawless spoke to Kim Sherfesee, Director of Human Resources/EEO Officer, regarding this suggestion. It was reported at this time there are a number of policies that are being worked on. There is not a formal response at present time.

- “Last week I was leaving campus. I drove out by the Scholars Academy through GG lot to turn right toward the roundabout. At the stop sign to turn right there was a CCU bus sitting there. I waited and waited but, it didn't move. The back of the bus says do not pass when stopped. The bus wasn't moving and I couldn't see very well around it for oncoming traffic. I finally went around and the bus driver was in the bus just sitting there with a book in his hand. Another day a coworker and I were walking out of Baxley toward the Scholar’s Academy. There was a bus parked in front of the loading dock at Baxley in the roadway. We started slowly walking out in the crosswalk and a car coming around the bus almost hit us. This is very dangerous and I understand the bus drivers need a break but, can they choose safer places to park the bus?”

D. Lawless will address this suggestion with Transportation Services.

- “After the Provost council meeting last week, our department was made aware that HR did a presentation that included a new policy on outside employment. We were informed that all faculty and staff that do
any instruction, consulting, part-time work or have a home-based business in which they earn any compensation are required to fill out a form to be approved, or they are in violation of this policy. It was made clear at the meeting that our department/college was clearly not the ONLY department/college that was not aware of this requirement. Given that there is a large number of faculty and staff that are involved in outside employment of some type or another, and this policy has the potential to negatively impact them, we would ask that the Provost and or President revisit how we communicated this policy specifically, and how we can do so in the future as to ensure we are effectively getting the information disseminated so as to afford everyone the opportunity to take the necessary steps in order to be in compliance. Thank you for your time and attention.”

D. Lawless will address this suggestion with BJ Landrum, Vice President University Compliance and HR.

Additional Discussion items by members:

- The council was asked to review and endorse the final version of the 2016-2021 CCU Strategic Plan. Dr. Darla Domke-Damonte, Chair of the Strategic Plan Steering Committee, was present at the meeting as a resource to the council. The council passed the 2016-2021 CCU Strategic Plan unanimously.

- D. Lawless shared the following change to the University’s Title IX Statement of Non-Discrimination (policy number UNIV-TIX 466) with council members. He noted that it was the research the Council performed that initially prompted a change, and commended the Council for their involvement in making Coastal a more inclusive institution.

  It is policy of Coastal Carolina University to prohibit discrimination on the basis of age, color, disability, sexual orientation, gender identity and expression, national origin, race, religion, sex, or veteran’s status in regard to the administration of all campus programs, services and activities including intercollegiate athletics, and the admission of students, employment actions, or other sponsored activities.

Adjournment: The meeting was adjourned at 11:00.

Next Meeting: The next SAC meeting will be held May 12, 2016 in Edwards 164.