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

Members Absent: Matthew Crawford

Approval of Minutes: A motion to accept the April 21, 2016 minutes was made. 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.

  D. Lawless reported he spoke with Kim Sherfesee regarding this. HREO has been working on a document that will clarify this, and it is expected to be released soon. When it is, it will be located on the Human Resources web site under a new tab.

- 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.

D. Lawless reported he did send the letter to President DeCenzo regarding the tuition reimbursement policy and the role of the 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.

S. Hatcher shared facilities received a work order from Phillip Moore, Major of Operations Public Safety. The work order is requesting to add speed humps at reasonable increments to deter and slow traffic behind the HTC center, as well as behind Eaglin, Ingle and the Woods. Specifically, one near the corner of the parking lot behind or to the side of the rear of Oak Hall. This area has experienced an increase in foot traffic with the new dorms and vehicular traffic with the closing of Chanticleer Drive. This also addresses concerns of the Staff Advisory Council. Currently, the project manager is working with John Poston to have the work completed this summer.

• “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.

D. Lawless sent an email to President DeCenzo on behalf of the council, asking that the feasibility of such a system be considered by the Executive Council. Mr. Lawless also volunteered that the Staff Advisory Council would be happy to assist that process in any way.

• “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/EOO 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.

D. Lawless reported after speaking with Kim Sherfesee we are still waiting for a formal response.

• “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.

D. Lawless reported he spoke with Greg Weisner, Director Transportation Services, and shared Mr. Weisner will find a better place for the shuttles to park so they are not so close to the stop signs. Also, when the shuttle is not running they will have their flashers on.

• “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.

D. Lawless shared after speaking with BJ Landrum, Vice President University Compliance and HR, that there have been a number of steps they have taken to get policy information out for individuals to access. Policy notifications are sent to employees on a regular basis via email, and the presentation provided by HREO at the Provost’s Council was another way to reinforce what had already been distributed regarding the policy change.

Note: There was a previous concern brought to Staff Advisory Council regarding this policy when it was originally distributed last year. Please see the minutes of November 19, 2015 for details.

New Business

Suggestion Boxes:

Suggestion:

• This suggestion was in Baxley Hall. “Why is it that students can park anywhere during finals even in employee without being ticketed? Employees still need to park.”

D. Lawless will address this suggestion with Phillip Moore, Major of Operations Public Safety.

• This suggestion was in Baxley Hall. “The green arrow to turn onto Chanticleer Drive (from University Drive) by Baxley only remains green long enough for one car to go through.”

D. Lawless will address this suggestion with Public Safety.

• This suggestion was in Sands Hall. “Hang box back on the wall for Sands Hall.”

S. Hatcher shared the box is in facilities and she will complete a work order requesting the box be put back up.
• There was a suggestion received regarding the cleanliness of a building and restroom on campus.

  D. Lawless will address the suggestion with Buddy Hendrick, Director Facility Operations, Facilities Planning and Management.

• There was a concern received regarding the usage of handicap parking by employees in a suggest box.

  D. Lawless addressed this concern with Phillip Moore, Major of Operations Public Safety. Major Moore indicated that a state issued handicap placard is a valid placard and allows someone to park in a handicap parking space.

Web Page Comments:

  Suggestion:

  “This is an observation first hand: I pulled into the Einstein-side parking lot at Wall and noticed a student in a wheelchair going back and forth in front of the Wall Building. There was a red Facilities van parked at the front door at the handicap ramp. The student could not get by the van to go up the ramp. It was around 15 minutes before someone came out and left in the van. They didn’t even notice the student or speak with him even though he was within 10 feet of the van waiting. As the student went up the ramp, I noticed another white Facilities truck go around the barricade and park in front of the Wall Building right at the handicap ramp. The next day I observed the Aramark van parked at the Wall Building in front of the handicap ramp. I know it is not intentional, but they need to be aware of where they park. If it had been raining at the time, this student would have been drenched. Thank you!”

  D. Lawless addressed this concern with Rein Mungo, Director, Facilities Planning and Management, and Jeff Stone, Resident District Manager, Food Services/Aramark. Mr. Lawless asked if everybody can please be cognizant of where the handicap ramp is located. Mr. Mungo and Mr. Stone made sure their employees are aware to not park in the handicap ramp zones.

Additional Discussion items by members:

  Adjournment: The meeting was adjourned at 11:00.

  Next Meeting: The next SAC meeting will be held June 1, 2016 in Edwards 164.