Staff Advisory Council
Minutes
Thursday, August 21, 2014 @ 10:30am
Edwards 164

Members Present: Matthew Crawford, Bill Edmonds, Robyn Diven, David Betsch, Lisa Dent, Judy Davis, Samantha Kite, Allison Tanner, Bertha Fladger, Lynn Silver, Dan Lawless and Lisa Bernadyn

Members Absent: Sandy Cannone, Melissa Todd, Kevin Bowers, Dana Booth

Approval of Minutes: A motion to accept the July 31, 2014 minutes was made by M. Crawford and seconded by R. Diven. The minutes were approved by the members.

Old Business

Follow up discussion on the following items:

- **D. Betsch suggested looking into the hiring process within Coastal of existing staff to assist with an easier transition.**

  D. Betsch presented and handed out information that he has gathered regarding the hiring process within Coastal of existing staff. It was explained there are several different channels that need to be completed before a job can be posted and eventually someone can be hired. Funding sources, pay band and job responsibilities are just a few of the key items that need to be approved. The department then puts a great deal of time and effort to find a candidate that matches the criteria. It was explained that time limited employees have a different hiring process. Time limited employees paperwork has to go to the state and be approved before the hiring. All paperwork requires several different signatures to complete the hiring.

  D. Lawless spoke with Ms. Kim Sherfesee about this topic. As part of the University’s Workflow and eForms initiative (being conducted by Information Technology Services), Human Resources is reviewing the existing hiring processes and determining how they could be best converted into electronic forms that incorporate workflow logic for routing and approval. Such improvements are expected to have a significant impact on reducing the time associated with paper being routed between offices.

  In council discussions, it was unknown as to whether all of the approval steps in the hiring process were associated with state mandated regulations. D. Betsch will contact Kim Sherfesee, Director of Human Resources/EEO Officer to gain more information.

- **Suggestion: There was a suggestion in the Singleton building suggestion box, “Don’t have summer orientation in the Edwards’ courtyard. It’s too hot! Have it in the HTC center!”**

  D. Lawless spoke with Ms. Meredith Kahl, Director of New Student and Family Programs, regarding this suggestion. It was reported that Edwards courtyard makes for an easy transition to where the presentations are being held in the Edwards building. D. Lawless is waiting for a formal response from Ms. Kahl at this time.

- **There was a suggestion in the Sands Hall suggestion box, “The people at the campus Post Office are very efficient and courteous. I mail letters to Richmond and Atlanta and they are delivered the very next day! Give them a well-deserved raise!”**
D. Lawless forwarded this suggestion/comment to the Director of Postal Services with the suggestion to make sure everyone is recognized for the good job that they are doing.

- “As I walk around campus (with my name badge), I am VERY often stopped by vehicle drivers who need directions to various bldgs or depts on campus. I realize that many offices are in transition of moving, but it would be so helpful and professional to post a campus map on a large sign at EACH entrance to the campus, similar to what many universities do. Please don’t wait for all offices to be moved or all bldgs to be built before this useful information is made available to our interested visitors! Thank you!”

D. Lawless sent an email to Ms. Sandy Williams, Director, Facilities Planning and Management and also to Mr. William Plate, Vice President for University Communication. Mr. Plate informed D. Lawless that the University is moving towards a wayfinding solution to direct visitors from the parking areas. A. Tanner shared that she recently went to the University of Kentucky and their Way find signs also include “Welcome to our tobacco free campus.” It was discussed if this should also be advertised on the campus maps, since we recently moved to a tobacco free campus. A. Tanner will forwarded this information onto Mr. Plate.

- There was previous concerns with the Cathcart Smith Science building, “The window-sills are rotted away and it is not aesthetically pleasing to visitors.”

D. Lawless spoke with Mr. Rein Mungo, Director, University Projects and Planning. It was shared this is part of the renovation project for the Smith Science building. The architect is currently working on the redesign of the building.

**New Business**

**Suggestion Boxes:**

- There was a suggestion in the Coastal Science Center, “Better communication about services impacting staff. Our drink machines have been inoperable for almost a month. I’ve called the number on the machine with no success. The bus driver mentioned the University is switching vendors. We don’t have access to the Cino or Einstein Brothers for quick food, those vending machines are all we have and no one is paying attention. It is common for staff in this building to work more than 10 hours in a day. Working vending machines should be available on a scale of days and not weeks.”

M. Crawford will forward this suggestion to Ms. Sandy Baldridge, Senior Manager, Contractual & Business Services.

**Web Page Comments:**

**Suggestion:**

- “I would like to recommend that the Dept. of Public Safety install an after hours courtesy phone. This phone should be located near the front entrance, be easily accessible and have proper signage indicating its purpose.

This phone would ring directly into the dispatch office x2177/x2911 in the event of a service need or emergency. Having this phone will allow everyone to know that "we are here" & police assistance is available.

This suggestion stems off the idea of always having a "lobby" after hours courtesy phone in our old location in the Atheneum Hall. It provided safety for the students & department staff.”

D. Lawless spoke with Chief Roper and shared that an intercom system for this purpose has been explored. There is also an existing emergency call station outside of the public safety building.
“Can the library increase its holdings of recent fiction books? HGTC has a great selection, yet CCU offers very little. Even E-book access to popular fiction would be nice.”

D. Lawless sent this suggestion to Dr. Barbara Burd, Dean of Library Services, and asked her to take this suggestion under advisement for future purchases.

“Spadoni Park Circle was previously closed at the beginning of the Student Center renovations. It has since reopened and causes confusion and back up since there is no easy way to turn around at the library end. Should this drive be closed again until the end of the Student Center renovations?”

D. Lawless forwarded this suggestion to Ms. Sandy Williams, Director Facilities Planning & Management. Ms. Williams suggested that Mr. Porter Medley also be consulted.

It was related by Mr. Medley that when the construction was originally planned, that segment of the road was going to be included in the fenced off portion of the construction zone. However, once the construction started, it was not. Initially, the road segment in front of Wheelwright auditorium was blocked off with orange cones, but due to daily vendor deliveries to the coffee shop in the library, and other deliveries to the library’s loading dock (Mail Services, etc.), the cones kept being moved and not being put back in place. Eventually, the cones were removed, and although the parking in that area can be awkward, it provides additional parking spaces. An informal inquiry of staff members who work in the buildings adjacent to those spaces has determined that they are utilized and appreciated.

“Why did the University get rid of the smoking gazebos?
I understand that we are a tobacco free campus as of August 1. Considering the initial expense of the gazebos, why remove them and spend more money on picnic tables with umbrellas?”

D. Lawless forwarded this to Stacie Bowie, Vice President and Chief Financial Officer, Finance & Administration.

Additional Discussion items by members:

- D. Lawless welcomed two new members to the Staff Advisory Council, Ms. Samantha Kite, from Financial Aid and Scholarships, and Ms. Allison Tanner, from Wheelwright Box office. Ms. Kite and Ms. Tanner replace the positions previously held by Ms. J. Marquet and Ms. J. Hawkins.

- D. Lawless shared materials regarding marketing for the Staff Advisory Council. Members discussed different ideas. It was asked for the next meeting each member bring a slogan/idea that could be possibly used to develop a marketing campaign.

- Robyn D. shared that it has been brought to her attention with the closing of Lot D and half of HH that parking for faculty/staff has decreased. At least 100 spaces have disappeared. It was suggested to make the other half of HH faculty/staff parking. D. Lawless will share this with Sandy Williams, Director Facilities Planning & Management.

  It was also mentioned recently there has been several expectant mothers working in Baxley Hall that have a far walk each day for parking. D. Lawless will talk with Ms. Amanda Craddock, Director of Admissions, regarding using the backside parking spots to reserve for expectant mothers.

Adjournment: The meeting was adjourned at 11:15 am.

Next Meeting: The next SAC meeting will be held September 11, 2014 in Edwards 164.