Staff Advisory Council
Minutes
Thursday, September 11, 2014 @ 10:30am
Edwards 164

Members Present: Matthew Crawford, Robyn Diven, Samantha Kite, Bertha Fladger, Lisa Dent, Bill Edmonds, Dan Lawless and Lisa Bernadyn

Members Absent: David Betsch, Judy Davis, Allison Tanner, Lynn Silver, Sandy Cannone, Melissa Todd, Kevin Bowers, Dana Booth

Approval of Minutes: A motion to accept the August 21, 2014 minutes was made by B. Edmonds and seconded M. Crawford. The minutes were approved by the members.

Old Business

Follow up discussion on the following items:

- Suggestion: “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.

  A. Tanner forwarded pictures of the Way find signs that she came across at the University of Kentucky to Mr. William Plate, Vice President for University Communication. A. Tanner listed several reasons why she found the signs very helpful. The first one being, it only showed the portion of the campus that you were in so if there were any updates to the map, every map on campus would not need to be updated. Second, the map included “Welcome to our tobacco free campus” since visitors would be using the map it would let them know we are tobacco free. Pictures of the maps were shared with council members.

  Mr. Plate shared they are looking into this, however, they are not at a point yet were anything is tangible to report. This is a goal for the campus to work on.

- 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 spoke with Ms. Sandy Baldridge, Senior Manager, Contractual & Business Services. M. Crawford shared Ms. Baldridge expressed that anytime there is a problem with any of the machines she can be contacted directly. Typically, Ms. Baldridge can have the matter handled within the day.
“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. D. Lawless received the following response from Ms. Bowie:

“The decision to remove and relocate the gazebos from campus came from a combination of data collected from the survey conducted by the University and the data collected regarding the upkeep and how other University’s handled switching to a Tobacco Free environment. Since the gazebos have been associated with smoking over the years on campus, the University felt that removing them would help with the transition to a Tobacco Free campus. The gazebos identified as being in the best condition were moved to the Hackler Golf Course to be utilized as weather shelters throughout the course. The remaining gazebos were removed from the campus and will be sold through the State Surplus system that follows the South Carolina Procurement regulations. The University also recognized that the employees and students would still like areas to sit outside, socialize, and enjoy their lunch. This was accomplished by placing picnic tables and umbrellas, many of which were already on hand for University use, in the areas previous occupied by the gazebos. The picnic tables and umbrellas are also easier to maintain and replace if they become damaged.”

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.

D. Lawless spoke with Ms. Williams, Director Facilities Planning & Management, and shared that no changes will happen with those particular lots. Ms. Williams related all of Lot C next to the Wall Building has now been designated for Faculty/staff. Ms. Williams believes there is an equal number of spots available in Lot C for Faculty/staff to help offset the impact of the other lots. Lot C will also become a gated parking lot.

Council members discussed the different parking lots on campus. It was suggested that the whole second row be assigned to Faculty/staff at the parking lot behind Kearns Hall. It was also asked if the first ten parking spaces behind The Scholars Academy can be designated staff parking. D. Lawless will forward these suggestions to Ms. Williams.

New Business

Suggestion Boxes:

- M. Crawford did not get the opportunity to check the suggestion boxes. This will be covered at the next meeting.

Web Page Comments:

Suggestion:

- “When ITS re-images a computer (or installs a new machine), could they institute a policy to re-install the printers (and previously requested software) that were previously on the staff member’s machine. Otherwise the staff have to fill out a second ticket and wait for the printers and required software to be installed causing a second delay in productivity.”
L. Dent will check with Gene Carlisle, Help Desk Manager, Information Technology Services.

• “ Noticed coming in to work this morning that a Trolley at EHFA was passed by vehicles behind it. When I went by the trolley (coming opposite direction) I looked at the back and the verbiage is not on the new Trolleys saying not to pass the stopped vehicle. We might need to check with Greg to see if we can get that back on the ones that no longer have that wording.”

D. Lawless will forward this suggestion to Greg Weisner, Directory of Safety & Transportation.

• “Preface: there may be something like already done but I am not aware of it.

I have heard that some businesses in Conway will decorate for football games. My suggestion piggy back’s on this and Teal Tuesday. In support of our athletes and university, I suggest we ask that any and all businesses, who want to participate, declare a Chanticleer Friday where it is encouraged that everyone in the area from Florence to Myrtle Beach wear something CCU-ish. It would be great if everyone and especially all businesses encouraged their employees to support by having the Friday dress code (where appropriate) be more of a dress down day as long as you are wearing Coastal gear of some sort. We do this here at the university but it would be cool if this was a county wide (or greater) ordeal instead of local to the campus. This way you could walk in to a law office, Realtor office, barber, Lowe’s, go out to dinner, etc. and see people supporting CCU.

This idea has been done in other parts of the county with wide success and it is a great way to get the surrounding community involved in CCU. If prominent people such as the president and/or head football coach make the public request and encourage that employers allow a dress down Friday with CCU gear, it would help generate enthusiasm, unity and support for the athletes that represent our university every week.”

L. Silver shared this suggestion with Eileen Soisson, Director of Service Excellence. This was also discussed with Human Resources and ultimately was forwarded to Ms. Soisson. Ms. Soisson had a meeting with Dr. DeCenzo and shared that this will be addressed within the near future. “Dr. DeCenzo is in favor of community outreach and creating the Feel the Teal culture throughout our local city. Thanks for sharing.”

• “I think CCU should consider making a sidewalk adjacent to the CMWS building (in front of the parking lot fence) to facilitate safer pedestrian travel between the CMWS and Coastal Science Center. Many staff (faculty and students, too!) travel between these buildings and a sidewalk would mean we could avoid walking in the sometimes soggy, ant hill riddled grass or busy road.”

D. Lawless will forward this suggestion to Sandy Williams, Director Facilities Planning & Management.

• “I took a Professionalism course and they stated that you should dress like your environment. As a college campus, could we try dressy jeans and nice shirts during the week. From what I have seen in all departments, we still look professional and don’t overpower the students with our suits, etc....”

D. Lawless will forward this suggestion to Human Resources.

• “Have Sign Shop update my "Always Use Crosswalk" sign at Founders Dr and 544 light to add Title 56 of the Code of Laws of SC re - jaywalking. Also, we install additional signs at UP and ask Monarch 544 and / Coastal Club to allow our signs at their exits. Each new SY, place flyers in students’ mailboxes informing them of State Laws and Regulations. Something tragic will happen again. Let me know outcome.”

D. Lawless will forward this suggestion to Sandy Williams, Director Facilities Planning & Management.
Additional Discussion items by members:

- D. Lawless shared materials regarding marketing for the Staff Advisory Council. Council members shared and discussed different slogans. It was decided, since some members were absent, D. Lawless will forward an email with the different slogans for everyone to view. It was suggested to place bookmarks/paper information next to the suggestion boxes. Electronic notifications was also discussed as an option. D. Lawless will contact the Marketing Department.

- It was noted that in our bylaws the meeting dates are listed incorrectly. The dates need to be changed from every third Tuesday to every third Thursday. D. Lawless will forward this to Kim Sherfesee, Director of Human Resources/EO Officer.

- B. Fladger expressed the need to have a marquee on 544 with Coastal Carolina University since this is a highly visible entrance.

Adjournment: The meeting was adjourned at 11:45 am.

Next Meeting: The next SAC meeting will be held October 2, 2014 in Edwards 164.