Staff Advisory Council
Minutes
Thursday, October 2, 2014 @ 10:30am
Edwards 164

Members Present: Matthew Crawford, Robyn Diven, Allison Tanner, Kevin Bowers, Melissa Todd, Lisa Dent, Samantha Kite, Sandra Cannone, Bertha Fladger, David Betsch, Dan Lawless and Lisa Bernadyn.

Members Absent: Bill Edmonds, Judy Davis, Lynn Silver, and Dana Booth

Approval of Minutes: A motion to accept the September 11, 2014 minutes was made by M. Crawford and seconded R. Diven. The minutes were approved by the members.

Old Business

Follow up discussion on the following items:

- 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 spoke with Gene Carlisle, Help Desk Manager Information Technology Services. L. Dent shared Mr. Carlisle stated “this is the policy and these are the standard operating procedures. If this is not happening Mr. Carlisle needs to be made aware of this.”

- “ 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.”

  After the last meeting D. Lawless was going to contact Greg Weisner, Director of Safety & Transportation, however, the next day D. Lawless noticed the Trolleys do have the wording on the bumpers.

- “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 forwarded this suggestion to Sandy Williams, Director Facilities Planning & Management. D. Lawless asked that this be taken into consideration for future planning. At the time of this meeting there was not a formal response.

- “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 reviewed the policy regarding the dress code that had been previously implemented. The policy can be found on Human Resources page, policy number PRES-108 http://www.coastal.edu/policies/pdf/pres-108%20jeans.pdf .
• “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 forwarded this suggestion to Sandy Williams, Director Facilities Planning & Management, for future planning purposes.

• “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 shared after the previous meeting, D. Lawless together with L. Bernadyn walked over to view the current signs. D. Lawless and L. Bernadyn then walked over to Sandy Williams, Director Facilities Planning & Management. The South Carolina Code of Laws was also reviewed. D. Lawless spoke with Chief Roper regarding this. D. Lawless asked Chief Roper if an email could be included to students regarding the jaywalking laws when emails go out from Public Safety. A follow up email was also sent by D. Lawless to Ms. Williams and Chief Roper asking them to take this into consideration for future planning purposes. D. Lawless was informed by Chief Roper that the last email that went out to students from Public Safety incorporated the jaywalking laws.

It was suggested by the Council if an alert can be put on the TV's regarding jaywalking and using crosswalks. S. Kite will forwarded this suggestion to Bill Plate, Vice President for University Communication.

• 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/EEO Officer.

Kim Sherfesee, Director of Human Resources/EEO Officer will update the bylaws.

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

D. Lawless spoke with Sandy Williams, Director Facilities Planning & Management. D. Lawless reported there are plans in the future to make a greater presence for 544.

New Business

Suggestion Boxes:

• There was a suggestion in the Wall suggestion box. “Change the aerators on all sink faucets back to standard ones. The water savers do not save water as you have to run the water 2 to 3 times longer to achieve a good rinse. This waste time which means productivity and promotes the skipping of hand washing.”

D. Lawless will forward this suggestion to Buddy Hendrick, Director, Facility Operations Planning and Management.

• There was a suggestion in the Singleton suggestion box. “This suggestion pertains to work orders & event setup. Is there a way to create a standard template for all of the largely used programming spaces on campus (IE., Prince Lawn, Edwards Courtyard, Johnson Auditorium, etc.) This template can be a blue print
of the area/space and can be downloaded off the forms page. A key could be created as well by facilities so they know what is being requested (IE., a picture of a rectangle represents a table; a picture of a tent represents a tent) I believe this would help both facilities and programming offices. Thanks! Have a fantastic Day!”

A. Tanner will forwarded this suggestion to Conference Services.

- There was a suggestion in the Singleton suggestion box. “There needs to be a yield or stop sign in the Kearns Hall parking lot (adjacent to the back of Wheelwright Auditorium). Cars that are circling around the parking lot looking for a parking spot are running into cars that are coming straight into the parking lot off of University Blvd. Also, students are walking off of the curb from behind the Library going to and from their cars are at risk of being hit. I am afraid someone is going to be injured. The stop sign or yield would slow down the cars.”

D. Lawless forwarded this suggestion to Sandy Williams, Director Facilities Planning & Management and David Roper, Chief of Police.

Web Page Comments:

Suggestion:

- “It would be great if the phone directory were audited. Often times numbers are no longer correct or names are listed last name first or first name last. For example Hackler Course has 3238 listed for several employees but when dialed it rings \"Alarm Payroll.\" Maybe Chant 411 could assist with the audit by collecting incorrect or inconsistent information.”

It is the responsibility of each employee to go in the directory and update their information. There is a link on the directory page to update your information.

- “We\'ve have several staff members computer ports become disabled due to possible malware. I understand the risks and reasons, but the communication from ITS on these issues is severely lacking. They do not inform staff the reason the internet is down and staff only find out upon filling out a ticket. There is no communication relayed from ITS as to when someone will scan the computer or how long staff will be without a computer or phone. I do not think the ITS staff \"Feel the Teal\". Communication is key and in this electronic age, the lack of communication from ITS is inexcusable. Perhaps our state computers need better virus protection or staff need communication on how to keep virus protection updated to prevent these issues.”

D. Lawless spoke with Abdallah Haddad, Chief Information & Technology Officer, regarding this suggestion. This suggestion was distributed to key members of the IT department. It was also suggested from the IT department to encourage employees if they have a problem with this please call the IT department. To address the concern effectively, it is beneficial to have as much detail on the problem as possible. D. Lawless will also forwarded this suggestion to John Hanna, Network Services Manager.

- “I would like to suggest that the Staff Advisory Council discuss the option of the LGBTQ community being a protected status on our campus. There are many faculty, staff, and students who identify as LGBTQ; this is an important matter.”

D. Lawless will gather additional information on this.
• “In regards to the ITS Helpdesk ticket reply system. It would be really helpful if the Faculty & Staff Support Reply Emails had a direct link in the body of the email to the ITS Helpdesk login screen, since we are supposed to reply through that way. [https://helpdesk.coastal.edu/tickets/](https://helpdesk.coastal.edu/tickets/) let me know if you need clarification on my suggestion. I apologize in advance if this has already been a suggestion in the past.”

L. Dent will forward this suggestion to Gene Carlisle, Help Desk Manager Information Technology Services.

• “It has been a year since those of us who are eligible for the compression raise have received their first installment. Is there any information on when we will receive our second installment? It would very much appreciated if the university would keep us up to date on the status of this.”

S. Cannone will forward this suggestion to Human Resources.

• “When there are lists of links on CCU’s website have them alphabetized or a consistent pattern. An example is: [http://www.coastal.edu/administration/facstaff/index.html](http://www.coastal.edu/administration/facstaff/index.html) Inside the box and the Administrative Services Links column are not in ABC order but the others on the same page are. These small variances make us appear \“thrown together\” and less professional.”

L. Dent will forward this suggestion to Anne Monk, Digital Content Manager Information Technology Services.

• Pink Slip: Can we change the color of the employee’s copy of the personnel action form (PAF) from pink to anything else? It creates a little anxiety to receive a "pink slip" from HREO when it’s just telling a staff person of their raise, change in title or supervisor, or some other innocuous action. For our staff in trades positions the pink slip remains a part of their professional lexicon even if CCU doesn’t terminate people that way. In reality these staff members may have been laid off or downsized before. A small change would make a big difference.

D. Lawless forwarded this suggestion to Wendy Singleton, Data Coordinator Human Resources & Equal Opportunity.

• “Employee Appreciation Day (in May): Has the focus of this event strayed a bit? Last year there seemed to be a great deal of time spent giving out awards. I heard chatter about how long it took. And, I question if some awards/recognition take away from the focus on those receiving the State Service Awards. The agenda for last year included:
  o State Service Awards
  o I Spy Recognitions
  o Chant Challenge Awards
  o Spring Bowling League Awards”

D. Lawless forwarded this suggestion to Lamonica Yates, Director Training & Development. Ms. Yates shared T&D has previously discussed changing the presentation dates for many of the faculty/staff employee engagement events (i.e. Chant Challenge, Bowling/Softball Leagues, etc.) to other dates. At this point, the State Service and possibly the I Spy recognitions will be the only presentations given on Employee Appreciation Day in May, 2015.
Additional Discussion items by members:

- D. Lawless shared he will contact Bill Plate, Vice President for University Communication, regarding the Staff Advisory Council’s slogans/marketing ideas.

- K. Bowers shared a student had reached out to him during a football game regarding no ATM machines located inside the football stadium. It was asked, if an ATM machine can be placed inside the football stadium to access cash for other vendors?

- It was asked, how does the University determine overtime? Working 37.5 hours but being paid on a 40 hour work week, when does overtime start?

  D. Lawless will ask Human Resources what the policy is for overtime. It was suggested that overtime be discussed during new employee orientation.

- It was suggested that different Stop lines on campus would benefit from a fresh coat of paint so they would be easier to see.

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

**Adjournment:** The meeting was adjourned at 12:00 pm.

**Next Meeting:** The next SAC meeting will be held October 23, 2014 in Edwards 164.