Staff Advisory Council
Minutes
Thursday, October 23, 2014 @ 10:30am
Edwards 164

Members Present: Matthew Crawford, Bertha Fladger, Judy Davis, Samantha Kite, David Betsch, Melissa Todd, Lynn Silver, Allison Tanner, Bill Edmonds, Kevin Bowers, Lisa Dent, Dan Lawless and Lisa Bernadyn.

Members Absent: Robyn Diven, Sandra Cannone and Dana Booth

Approval of Minutes: A motion to accept the October 2, 2014 minutes was made by M. Crawford and seconded B. Fladger. The minutes were approved by the members.

Old Business

Follow up discussion on the following items:

- Suggestion: “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 meeting with Chief Roper, it was determined that Chief Roper and Dr. Conner, Vice President Student Affairs, will offer educational training regarding jaywalking in the future.

  S. Kite spoke with Bill Plate, Vice President for University Communication, regarding putting an alert on the TV's regarding jaywalking. Ms. Kite shared that an alert was made for the TV's and shared a slide that will be displayed.

- 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 forwarded this suggestion to Buddy Hendrick, Director, Facility Operations Planning and Management, and asked him to take this request into consideration.

- 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 shared after speaking with Conference Services this is not something that they currently have incorporated into the system, however, they have been doing research over the past six months on software that provides this capability. Unfortunately, this is not in their budget. There is an annual fee for the software. Conference Services was considering approaching the different departments that may use this to see if a split cost can be done.
It was also suggested if there was a PDF map with a legend on it to assist in the setup of events, this could make it easier. A. Tanner will speak with Conference Services to compile a list of the top locations for events. This list can then be shared with Marketing and see if a PDF can be created.

- 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. Ms. Williams responded they will defer to Public Safety to determine if a sign needs to be put in place. Chief Roper shared currently this is being looked at.

- “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 information and take this to Administration.

- “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/ 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.”

Staff members that were eligible received an email from Human Resources regarding the compression raise.

- “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 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 shared she spoke with Anne Monk, Digital Content Manager Information Technology Services. Ms. Monk has also noticed this and was working on it to be in alphabetical order, unless it is a seniority order.

- 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 shared there is a University policy HREO 129, Minimum wage and Overtime Compensation. D. Lawless forward this suggestion to Lori Cox, Associate Director of Employee Relations and Benefit Services, and Vicky Gore, Senior Payroll Accountant, to see if this is currently included in new employee orientation, and if not could it be included?
• 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 discussed this suggestion with Chief Roper. D. Lawless shared he was informed there is a group that is currently looking at walking/traffic patterns, pedestrian and vehicular that may take this into consideration.

• “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 shared the following response from Sandy Williams, Director Facilities Planning & Management. “Please let the committee know that Rein Mungo, Director, University Projects and Planning, is looking into this to see if it is feasible. We are looking at the foot traffic in the area and some issues with making the right connections with the current sidewalks.”

• “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.”

S. Cannone followed up on this telephone number with Chuck Johns at the Hackler Golf Course. The number is 347-3238 (Not 349) like most of our numbers. It is still through HTC, not on Coastal’s service yet.

It is the responsibility of each employee to go in the directory and update their information. There is a link on the directory page that will assist with this.

• 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 Human Resources. It was shared the University will be moving towards electronic forms in the future. HR feels this will be addressed once the electronic form system takes place.

**New Business**

**Suggestion Boxes:**

• There was a suggestion in the Wall suggestion box. “Get the vending machines fixed.”

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

• 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?
M. Crawford will forward this suggestion to Sandra Baldridge, Senior Manager Contractual & Business Services.

**Web Page Comments:**

Suggestion:

- “When people at HTC Center finish their workout and pass through the exit electronic gate/arm when leaving gym, either have gym student workers pass-out an apple/orange to each person who just finished their workout to control output or place baskets at each exit electronic gate/arm for us to take a piece of fruit. This would align with the “LiveWell” initiative and be a pleasant surprise to those of us who workout! ARAMARK can donate for a good cause. Ask Campus Rec to start out with a soft opening and anticipate pleasant feedback from those who workout. The soft opening could happen on Friday, Saturday, Sunday (due to these days being less with those working out vs. the extremely high number of those working out Monday - Thursday. Please let me know outcome.”

L. Silver forwarded this suggestion to Jody Davis, Director, Campus Recreation, and received the following response. “Thanks for forwarding this to me. We already hand out fruit on some selected Friday's in spring semester. We have done this at time frames that we hit the most people. Obviously if we do this on an ongoing basis it would "kill" our budget. We will be doing something the first of the year and thanks for the suggestion.”

- “Is there any way to get permission for staff that bought Homecoming T-Shirts to get to wear them next Friday...the day before Homecoming?”

D. Lawless forwarded this suggestion to Dr. Dyer, Executive Vice President and Chief Operating Officer, and the following response was sent out to all staff. “President DeCenzo is very pleased with the school spirit being shown by employees for Homecoming and wishes to thank everyone for Feeling the Teal. Accordingly, he has approved the wearing of the official CCU 2014 Homecoming Week t-shirts during working hours on the judging days of the Homecoming competition – Tuesday and Wednesday of next week – and also on Friday, October 24, by employees who purchased these t-shirts. All other rules for attire still apply.”

**Additional Discussion items by members:**

- D. Lawless shared he did have the opportunity to talk with Bill Plate, Vice President for University Communication, regarding the Staff Advisory Council’s slogans. It was decided to go with, “Let’s make Coastal better...together.”

- D. Lawless asked if anyone would be able to work the Staff Advisory Council table at the Staff/Faculty Appreciation event in Blanton Park on October 24, 2014 from 1:00 to 3:00. Times were given to the individuals who are able to attend.

**Adjournment:** The meeting was adjourned at 11:00 am.

**Next Meeting:** The next SAC meeting will be held November 13, 2014 in Edwards 164.