Staff Advisory Council
Minutes
Thursday, December 4, 2014 @ 10:30am
Edwards 164

Members Present: Lisa Dent, Sandra Cannone, Bill Edmonds, David Betsch, Robyn Diven, Allison Tanner, Bertha Fladger and Dan Lawless.

Members Absent: Melissa Todd, Lynn Silver, Kevin Bowers, Samantha Kite, Matthew Crawford, Judy Davis and Lisa Bernadyn.

Approval of Minutes: A motion to accept the November 13, 2014 minutes was made by D. Betsch and seconded by Allison Tanner. The minutes were approved by the members.

Old Business
Follow up discussion on the following items:

- Suggestion: “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 (i.e. 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 (i.e. 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. Ms. 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.

  A. Tanner shared after speaking with Conference Services, the most used areas for setup are Prince Lawn, Blanton Lawn, Wall auditorium and the Recital hall. More recently, the upstairs Board room in Wall has been used. Ms. Tanner will share this information with Rob Wyeth, Director of Visual Image, University Communication, too inquire about creating PDF’s.

  A. Tanner shared after speaking with Rob Wyeth, Director of Visual Image, she was informed that she would obtain the blueprints from facilities. Ms. Tanner spoke with Sandra Hatcher, Administrative Assistant Facilities Planning & Management. Ms. Tanner reported all of the building blueprints are accessible by all faculty and staff with their login information using http://www.coastal.edu/administration/facilities/. There are no blueprints for the lawns available on the website. Ms. Hatcher will speak with Rein Mungo, Director University Projects and Planning and Martin Trosper, CADD Operator, regarding this. Once Ms. Tanner receives the blueprints for the lawn she will forward them to Mr. Wyeth.

- “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 shared he has done research on our Peer and Aspirants Institutions. For all of our Peer Institutions they either have a formal policy or something on their website stating that sexual orientation is a protected class. Mr. Lawless shared he has researched a number of the Aspirants Institutions and they have the same policies. Mr. Lawless has also spoken with Tim Meacham, University Counsel and will provide references to Mr. Meacham regarding this research.

- “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 reported there is now a direct link to the ITS Helpdesk login screen.

- “While working the SAC table, an individual from Payroll asked if staff pictures in Datatel could be updated every five years or so. Some staff members really don't look like their pictures because the picture on file is so outdated.”

D. Lawless has spoken with the ID office and shared the following information, “staff are able to get their photo updated at any time with no costs.”

D. Lawless spoke with the Director of Payroll and shared this is not a problem for payroll.

- “While at the game this weekend, several staff members who were also season ticket holders on the home side mentioned that they have issues with their seats and other people sitting in them on game day. I myself have experienced this issue twice this season. In one instance public safety was called. When these staff members pay for season tickets, they feel like they should be able to sit in the assigned seat for which they paid.”

This suggestion was forwarded to Michael Jacobs, Assistant Athletic Director/Ticket Sales and Revenue. Mr. Jacobs stated, “I appreciate you sending this suggestion. I want to let you know that I also want those that purchased the seats to be sitting in them. If you arrive at a game and someone is in your seat, there are red EPI and white event staff ushers located throughout the stadium to assist with this problem. Public Safety is also available, but our ushers’ red and white jackets are the first responders and are able to handle 99 percent of the seating problems. They are able to resolve the issue and get the correct seat holders in their seat and the other guests to the correct seat that are assigned. We continue to break attendance records which means we have new fans coming to our venue that have never been here before. Sometimes it is fans simply in the wrong area and sometimes it is fans looking for a better seat. Please do not hesitate to use the ushers as the problem gets bigger when someone arrives and someone else is in their seats. They move somewhere else and the problem perpetuates as they have moved to someone else’s seat. If you let me know the sections that you are referring to and where your seats are located I will let our ushers know so they can watch for issues and assisting customers with their assigned seats.”

During the meeting it was also shared there have been issues with player passes because these tickets do not have assigned seats. D. Lawless will share this additional information with Mr. Jacobs.

D. Lawless spoke with Mr. Jacobs and expressed the additional concerns with player passes. Mr. Lawless shared the best way to handle this situation would be to contact one of the event staff working the game so the situation can be resolved.

There was also concern that tickets had been given out that were held by someone else previously. Mr. Jacobs did not see how that can happen because the system will not allow them to give out two tickets.
• "In keeping with "Feel the Teal" it would be nice if the gated parking lots for faculty-staff would open the gates at 4:30 to allow students to park closer to the classes that they may have in the evenings."

D. Lawless did talk with Chief Roper regarding this suggestion and shared the gates are open at 5:00 after normal business hours for student parking.

It was also discussed that at night Public Safety will escort anyone to their car. A. Tanner spoke with Sara Peacock, Student Advocacy and Intervention Manager, and shared Ms. Peacock will share this information with Travis Overton, Dean of Students.

• “Can we make it a generic rule that shoes must be worn in doors on campus? I see more and more students without shoes coming in to our office. I would hope that we would not need "No Shoes, No Service" signs, but maybe something can be sent out as a reminder?”

A. Tanner contacted Dr. Conner on this issue. In addition, D. Lawless also followed up with Dr. Conner. Since this is a Health and Safety related matter, Mr. Lawless forwarded the suggestions to Stacie Bowie, Vice President and Chief Financial Officer. Ms. Bowie is following up with the Health and Safety department before providing a response.

• “I would like to suggest that students that are riding skateboards on campus should only be permitted to ride on sidewalks only. I have seen student riding in the middle of campus where golf carts are allowed to drive, zipping through parking lots behind parked cars and riding them through cross walks as well. The worst was when I saw a student crossing 544 on a skateboard at the cross walk. At least 2-3 times a week, I witness a student that is almost hit by doing at least one of the above. Thanks for taking the time to read this suggestion!”

D. Lawless spoke with Chief Roper regarding this suggestion. Chief Roper related that it would be hard to enforce this unless there was an officer posted everywhere. When they see a student doing something reckless they caution the student about that behavior.

D. Lawless forward this suggestion to Dr. Conner, Vice President, Student Affairs and Travis Overton, Dean of Students.

• “In an effort to support the endeavors of the "Sustain Coastal" and "Teal goes Green" University campaigns, I believe the University should provide the President with a more environmentally friendly vehicle other than a gas guzzling SUV. This would demonstrate a commitment to the campaigns from the head of the University.”

D. Lawless will forward this suggestion to Administration.

• “There should be a fence, barrier or something where the drainage pipes go under the roadway. I walk the campus almost every day at lunch and noticed some dangerous areas where there is sidewalk, about a foot of dirt and a steep drop to the water. It’s an accident waiting to happen with students and others walking, students on bicycles, everyone texting or on the phone. There are two spots that should be looked into. One is between Kingston Hall and parking lot HH. This seems to be the worst. The other side of the street is not as bad but should be looked at. The other area is just past the track on one side and the other side in between parking lots Q and R. They are not as bad as the one by Kingston. Thank you for looking into this.”

D. Lawless forwarded this suggestion to Sandy Williams, Director Facilities Planning & Management.
• “We need an informational sign(s) on campus to let student know of important events going on campus. They can be at the entrances, on the Prince Lawn, etc. These events should be regarding financial aid, FASFA dates, graduation application dates, graduation dates, advance registration dates, etc. Horry Georgetown Technical College has a very big sign when you drive in from the roundabout. It is very visible.”

D. Lawless forwarded this suggestion to Bill Plate, Vice President for University Communication.

• A. Tanner shared with the council that she has been in contact with Aramark to find out options for Staff/Faculty meal plans. Ms. Tanner shared the commuter plan is the only one that is offered, with no discount.

D. Lawless left a message for Jeff Stone, Food Service Director, asking to meet regarding this suggestion.

New Business

Suggestion Boxes: There was no suggestions in the suggestion boxes.

• Web Page Comments:

Suggestion:

• “Athletics should do a promotion to trade in USC or Clemson shirt for a CCU ticket, to engage community pride.

Establish a fund that faculty staff alumni etc. can help students with financial hardships get help in the form of money, food vouchers, etc.

A large outside pool on campus, wave pool or other fun features as a great wow factor for prospective students, athletic recruits, rest relaxation for current students.”

This suggestion will be divided into three parts: D. Lawless will take the first part of the suggestion. D. Lawless will summarize the middle section of the suggestion. B. Fladger will take the last part of the suggestion.

• “The wireless internet connection on campus needs serious renovations. CCU students in dorms, faculty, and staff (especially on social media) complain about the lack of wireless internet. With all the renovations, this needs to be a serious consideration for our University.”

L. Dent will forward this suggestion to Abdallah Haddad, Chief Information & Technology Officer, and also ask about guest access to the wireless internet connection.

• “Today while in the student dining area in CINO, I saw students with no shoes on. I have noticed this growing trend. Is there any way we can have signs placed at least in the dining area for students to wear shoes?”

This suggestion ties in with a previous suggestion that has been sent to Stacie Bowie, Vice President and Chief Financial Officer.
“I recently parked in the large lot behind Kingston Hall for a meeting I had in that building. I was amazed at how many cars fill that lot, almost all the way to Hwy 501. I was lucky to find a spot about halfway. However, I had to count the aisles and light posts to be sure I found my car later! I spoke with others who do the same thing. Is there a possibility to add Section and Row signs to the light posts to help identify locations? (Similar to those in large retail parking lots) I think it would look welcoming, especially if the sign included Chauncey (as portrayed on this page with him pointing). I realize I would still need to remember what section I parked in -- but it would be better than facing a sea of cars with no clues. Thanks for considering this!”

S. Cannone will forwarded this suggestion to the appropriate department.

Additional Discussion items by members:

Adjournment: The meeting was adjourned at 11:30 am.

Next Meeting: The next SAC meeting will be held January 9, 2015 in Edwards 101.