Members Present: Matthew Crawford, Lynn Brock, Sandra Hatcher, Kevin Bowers, Misti Williams, Shane Tay, Lisa Bellamy, Bill Edmonds, Tukonya Vereen, Cameron Mott, Jim Streicher, Derek Doss, David Betsch, Diane Wilson, Dan Lawless and Lisa Bernadyn.

Members Absent:

Approval of Minutes: A motion to accept the August 6, 2015 minutes was made by Matthew Crawford and seconded by Sandy Hatcher. The minutes were approved by the members.

Old Business

Follow up discussion on the following items:

- Suggestion:

- S. Tay shared he was asked to inquire about the following concerns regarding the new graduate tuition policy for staff members:

  D. Lawless shared the following responses after speaking with Stacie Bowie, Vice President and Chief Financial Officer.

  1. Staff that are currently enrolled in classes feel they should have been grandfathered in with the old policy. – “The new policy is for classes taken beginning Fall 2015. Any classes taken before Fall 2015 do not fall under the policy. The policy was introduced at a time when they could make a decision to drop if they are currently enrolled.”

     *It was asked to obtain more clarification in regards to people that have already started the program and are a few credits short, would they fall under the new policy?

     D. Lawless shared after speaking with Stacie Bowie, Vice President and Chief Financial Officer, individuals that already started the program may remain under the old policy. The difference between the old policy and the new policy, the old policy would cover up to $5,000.00. The new policy will pay for all the courses. Brand new people coming into the system would fall under the new policy. Individuals that are in a degree program that could be covered under the new policy had the option to choose the old policy or move to the new policy.

- “Willingly feed all facility night workers, whether it be Hicks, Chick-Fila, etc. If takes energy to keep this place clean, it takes food and drink to give us energy. Help us help you.”

  D. Lawless forwarded this suggestion to Rein Mungo, Interim Director of Facilities.

- “Please change the lock on door where refrigerator is kept so that all staff and faculty can access their food before and after business hours.”
D. Lawless spoke with Dr. Ennis, Dean Vice President of Academic Outreach Edwards College of Humanities & Fine Arts, and the lock had already been removed.

- “It was brought to my attention today by a co-worker that our bathroom entry doors in Baxley Hall are no handicap accessible. A few days ago my co-worker had to assist a gentlemen in the men's room who was in a wheelchair to exit the men's room. He was knocking on the bathroom door trying to get help to get out while she was on her way into the ladies room. I am so glad she was there at that time. I would hate to think this man was stuck in the bathroom because we do not have automatic doors for him to get out. Thank you for your time and consideration.”

S. Hatcher reported these particular bathrooms cannot have an automatic door on them. An automatic door will stay open for a certain amount of time and then exposes the people that are already inside the bathroom. Ms. Hatcher submitted a work order to check the door closure to see if it needs an adjustment. As preventative maintenance it will be looked at to add this to work orders so they can check the door pressure periodically.

D. Lawless shared this suggestion with Wendy Woodsby, Disabilities Coordinator, and also left a message for Sallie Clarkson, Associate Provost for Academic Administration.

- D. Lawless also shared that the vending machines for carbonated drinks has increased in price to $1.25. Mr. Lawless talked to Sandra Baldridge-Adrian, Director Contractual and Business Services, and was informed the additional cost will cover to equip the most used drink machines on campus with WIFI and card readers for purchases. Mr. Lawless will follow up with Ms. Baldridge-Adrian regarding if the price of water and juice will also be $1.25.

D. Lawless shared if it is a 20 ounce drink the price will move from $1.00 to $1.25.

**New Business**

**Suggestion Boxes:**

- Suggestion: This suggestion was in Baxley Hall. “Since we are moving towards being more customer friendly, wouldn’t it be easier for students to drop a class on their own (electronically) without having to get a paper form? Other institutions, such as HGTC, allow this. We need to evolve as we move forward and grow as a university.”

D. Lawless shared students are able to drop online during the free add/drop period during the first full week of the semester. Students can drop electronically during this time as long as they have no holds pending on their account that would prevent registration activities. Allowing dropping after this week has been considered and we will take this under advisement.

- This suggestion was in Baxley Hall. “The stop light walk signal at Baxley Hall needs to have the timing adjusted. The walk signal lights up and while you still have the walk signal the light turns green and the cars don’t look. The light at the chapel is correct, the light should not turn green while the walk signal is on.”

S. Hatcher reported the following after speaking with Rein Mungo, Interim Director of Facilities Planning & Management. “We have the IDC in place for Castles Engineering for the design of two additional crosswalks at the traffic lights on UB at Chanticleer Dr. East & West. They will also look at the signal timing and synchronization for the three (3) traffic signals. The traffic lights will have a semester mode
and holiday mode for traffic flow. They should have the drawings for us to look at by the end of this week.”

- This suggestion was in Baxley Hall. “Get rid of all frats especially TKE and get rid of the tent.”

  D. Lawless will forward this suggestion to the Dean of Students.

- This suggestion was in Baxley Hall. “The BAM (Be a Man) slogan is very sexist and should not be worn by our athletes.”

  S. Tay will forward this suggestion to Matthew Hogue, Director of Athletics.

- This suggestion was in Baxley Hall. “Coastal Carolina staff worker a 5.000 CLR.”

  The council was not sure what this suggestion was stating and no action was taken upon it. If this is still a concern, the submitter is asked to clarify what his/her concern was and resubmit.

- This suggestion came from a suggestion box. “Please get better toilet paper holders so people quit stealing all the rolls and taking them to their dorms.”

  S. Hatcher shared the following after speaking with Buddy Hendrick, Director of Operations and Barbara Scott, Custodial Services Superintendent, in regards to the tissue holders. “They were aware of the tissue theft. Some tissue holders are provided by the company that furnish the tissue paper. Tissue holders are locked when filled but have been opened by someone inserting a key (any key) to open it. Some of these type holders were replaced with a new holder that requires inserting a different type of object to open it. This has eliminated some of the theft but even some of these have been compromised. Barbara will have crew leaders to keep a check on this and Facilities will replace as needed.”

- This suggestion was in the Wall building. “Buses need to run 24 hours, tired of walking to dorms at night.”

  D. Lawless will forward this suggestion.

- **Web Page Comments:**

  - **Suggestion:** “I believe the University planned on including a 2% pay increase in this year's budget for raises for employees thinking that it was going to be part of the State budget. Since the state is not doing a percentage increase, only giving an $800 bonus to FTE state employees making less than $100,000 and that is being paid for by surplus state funds, does the University have any plans on giving a raise anyway since it was originally put in the university budget?”

    D. Lawless reached out to Staci Bowie, Vice President and Chief Financial Officer, and shared the following response. “We did not include a pay increase in the budget. We did include funds required to pay the $800 bonus. The state only pays the $800 for state funded FTE employees, which are only 187 people. We will not be giving any general increases this year.”

  - “Please educate staff as to what they should do if they have a grievance with the supervisor. Also, consider implementing an evaluation process where supervisees evaluate their supervisor.”

    L. Bellamy shared the following response from Lori Cox, Associate Director of Employee Relations and Benefit Services, “The topic of a 360 degree evaluation has been discussed previously. This is the process
by which an employee evaluates his or her supervisor. Currently, there are no plans to adopt such a program. If an employee of the university has issues with their supervisor they should follow their departmental chain of command, first speaking with their supervisor direct if the situation allows. Then speaking with the supervisor’s supervisor. The employee always has the option to contact HR.”

- “The Office of the Provost announced (through email) that CCU will be extending office hours on Tuesday and Thursdays until 7pm in certain locations (Admissions, Financial Aid, Student Accounts, Housing, Registrar, etc.). Several staff members have expressed concern with safety, as most offices will be working with a skeleton crew for those extended hours. How is the University intending to ensure safety for these staff members during this time period in and out of the offices, especially with limited parking, perhaps leaving and walking in separate directions to cars parked in isolated areas after normal business hours?”

D. Lawless forwarded this suggestion to Dr. Byington, Provost and Executive Vice President. Dr. Byington shared this with Chief Roper, Director of Public Safety. For security concerns, at any time on campus if someone does not feel safe they may contact Public Safety for a secured escort to and from their vehicle. Mr. Lawless also spoke with the other directors in Baxley Hall and shared each office will have two staff members working during the extended hours for security. Mr. Lawless shared that individuals working in the Registrar’s office are permitted to move their vehicle closer to the building when the 8:00 to 4:30 shift ends, as more parking is available at that time.

- “Please offer a training session on FERPA. Most staff members that I know have never had any formal FERPA training, and the official websites are dense and confusing. It would be helpful to have examples of scenarios that would be impacted by FERPA regulations, clarifying what we are and are not allowed to say and do.”

Two FERPA trainings have been scheduled for this semester, September 23, 2015 and November 18, 2015. You may register for the trainings at www.coastal.edu/traininganddevelopment under training opportunities. D. Lawless also stated if anyone has any FERPA questions they may contact him as well.

**Additional Discussion items by members:**

- C. Mott was asked by a co-worker to inquire about a previous suggestion of changing parking spaces behind the Scholar’s Academy to faculty/staff parking.

D. Lawless explained this was asked for last year and was not able to be granted after the Parking Committee reviewed the parking and foot traffic on campus.

- M. Williams shared some of the advisors wanted to know if the date when students are dropped for non-attendance can be moved to the first week of the free add/drop period? This way students who are waiting for a class that is closed would be able to get into that class.

D. Lawless shared that the cancellation for non-attendance process is conducted for financial aid purposes. The date of the cancellation is set when it is so that each class has an opportunity to meet at least once before the instructors report. Students are able to regain entry into a class they were dropped from by obtaining a Special Permission form with the appropriate signatures.

- **Adjournment:** The meeting was adjourned at 11:15.

**Next Meeting:** The next SAC meeting will be held September 17, 2015 in Edwards 164.