Members Present: Misti Williams, Tukonya Vereen, Diane Wilson, Shane Tay, Derek Doss, Bill Edmonds, Lisa Bellamy, Cameron Mott, Lynne Brock, Sandra Hatcher, Dan Lawless and Lisa Bernadyn.

Members Absent: David Betsch, Jim Streicher and Kevin Bowers.

Approval of Minutes: A motion to accept the October 29, 2015 minutes was made by Shane Tay and seconded by Tukonya Vereen. The minutes were approved by the members.

Old Business

Follow up discussion on the following items:

Suggestion:

• “Parking at Baxley Hall for staff is horrible, I thought there were supposed to be some reserved spots for staff in GG. When is this going to occur?”

D. Lawless pulled the previous email regarding this suggestion last year and resent it to Rein Mungo regarding the 23 spaces behind Baxley Hall and Scholar’s Academy.

D. Lawless shared after speaking to Mr. Mungo he was informed to contact Dr. Byington, Provost and Executive Vice President, regarding these parking spaces. Mr. Lawless will reach out to Dr. Byington.

• “We notice a change on the 2016 Holiday Calendar. Instead of receiving Memorial Day, we are receiving Election Day. While we understand that Election Day is very important, the polls are open before and after regular work hours. Memorial Day is a National Holiday to honor those that have given so much for our freedom. CCU’s Veteran group recently received a National Honor recognizing efforts made for CCU student veterans, such as free parking and handicapped parking for student veterans that are unable to get a handicap tag from DMV. Taking this holiday from Coastal Carolina University is not in line with what the university is advocating for our veterans. College of Charleston and Winthrop University are both recognizing Memorial Day. We hope that the university will reconsider the decision.”

L. Bellamy shared the following response from Kim Sherfesee, Director of Human Resources/EEO Officer. “Thank you for your feedback. Based on our interpretation of state regulation, CCU will be closed on Election Day in 2016. Since the state limits the observation of holidays to 13 per year, CCU will use Presidents’ Day to cover Election Day. This seems to be an appropriate substitution since it is a general election year.

Based on the way the calendar falls next December and our planned holiday observance schedule, CCU would have to reopen on Friday, December 30, 2016. In an effort to provide employees with an uninterrupted break period, the decision was made to observe the Memorial Day holiday on December 30th. The Office of Campus Life and Student Engagement will collaborate with student organizations to assess the feasibility of offering an event in observance of Memorial Day.”

• “Our office was relocated to the Atlantic Center because of Singleton being renovated. My question is if it is possible to have a walking trail/path created so we can walk during lunch? I now walk on the highway because there is not any sidewalks and with delivery trucks using the road I feel like I am constantly
having to watch and thus not an enjoyable walk. This would be wonderful if something could be created on this side of campus.”

D. Lawless shared the following response from Rein Mungo, Interim Director of Facilities Planning & Management. “There are a couple of places that staff can walk during lunch. There is actually a fenced in area behind Atlantic Hall that is used for intramurals/soccer that can be utilized. Also, right across the street is the intramural field that can be utilized. In a few weeks we will have sod in place as well in the Athletic/Intramural field beside the tennis complex that can be utilized as well. As for any other walking paths, the businesses out there own the property and with any liability issues I kind of doubt they are going to allow any walking paths around their buildings etc. Hopefully, the spaces mentioned will work. Thanks.”

- “The signage on the one way entrances and exits at the E parking lot (Student Union) and G parking lot (Kearns) need to be improved. The arrows on the pavement have also faded so much that they cannot be seen or the placement of the arrows cannot be clearly seen. People exit the G parking lot incorrectly. People driving the incorrect way can possibly create a dangerous situation.”

D. Lawless shared the following response from Rein Mungo, Interim Director of Facilities Planning & Management. “During the Thanksgiving week I will have someone take a look at it.”

The council also suggested not gating the lot but just gating the exit would be a good idea since the writing on the pavement is hard to see.

- “I work on the second floor in Baxley Hall we are having a problem with a loud, high pitched, whistling noise coming from the ceiling. It usually starts in the afternoon. We have contacted the facilities office previously and they have come over to fix it to no avail. This is really starting to affect our ability to concentrate and even the students are starting to make comments. Please Help Us!”

D. Lawless shared a contractor would be by next Wednesday to look at moving the fan that is making all the noise in the office. The work will probably have to be accomplished during the Christmas break when the office is closed.

New Business

Suggestion Boxes:

- Suggestion: This suggestion was in the Wall building. “Bathrooms on 1st floor smell so bad all the time, even after janitor is in there. Sometimes trash is not taken out or clean good even after she leaves. I pass her on the way out! I try to hold it to next building or go to the other floor where Chinese girl work. Her bathroom smell so clean and fresh all the time. Make no sense.”

Buddy Hendrick, Director of Facility Operations, shared “the Wall building is one of the busiest buildings on campus and the first floor receives a high amount of traffic. The first shift custodial staff in this building works 7:00 to 3:30, once the shift ends this restroom is not addressed again till the next morning. Once the bathroom is cleaned the custodial worker does not have the time to go back and clean the bathroom for a second time. Depending on what time you go in the restroom that area may or may not have been already cleaned.”

- This suggestion was in Facilities. “I think it would be a great idea for custodians to work from 6:30-3:00 year round. Having the extra time in the morning is wonderful.”
This suggestion was shared with Buddy Hendrick, Director of Facility Operations.

- This suggestion was in the Wall building. “Open Hicks 24/7.”
  
  D. Lawless will forward this suggestion to Jeff Stone, Resident District Manager Food Services/Aramark.

- This suggestion was in Baxley Hall. “Please install guttering on Baxley Hall. With the frequent rains (heavy) the rain literally pours off of the roof and soaks our feet and legs. Thank you for considering this suggestion.”
  
  D. Lawless will forward this suggestion to Rein Mungo, Interim Director of Facilities Planning & Management.

- **Web Page Comments:**

  Suggestion: “CeTeal used to be a place to host training on programs such as the Office Suite. However, lately it seems they are more focused on Faculty themed instruction. I would like to suggest a Staff training for use of software such as Microsoft Office.”
  
  D. Lawless will forward this suggestion to Training, Development and Service Excellence.

- “In the October 8, 2015 minutes it stated that the third year payout of the compression study could still be awarded if we meet retention rates. The .5% we received in January 2015 was tied to the retention rate. I don’t recall that the 2012 Salary Compression Study on the Human Resources Workplace/Compensation Tab on Coastal’s website ever stated that it was based on student retention rate. I thought salary compression studies were done to ensure that the salaries at Coastal are keeping up with area standards. Has that changed?”
  
  D. Lawless shared the following response from Kim Sherfesse, Director of Human Resources/EEO Officer.
  “Thank you for your inquiry. To date, staff salary studies conducted are initiated and funded directly by Coastal Carolina University (CCU). The focus on retention is paramount in ensuring our students have a positive educational experience at CCU. Student retention also provides the funding necessary to pay for compression adjustments.

  The compression payout was not guaranteed. Eligible employees were notified of that in previously issued payout notices. The funding must be authorized and released by the Board of Trustees (BOT). In this case, the BOT specified that the compression payout had to come from retention and required goals set had to be met. Since this year’s goal was not met, the funding could not be authorized or released for this purpose. The retention goal for this year was 68%. As of October 2015, the actual retention rate was 64.7%. It is anticipated that year 3 will be paid out in the future, provided the student retention goal is met and funding authorized.

  It should be noted that the State of South Carolina did mandate that CCU provide eligible FTE (slotted) employees with $800.00 bonuses which were paid out at the end of October 2015. Although the state provided a small amount of funding to support the unanticipated bonus mandate, the majority of funds had to come from institutional resources.”

- “Why does it take University Communication so long to get back with you on some of the simplest request; they are not Feeling the Teal at all. I have requested feedback/mock up drawing at the end of the last spring semester and requested, again, this semester. I did receive an email back saying I would get
something back very shortly, overall, it will be 8 months and I still have not received anything back from my request.

Someone needs to take a look at all of their outstanding request and get someone within their office and higher administration to get on them; if some of their workers cannot handle the work then they need to be reevaluated on their position.”

D. Lawless forwarded this suggestion to Bill Plate, Vice President for University Communication, and Rob Wyeth, Senior Director of Creative Services.

- “How and why are custodial staff moved around to other buildings or shifts instead of addressing the problems of substandard performance? It seems they are continuing to be paid to disappear, are found sleeping in restrooms - with pillows, watching videos or listening to music and not even being scheduled correctly, causing a few great ones to do the majority of the work and a lot of needless overtime by most who won’t do their job. There seems to be no set standard or simple guidelines to follow them. Something needs to change.”

D. Lawless shared the following response from Buddy Hendrick, Director of Facility Operations. “Substandard performance is addressed, we have some substandard performance now. Sometimes staff are moved for the type of infraction that is mentioned on this form. If Facilities Operations is made of an issue the issue is addressed. Sometimes staff are moved to another building because they are a better fit for that particular building. They are not always moved due to a discipline issue. Sometimes circumstances dictate the placement of staff.”

- “With the Fall semester coming to an end soon, when will the necessary departments on campus be informed if the Tues/Thurs. late night hours will continue through the Spring semester?”

D. Lawless shared the following response from Dr. Byington, Provost and Executive Vice President. “My intention is to maintain those hours. I appreciate the efforts of all involved.”

- “I find it almost offensive that one of our recruiters has a year's worth of travel expenses listed at almost double the salary of most of our staff members. The article, published in THE STATE newspaper on 11/7/15, states that "the highest non-Clemson travel spender [in the state]" was one of our admissions staff (international recruiting). Listed at $66,095. This and the recent news of embezzlement is a hard pill to swallow in the midst of being told that we won't get the 3rd payout of the compression due to retention.”

D. Lawless will forward this suggestion to Darla Domke-Damonte, Associate Provost for Global Initiatives.

- “The external employment policy feels a little like invasion of privacy. The SC state law only mandates dual enrollment, from what I've read. Is there some rationale behind requiring us to report external employment? If I want to get a second job for the Holidays, am I required to report that, and why? What business is it of CCU's what I do after 5:00?”

L. Bellamy shared the following response from Meredith Canady, Deputy Compliance Officer. “Coastal Carolina University, a state agency, is subject to the laws, regulations, mandates, and policies of the State of South Carolina. Our State Human Resource Regulations state that an agency may adopt policies and procedures for “the approval and regulation of jobs held by employees outside of State government...[and that] such policies shall be in accordance with law and the policies of the Budget and Control Board.” (State Human resource Regulations, 19-701.07)

The Department of Administration, formerly the Budget and Control Board, provides policy and procedures for outside employment and business activity which Coastal Carolina has adopted. The policy states that the Executive Director may order cessation of the employment if that employment creates the
appearance of impropriety to the public or where the employment interferes with the employee’s ability to perform his or her job satisfactorily (South Carolina Department of Administration, Outside Employment or Business Activity Policy, July 2015).

We chose to adopt this policy as a way to safeguard our employees and the institution, while allowing outside employment opportunities for all faculty and staff. When and if an employee chooses to engage in outside employment, the Outside Employment Form must be completed and submitted through the proper channels. Our objective in knowing which outside ventures our employees are pursuing is to ensure that there is no conflict of interest, improper use of University property and/or time, and no impropriety to the people of the State of South Carolina. If you have additional questions regarding this policy, please contact the Office of University Compliance at compliance@coastal.edu. Thank you!”

- Additional Discussion items by members:

With regards to the recent concerns received by the Council about custodial services, member Bill Edmonds suggested extending an invitation to Mr. Buddy Hendrick, Director of Facility Operations, to attend our meeting. Mr. Hendrick accepted the invitation, and provided the Council with a greater understanding of the scope of their operations and the challenges they face.

He related that:
- When he is made aware of a concern, he does his best to address the problem quickly and rectify it. He will go to the building and see for himself what is occurring.
- As far as comments coming in regarding custodial staff watching movies or sleeping, Mr. Hendrick explained each custodial worker is entitled to have a break and if this occurs during their break this is acceptable. Everyone in first shift takes a break between 9:45 to 10:00 and takes lunch 11:30 to 12:30 and the other part of the crew goes 12:00 to 1:00.
- In the Wall building some of the bathrooms are in need of updating. Mr. Hendrick has contracted someone to come in and do a deep cleaning of the bathroom floors. Most of the deep cleaning such as wiping down the baseboards and waxing floors are done during holiday breaks.
- Anytime there is a problem, please contact Facilities and they will do their best to bring the building up to par.
  - There is a call center for facilities and a work order can also be completed to address a problem.
  - Also, on back of the bathroom doors there is a number to call that goes to Stacie Bowie, Vice President and Chief Financial Officer.

An additional suggestion was made by the Council that facilities could look into having an additional number posted that would go directly to facilities.

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

Next Meeting: The next SAC meeting will be held December 10, 2015 in Edwards 164.