Members Present: Jim Streicher, Cameron Mott, Shametra Graves, Lee Carter, Sandi Hatcher, Debbie Burch, Shane Tay, Dee Braswell, Diane Wilson, Tukonya Vereen, Dan Lawless and Lisa Bernadyn.

Members Absent: Derek Doss, Lynn Fox, Kerry Lord and Lisa Bellamy.

Approval of Minutes: A motion to accept the August 25, 2016 minutes was made by Debbie Burch and seconded by Dianne Wilson. The minutes were approved by the members.

Old Business

Follow up discussion on the following items:

Suggestion:

- “That the university provide “This call may be recorded for quality assurance” to all or departments that frequently deal with angry people. That way there is no question as to the quality of the phone call. It is really the only way that employees can feel secure.”

J. Streicher reported the following information after his conversation from Abdallah Haddad, Chief Information & Technology Officer. “This may be more of a policy question for the administration as to whether or not we would want to implement this as a university. He suggested that we should go in that direction for feedback, as ITS could not implement something like this without the administrations direction to do so.”

D. Lawless will address this with Dr. Byington, Provost and Executive Vice President, and President DeCenzo.

D. Lawless sent an email to President DeCenzo on behalf of the council, asking that the feasibility of such a system be considered by the Executive Council. Mr. Lawless also volunteered that the Staff Advisory Council would be happy to assist that process in any way.

D. Lawless reported there has not been a formal response.

D. Lawless reported the Executive Council is taking this suggestion under review.

D. Lawless reported the most recent update from President DeCenzo confirmed this is currently under discussion. The Council determined to not continue to carry this item forward on future agendas until there is a formal response received from the Executive Council.

- “As a fairly new staff member, I am interested in moving forward with a master’s degree. When I attempt to find the policy regarding compensation, I cannot find anything other than the tuition waiver/reimbursement policy. Since appropriate approval is required for these programs, will compensation follow and what is that policy? Some of my colleagues have mentioned that it comes with a salary increase. Thank you for your time.”

D. Lawless spoke to Kim Sherfessee, Director of Human Resources/EOO Officer, regarding this suggestion. It was reported at this time there are a number of policies that are being worked on. There is not a formal response at present time.
D. Lawless reported after speaking with Kim Sherfesee we are still waiting for a formal response.

D. Lawless shared the following response from Kim Sherfesee, “Receipt of an advanced degree does not automatically result in a salary increase. HREO is currently updating the Compensation Plan policy. We will be glad to provide more detailed information when the policy is finalized.”

*D. Lawless reported the policy is not finalized at this time.*

- “Is it possible to get a Lost and Found lock box put in the main hallway outside those offices for after hours, weekend and out-of-the-office drops? Many times I have come back from the weekend or a meeting to find keys hanging on my door or a phone propped up on the floor. A box in the hallway outside the suite near my office would be very helpful. Of course, larger items could not be put in there. Thank you!”

D. Lawless will address this suggestion with the appropriate department.

D. Lawless did address this suggestion with Rein Mungo, Director Facilities Planning & Management. Mr. Mungo responded he would need to know where the box would need to be installed and approval of each Dean for the buildings.

After discussion among the council members it was determined D. Braswell will speak to Chief Roper regarding a lock box being installed outside of Public Safety.

D. Braswell reported after speaking with Chief Roper it would be best keeping the current Lost and Found places as is. When items come in from Lost and Found Public Safety documents those items and has a 24/7 dispatch number to utilize for pick-up.

D. Braswell will contact University Communication regarding a sign that can be posted at each Lost and Found location with Public Safety’s contact information.

D. Braswell reported after speaking with Del Altman, Building Operations Manager for Facilities Planning and Management, and Rob Wyeth, Senior Director of Creative Services, a uniformed sign will be placed at the lost and found drop off locations. The sign should address that if it is after hours to please call Dispatch 843-349-2177. Ms. Braswell also reported receiving an email this morning with the following information, “The implementation of the system in all campus buildings will be reviewed very soon.”

*D. Braswell reported Del Altman and Rob Wyeth are currently working on this.*

- “I have heard several people discuss how unappealing our hold music is and in experiencing it myself, I would have to agree. I watched a video that was posted on FB by Coastal Carolina Chanticleers on the National Championship reactions. In the background of the video, you hear the instrumental version of Rooster. This song is played at many of our home games. My suggestion would be to replace the current music with this instrumental version. This would really represent our University.”

D. Lawless will address this suggestion with Phillip Powell, Chair of the Music department.

D. Lawless reported after speaking with Dr. Powell and the ITS department the President’s Council has requested the alma mater be played at this time. Mr. Lawless will check the status of the hold music for the future.
D. Lawless will address this suggestion with President DeCenzo and inquire about the plans for future hold music.

D. Lawless reported the hold music has been changed and will showcase the Art’s department at Coastal.

- “The new look to the CCU web page is great. However, I find the search engine is inadequate. When searching for a specific department page it doesn’t pull up what you need. For example, if you type Student Accounts into the search bar the first search link is the CCU Contact Us page. There is no link to the actual Student Accounts page. I find this with the Registrars page and many other departments as well. I just recently searched family weekend for a parent and found links to previous years. I have also received concerns from students and parents with the same issues. Thank you for looking into this problem.”

J. Streicher reported ITS has been working with Google to resolve this issue. Mr. Streicher will check on the status of this.

D. Lawless will also address this suggestion with Bill Plate, Vice President for University Communication.

J. Streicher reported the search engine is now working. Mr. Streicher shared there is some indexing/clean up to be done in terms of some old PDF’s that populate and they will continue to work on that as we move forward.

D. Lawless also reported from Bill Plate there was a team of people working to fix this and have resolved the search engine issue.

- “All faculty/staff parking lots should be gated because when you only gate a few close to the buildings, it pushes faulty/staff that do not want to pay for parking into other faculty/staff lots that do not require paid parking; which in turn, pushes additional faculty/staff into general parking that otherwise would have been glad to pay for parking if their lot was gated. I pay for a parking permit and do not work near the gated lots, but always like to know I can find a parking place when I go to meetings in these buildings. Also, this would alleviate students parking in these spaces entirely if all lots were gated. At other universities, faculty/staff know they must pay for parking, and it is not an issue. Parking close to buildings is a premium and the price gradually reduces the farther you are away from buildings.”

D. Lawless will forward this suggestion to the appropriate department. Mr. Lawless will also ask what the long term parking plan is for the campus regarding gated versus non-gated lots.

D. Lawless reported he spoke with Rein Mungo, Director Facilities Planning & Management. Mr. Mungo is not aware of any new plans regarding gated lots.

Mr. Lawless also sent this suggestion to Dr. Byington, Provost and Executive Vice President, and asked if there are any future plans for gated lots or will they be on an as needed basis?

- “The Red Cross is always in desperate need for blood and they travel to our campus periodically (every 56 days). In an effort to promote and increase awareness for this need, it would be great to offer faculty/staff four hours vacation time when they choose to give blood on campus. This would also foster community support within our campus community reflective to the community in which we live. The power of positive impact is priceless. Another agency that has used this incentive for over 20 years is Horry County Government and it has been extremely successful.”

D. Lawless will address this suggestion with the appropriate department.

D. Lawless shared the following response from Kim Sherfesee, Director of Human Resources/EEO Officer. “Coastal Carolina University (CCU) does allow employees to participate in blood drives held on campus during their work hours (without reporting leave or going into a leave without pay status).
State regulation does allow employees in leave eligible positions to participate in blood drives held off-campus. An interested employee must notify his/her supervisor of the scheduled donation and the amount of time needed for the donation as far in advance as may be practicable. The supervisor may deny the request if the absence would create an extraordinary burden on CCU. In addition, the supervisor may, as a condition of approving the request, require the employee to provide documentation of the donation. Time taken to participate in an off-campus blood drive does not have to be made up by the employee, nor does sick or annual leave need to be utilized."

- “Painting the campus community teal is a great way to show our spirit! Areas that could be incorporated in this would be the lines on the roads for the crosswalks, parking spaces and anywhere white painting occurs. Another idea is to add the Chanticleer head on the roadways on campus similar to the way Clemson University uses the tiger paws on the highway to the entrance of the university.”

  D. Lawless will address this suggestion with President DeCenzo.

  D. Lawless reported this suggestion was sent to President DeCenzo to discuss with the President’s Council if they deem it is appropriate.

- “Why are we charged for everything that Facilities does for the University? Two instances are below:
  (1) If they hang something, they charge by the hour.
  (2) Keys that are requested are being charged whether they are brand new or old.
  Facilities has a budget just like everyone else, so it doesn't make sense.”

  D. Lawless will address this suggestion with Stacie Bowie, Vice President and Chief Financial Officer, and Sallie Clarkson, Associate Provost for Academic Administration. Mr. Lawless will also ask if when requesting the budgets if charges can be posted of the fees/charges for the upcoming year to adequately prepare.

  D. Lawless reported he did meet with Stacie Bowie regarding this suggestion. Mr. Lawless will gather more information on fees/charges and provide Ms. Bowie with the findings.

  S. Hatcher shared facilities can provide a detailed report from SchoolDude and show what charges, labor or material was provided for the fees.

- “Why aren't all departments required to list their professors on WebAdvisor prior to registration? My child is taking classes and should be able to pick her professor. I realize that TBA has to be used in certain circumstances, but it should never be used for a whole department. The math department is the worst.”

  D. Lawless reported this suggestion was shared with Dr. Solazzo, Chair/Professor of Mathematics & Statistics. Mr. Lawless will also forward this to Dr. Roberts, Dean/Vice President for Research and Emerging Initiatives, and ask Dr. Byington, Provost and Executive Vice President, to discuss this at Dean’s Council.

  D. Lawless addressed this suggestion with Dr. Beard, Associate Provost/Assessment and Accreditation. Dr. Beard is also the Chair of the Associate Dean’s Council, the council meets every two weeks. Dr. Beard will bring this up at their next meeting so the Associate Deans are all aware of it and can look into any potential issues within their departments.

  Dr. Byington did respond that with Teaching Associates those are delayed and get TBA’s as they happen a little later.

New Business
Suggestion Boxes:

Suggestion:

- “Law enforcement needs to patrol the parking lots on the interior of campus better. The students’ park anywhere they want and do not care. They spend all of their time in the back of the 501 lot!”

D. Lawless reported he spoke with Chief Roper regarding parking on campus. It was reported during the first week of classes Public Safety has an amnesty program and they only give out warnings. There were over 900 warning tickets given out the first week of classes. After the first week of classes there were 1,652 tickets written. Public Safety is out patrolling parking lots and giving tickets when needed.

- The Council received a concern regarding customer service, which was then related to the Director of the department involved. The Council wishes to remind everyone that the suggestion process should not be used for this purpose, and if you have a concern with a particular department, please address the concern directly with the Director of the department.

Web Page Comments:

Suggestion:

- “Why do we get charged for keys to our own offices? If we have to be charged, I can almost understand getting charged for new keys. I disagree when charged for an old used key. How many times can Facilities charge for the same cut key? It sounds fishy to me.”

This suggestion will fall under a previous suggestion regarding fees and charge backs that D. Lawless is currently working on with Stacy Bowie.

- “My concern is the parking on campus. As a staff member, students are parking in staff parking and the visitor lot in front of Baxley Hall. I have watched these students park and walk to class, I have watched them come back with food and get in their cars and leave. Is there a way that we can have a full time security office in this parking lot to monitor who parks there? When staff comes in later in the morning than the rest of the staff you cannot find a parking place because students are parked in our spots. Maybe, it should start with students in UP and The Cove, must use the shuttle and have the lots gated until a certain time of the day. Thank you”

Please see the above suggestion and response.

- “I work in an office that is open Tuesday/Thursday until 7:00pm. Several students have come in and while conducting transactions I realized they were not aware we are open until 7:00pm for their convenience. I know that we sent an email at the beginning of the semester informing them of the evening hours however, I believe it would be beneficial to our students if we included this information in the Student Activities weekly email. The information included should be the offices affected and the times they are open on Tuesday and Thursday. Thank you.”

D. Wilson reported Katie Angulo, Administrative Assistant Office of Student Life, can post this information in the Student Activities Weekly notification that is sent out.

D. Lawless will send an email to Ms. Angulo with the list of offices that participate in the Tuesday/Thursday hours. Mr. Lawless will also send an email to the students as a reminder of the evening hours.
“As a faculty/staff member I have noticed that the students have been parking in our lots, where parking is limited as it is. I have also witnessed as I was sitting outside for lunch public safety officers drive through these lots on numerous occasions and not issue any tickets. This is very frustrating because if no tickets are issued the students will continue to park in these spots with no repercussions. I understand Public Safety has many responsibilities but, I feel like this is one that should warrant some attention. Thank you.”

Please see the above suggestion and response.

Additional Discussion items by members:

- D. Lawless shared with the council the plans for a Faculty/Staff house within walking distance of campus. Dr. John Navin, Professor of History, will serve as the committee’s chair. Mr. Lawless and Jim Streicher will also serve on the committee on behalf of the Staff Advisory. Mr. Lawless asked if any other members on the council are interested in participating in this committee and it was determined Lynn Fox will also participate.

- D. Lawless asked that the council continue to review the Strategic Plan, specifically 5.3.5. Mr. Lawless asked each council member to be prepared at the next meeting with suggestions and ideas on how Staff Advisory can improve/strengthen their advocacy role.

Adjournment: The meeting was adjourned at 11:30.

Next Meeting: The next SAC meeting will be held October 6, 2016 in Edwards 101.