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

Members Absent: Derek Doss and Shane Tay.

Approval of Minutes: A motion to accept the September 15, 2016 minutes was made by Lisa Bellamy and seconded by Jim Streicher. The minutes were approved by the members.

Old Business

Follow up discussion on the following items:

Suggestion:

• “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 Sherfesee, Director of Human Resources/EEO 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.

D. Braswell reported Del Altman is waiting for Communications to proceed.

- “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.

D. 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?

D. Lawless reported there are no plans for more gated parking lots at this time. As new buildings and changes occur on campus it will be taken into consideration at that time.

- “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.
D. Lawless will draft a letter to Stacie Bowie, Vice President and Chief Financial Officer. Items to be included are the increased costs associated with the printing of business cards, letterhead and envelopes, and why charge-back costs include the cost of an employee’s time.

- “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 Stacie Bowie.

S. Hatcher will address this suggestion with Kevin Bowers, Lock/Key Control Supervisor.

- “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.

D. Lawless sent this information to Ms. Angulo, Administrative Assistant for Office of Student Life, and April Betsch, Director of Chant 411.

**New Business**

**Suggestion Boxes:**

Suggestion:

There were no suggestions in the suggestion boxes.

**Web Page Comments:**

Suggestion:

- “The afternoon car rider line at the Scholar’s Academy is blocking traffic everyday around 2pm on the side of Baxley hall near parking lot GG. Shuttles, delivery trucks, students, bikers, pedestrians, and everyone use that area as a thruway. Allowing those parents to block one long lane of traffic makes it a very dangerous situation. I came head on head with a shuttle and had to back completely out of the lane because the shuttle driver thought the space was big enough for us to squeeze through. Can we ask the school to not allow parents to block traffic or come up with an alternate space for them to wait for students?”

D. Lawless did address this suggestion with Dr. Byington, Provost and Executive Vice President. Mr. Lawless asked Dr. Byington to please look at this and see if there are any potential solutions.

- “The new teal and black signs for each of the buildings on campus look really fantastic! Is there a reason that the Coastal Science Center doesn’t have one? Newer buildings such as Science Annex 2 and the
S. Hatcher will address this suggestion with Facilities and Bill Plate, Vice President for University Communication.

Two other suggestions were discussed:
- Plants need to be smaller in size so they do not block the number on the building’s sign.
- The crosswalk behind Edwards and Arcadia no longer has a sign posted saying stop for pedestrians.

Ms. Hatcher will also address both of these concerns.

- “When the flags are at half-staff in the roundabout, I think an email to everyone about why would be appropriate. The flags were at half-staff last week, went back up and then down again this week. If it's important enough to be lowered, it's important enough to inform the people at the University. Thank you.”

This was previously addressed in the June 25, 2015 minutes. There is a website www.gs.sc.gov/GS/GS-flags-status.phtm (State House Flag Status) that shows when and why the flags are lowered.

D. Braswell will also address this with Chief David Roper, Director of Public Safety, regarding it being posted on Public Safety’s page.

- “From a student: Please have the bathrooms in the new buildings done differently than what we have now. I'm a rather small student, but I still have issues with space when I go into a stall. The toilet covers should be over the toilet (except in the handicapped stall). The other items should be on the same side of the stall. Right now you have some items on the right and some on the left. The stall started off at being around 30 inches but the stuff installed makes it around 22 inches in the smaller stalls. The Wall is really bad. Please consider this request. It would help.”

D. Lawless will address this suggestion with Sallie Clarkson, Associate Provost for Academic Administration.

- “The Faculty/Staff Directory needs some attention. There are multiple listings for "Edwards College of Humanities and Fine Arts." There are listings for both "Office of Student Life" and "Student Life." There is listings for "Admissions", "Office of Admissions and Merit Awards" and "Admissions and Merit Awards." It seems to me there is an inconsistency in whether or not "Office of" precedes a functional area or department. Also, there are very few academic departments with listings that precede "Department of." These inconsistencies in the Faculty/Staff Directory make it quite confusing and time consuming. Also, consider organizing the listings in the form of the Organizational Chart instead of alphabetically. Or perhaps have both views as an end user option.”

L. Bellamy did forward this suggestion to Belinda Pope, Associate Director of Human Resource Operations.

D. Lawless will also address this suggestion with Bill Plate, Vice President for University Communication, Abdallah Haddad, Chief Information & Technology Officer, and Belinda Pope.

It was also discussed that when you put in a request on the form's page with ITS, the buildings are not updated.

J. Streicher will address this with Fadi Baroody, Director Administrative Computing Services.
• “From a couple of students: How does the Wall 108 student computer lab run out of ink all the time? Several times this semester I wasn’t able to print because of one reason or another. There should always be back-up cartridges for the printer. The next closest printer is the Library when all my classes are in the Wall Building. It’s a poorly run lab that is also locked when it should be open.”

D. Lawless did forward this suggestion to Abdallah Haddad, Chief Information & Technology Officer.

Additional Discussion items by members:

• 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.

• D. Lawless reminded everyone to make your voice heard and fill out the survey regarding the Faculty/Staff house.

• A suggestion was made to inquire about the increase in price of the new two sided business cards, note pads and letterhead. The question was asked, can the business cards only be one sided if a department chooses and can the cards be ordered in 100 increments?

D. Lawless will address this suggestion with Bill Plate, Vice President for University Communication. Mr. Lawless will also address this with Dean Hudson, Director of Procurement Services, regarding the state contracts.

Adjournment: The meeting was adjourned at 11:30.

Next Meeting: The next SAC meeting will be held November 17, 2016 in Edwards 164.