
Members Absent: Derek Doss and Lynn Fox.

Approval of Minutes: A motion to accept the October 27, 2016 minutes was made by Tukonya Vereen and seconded by Lisa Bellamy. The minutes were approved by the members.

Old Business

Follow up discussion on the following items:

- “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.

- “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 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.

*D. Braswell will follow up with Del Altman and Dan Lawless will follow up with Bill Plate, Vice President for University Communication.*

- “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.

*D. Lawless did send a letter to Stacie Bowie regarding this 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 Stacie Bowie.

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

*S. Hatcher reported this will be addressed with another suggestion that was previously submitted to Stacie Bowie.*
• “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 tennis complex have gotten the new signage - why is Coastal Science Center left out? Many faculty/staff who work in that building already feel as though they are slightly cut off from main campus, and the lack of a sign in the style the rest of the campus has just exacerbates that feeling.”

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.

S. Hatcher reported the other side of 501 is partly under the county and it needs to be approved by the county before any new signs go up. When the committee put up new signs it was determined the current signs were suitable at that time.

Ms. Hatcher also reported facilities did look at the plants in front of the buildings and signs. Currently, none of the plants are blocking the signs or building numbers.

The crosswalk behind Edwards and Arcadia currently has a sign posted for pedestrians.

• “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.

D. Braswell reported, why are flags at half-staff is on Public Safety’s website. It is listed under additional information and links under South Carolina information.

• “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.

D. Lawless sent this suggestion to Sallie Clarkson and Rein Mungo. Mr. Mungo said they will keep this suggestion in mind for future planning.
“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.

_D. Lawless reported Bill Plate will look into the directory set up and work along with HR to rectify some of the issues._

_J. Streicher reported the system is pulled from the help desk ticket system and this will be cleaned up as we move forward._

New Business

Suggestion Boxes:

Suggestion:

“Do Better.”

Web Page Comments:

Suggestion:

- “Does a staff member have the right to see their personnel record that is kept on file in HR and also their personnel record that is kept within their department upon their request? If personnel files are kept within a department who should be allowed to have access to those files."

L. Bellamy reported, employees may access their personnel files in HR anytime by appointment. Files that are kept in departments are not considered official personnel files. Ms. Bellamy also shared there is some wording regarding personnel files from the old policies that will be listed on the Employee Resource Guide.

- “I think it would be a good idea if next year there is an acknowledgement of veteran students, faculty and staff. Perhaps set up prior to Veteran’s Day where any veteran submits a picture from the time, dates served and branch of service. Then either print in the college newspaper or magazine.”

D. Lawless will address this suggestion with Dr. DeCenzo.

- “Why does CCU offer events to Faculty & Staff but provide no direction on how to attend? For example, the Annual Holiday Park Lighting starts at 4:30 on a Thursday (Dec 1). Those offices which serve students are open until 7 pm. How is staff supposed to attend during office hours? How are we supposed to choose
who goes to this event and who stays behind? Seems like the top should send out direction for these types of events...”

D. Lawless spoke with Shawn Sease, Director Special Events, regarding this suggestion. Ms. Sease explained because it gets dark so early the start time has been adjusted to accommodate this.

Mr. Lawless will also address how to determine who is able to attend when an office is open with administration.

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.

  The council will form a subset committee to work on the Strategic Plan. Lynn Fox, Lee Carter, Cameron Mott, Shametra Graves and Dan Lawless will serve on this committee.

- 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.

  *D. Lawless reported after speaking with Rob Wyeth, Senior Director of Creative Services, the cost of business cards will be brought down dramatically. You will also have the option of having the old style or new style business card printed and old style or new style of letterhead printed. Communications is currently working on a price list to be posted on their website. Below are the current prices for business cards.*

<table>
<thead>
<tr>
<th>Old style business cards</th>
<th>New Style business cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>250 - $20.00</td>
<td>1500 - $70.00</td>
</tr>
<tr>
<td>500 - $30.00</td>
<td></td>
</tr>
<tr>
<td>1000 - $50.00</td>
<td></td>
</tr>
<tr>
<td>1500 - $70.00</td>
<td></td>
</tr>
</tbody>
</table>

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

**Next Meeting:** The next SAC meeting will be held December 8, 2016 in Edwards 164.