Members Present: Cameron Mott, Shametra Graves, Lynn Fox, Lisa Bellamy, Dee Braswell, Diane Wilson, Debbie Burch, Derek Doss, Shane Tay, Kerry Lord, Sandi Hatcher, Lee Carter, Dan Lawless and Lisa Bernadyn.

Members Absent: Tukonya Vereen and Jim Streicher.

Approval of Minutes: A motion to accept the December 8, 2016 minutes was made by Debbie Burch and seconded by Shane Tay. 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.”

Dan 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.

Dan Lawless reported after speaking with Kim Sherfesee we are still waiting for a formal response.

Dan 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.”

Dan 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!”

Dan Lawless will address this suggestion with the appropriate department.

Dan 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 Dee Braswell will speak to Chief Roper regarding a lock box being installed outside of Public Safety.
Dee 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.

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

Dee 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.”

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

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

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

Dee Braswell reported at this time, it is under review to see what department will pay for the funding of the boxes.

Dan Lawless will address the funding of the boxes with Stacie Bowie, Vice President and Chief Financial Officer.

Dan Lawless reported Stacie Bowie, Vice President and Chief Financial Officer, will approve the funding of the boxes to be taken out of the Sign shop’s budget. Mr. Lawless will follow up with an email to Ms. Bowie and in return Ms. Bowie will give the approval to Rein Mungo, Director Facilities Planning & Management, and the Sign shop.

- “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.”

Dan 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.

Dan 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.

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

Dan 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.

Dan Lawless did send a letter to Stacie Bowie regarding this suggestion.
Dan Lawless reported he has not received a response from Stacie Bowie, Vice President and Chief Financial Officer.

Dan Lawless reported after speaking with Stacie Bowie, Vice President and Chief Financial Officer, Ms. Bowie will work on getting an answer to the Staff Advisory Council.

- “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 Dan Lawless is currently working on with Stacie Bowie.

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

Sandra 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.”

Sandra 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.

Sandra Hatcher will also address both of these concerns.

Sandra 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.

Dan Lawless will ask facilities to have the pedestrian crosswalk signage on the ground in front of the crosswalk at Edwards and Arcadia.

Dan Lawless reported Stacie Bowie, Vice President and Chief Financial Officer, will approve the funding of the pedestrian crosswalk signage on the ground in front of the crosswalk at Edwards and Arcadia. Ms. Bowie will have this come out of the Sign shop’s budget.

- “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.”
Dan Lawless will address this suggestion with Dr. DeCenzo, University President.

Dan Lawless reported he spoke with Shawn Sease, Director of Special Events. Ms. Sease will mark this on her calendar and touch base with Mr. Lawless in the summer to see about planning an event on campus.

Mr. Lawless also spoke with Bill Plate, Vice President for University Communication, regarding this suggestion. Mr. Plate will keep this suggestion in mind for future planning.

**New Business**

**Suggestion Boxes:**

Suggestion:

- “I think it is great that CCU is growing. However, we need to build a building that is strictly for classrooms, not earmarked for other stuff. The students are why we are here. Buildings keep getting used up for other things. CCU can’t grow without enough class rooms.”

Dan Lawless will forward this suggestion to Dr. DeCenzo, University President, and Dr. Byington, Provost and Executive Vice President.

- “Professional staff members would like to attend commencement exercises. Why can’t we attend without having a ticket?

Faculty members are always recognized during commencement. Why is there no recognition/thanks given to acknowledge professional staff at commencement?”

Dan Lawless will address the suggestion at the next commencement meeting regarding tickets for professional staff.

Dan Lawless verified that professional staff were included and recognized in the President’s speech at the most recent commencement ceremony. Mr. Lawless will forward this suggestion to Dr. Byington, Provost and Executive Vice President, to make sure professional staff continue to be recognized at the commencement ceremony.

**Web Page Comments:**

Suggestion:

- “I am inquiring as to what happened to the remaining balance of the third installment of the slotted salary study that was initiated in 2013. Per the letter I received in August 2013, the administration intended to phase in the salary increases over a three-year period. It is now the fourth year and we have heard nothing about the remaining balance of the third year.

Last year, the administration tried to tie it to retention, but my letter says nothing about that. It does say that the University cannot guarantee the second and third year of the program because of the uncertain financial future due to the economic situation that our State and Nation are experiencing at this time. However, it is expected that your total salary will increase over the three-year period.

The University is doing well; attendance has increased, and projects are moving forward. Why is it that we have not heard anything about the remaining balance on the last installment? It was the same situation last year; no one mentioned it until someone wrote to the Staff Advisory Council. Thank you.”
Dan Lawless shared the following response from Kim Sherfesee, Director of Human Resources/EEO Officer. “The administration is aware of the unpaid portion of the study and that it will be a topic discussed and the resulting decisions communicated after final enrollment data for Spring 2017 is collected.”

- “In December 2015, a partial payment of the 3rd year of the 2012 staff salary compression was made to those employees who were eligible for a pay increase through that staff salary compression. Does the University have any plans to pay out the remaining balance for that 3rd year?”

Dan Lawless shared the following response from Kim Sherfesee, Director of Human Resources/EEO Officer. “The administration is aware of the unpaid portion of the study and that it will be a topic discussed and the resulting decisions communicated after final enrollment data for Spring 2017 is collected.”

- “I was dismayed to hear of the state’s plan to increase the contribution into the state pension system by state workers an additional .5% effective July 1, 2017. There is also talk about no pay increase for state workers for FY17-18 by the state. This might not bother the higher paid employees here at Coastal, but it definitely affects those of us at the lower income level. Does the University plan on a pay increase next year so we at least don't go backwards in pay?”

Dan Lawless shared the following response from Kim Sherfesee, Director of Human Resources/EEO Officer. “The administration is aware of the increase to the retirement contribution effective July 1, 2017 and its impact on employees' net take home pay. As the University prepares for the FY2017 budget, information will be provided by the State on any intended pay raises for employees. As of this time no official information has been communicated. Until CCU receives the official communication regarding the State's position on pay increases for FY17/18 (if any) as well as projected Fall 2017 enrollment information, no further analysis can be conducted.”

- “Is it possible for staff members to get an email copy of faculty senate minutes, and other relevant emails such as reminders from the Registrar's Office? Many staff members teach courses and will receive these emails the semesters they teach but not during semesters that they do not teach. Administrative and professional staff who work with faculty may benefit from this information. At the very least, is there a way to "opt in" to a list, since not everyone may want more email?”

Dan Lawless stated the capability to “opt in” for emails is not something the University currently has. Mr. Lawless shared faculty senate minutes can be found online at www.coastal.edu/academics/facultysenate/. Mr. Lawless also stated the Registrar’s office is trying to be cognizant about sending out notifications and reminder emails for upcoming events.

Additional Discussion items by members:

- Lynn Fox shared she is currently working with Stephanie Cassavaugh, Director of Sponsored Programs and Research Services, regarding any grants that may be available for homeless students on campus. Ms. Fox will keep Staff Advisory Council members updated on the progress.

- Faculty/Staff parking hours will change with the start of the new semester. The gates will now open at 4:45 each day to help with guests and volunteers that may be coming on campus.

Adjournment: The meeting was adjourned at 11:00.

Next Meeting: The next SAC meeting will be held January 26, 2017 in Edwards 164.