Members Present: Jim Streicher, Dee Braswell, Lisa Bellamy, Sandi Hatcher, Shametra Graves, Lee Carter, Shane Tay, Diane Wilson, Lynn Fox and Dan Lawless.

Members Absent: Tukonya Vereen, Cameron Mott, Diane Wilson, Debbie Burch, Derek Doss and Kerry Lord.

Approval of Minutes: A motion to accept the January 5, 2017 minutes was made by Lisa Bellamy and seconded by Lynn Fox. 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.

 Dan Lawless reported he has been given a rough draft of the policy from Kim Sherfesee, Director of Human Resources/EEO Officer. After discussion among Council members, it was determined Mr. Lawless will ask Dr. DeCenzo, University President, about adding a retroactive clause in the policy.

- “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.

*Dan Lawless has sent the email to Stacie Bowie, Vice President and Chief Financial Officer.*

*Dee Braswell will contact Rob Wyeth, Senior Director of Creative Services, regarding the signage and also inform him that it will be charged to the Sign shop’s budget.*

- “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.

- “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.

Dan Lawless did 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.
Dan Lawless reported the next commencement meeting will be occurring in about two weeks and he will address this suggestion at that time. Mr. Lawless did forward this suggestion to Dr. Byington, Provost and Executive Vice President.

**New Business**

**Suggestion Boxes:**

Suggestion:

- “I feel that merit based raises would benefit the University. Currently, when there is an increase everyone receives that same percentage. If raises were based off of your work performance and tied into the EPMS this would allow the employees who work hard and deserve more to be rewarded. The way the system is set up you can have one employee who produces excellent work receive the same as an employee who does what they need to just get by. The only way an employee receives a raise now that is not state issued is if they switch departments for the increase. An employee shouldn’t have to switch departments for an increase, they should be rewarded for their work.”

Lisa Bellamy will address this suggestion with Kim Sherfesee, Director of Human Resources/EEO Officer.

**Web Page Comments:**

Suggestion:

- “As a follow up to my last inquiry, I was told Administration stated that the slotted staff salary study is linked to student retention. I reviewed my initial letter and did not see anything stating such. (See below.)

- The slotted staff salary study undertaken by Human Resources and Organizational Development is complete and has been reviewed and approved by University administration. The methodology used in the salary study has been documented and is available on-line at HERO workplace.

- The administration intends to phase in the salary increases over a three year period, with forty percent (46%) of the proposed increase being paid in the first year.

- 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 increase will be $___ over the three year period.

I then went to the HR link to review the study on-line. I read all 14 pages and again, did not see anything indicating that the increases are tied to retention (see below).

- Slotted Staff Salary Study 2013

- What is the plan payout period?

- The expected compression amount will be funded incrementally over a period of three (3) years.

- [http://www.coastal.edu/intranet/hreo/workplace/2012_staff_salary_study.pdf](http://www.coastal.edu/intranet/hreo/workplace/2012_staff_salary_study.pdf)

If this salary compression was truly tied to student retention (which has increased), then why wasn’t that clarified in the initial letter that everyone received or in last year’s letter? This is a big deal to those of us who go the extra mile and are appreciative of having a job here at CCU. Why do we (those that are
affected by this) have to follow up with this each year? If we didn’t write to the Staff Advisory Council, no one would have followed up on our behalf.

Many thanks to the council for their diligence in this matter.”

Dan Lawless reported 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 keep hearing across campus that the Salary Compression from 2012 for slotted employees is tied to student retention. I don’t understand why the administration keeps saying that it’s tied to student retention which I know is up. Nowhere in my letter or on the Human Resources link to the salary compression does it state that it is tied to student retention. I do understand that funding might not be there, thus why the 3rd year was not paid out in its entirety. Is there a plan to payout the remainder of the 3rd year?”

Dan Lawless reported 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 feel like the Hours of Operation for University Recreation could be laid out a lot cleaner on their webpage: http://www.coastal.edu/recreation/facilities/ . It looks jumbled and is hard to read. I think it could be broken out by Facility to make it easier to reference.”

Jim Streicher will address this suggestion with the appropriate person.

Additional Discussion items by members:

- Dan Lawless shared information with council members regarding the plans for the University Club. Mr. Lawless explained that he had conferred with Dr. John Navin (who is representing Faculty Senate on this exploratory committee) and they are both in agreement that the campus wide survey results determined that employees are looking for a more robust facility than what the location under consideration can offer. With the current plan, the master bedroom will be used for visiting guest(s), potentially at the same time that staff and faculty events would be held, which significantly limits the capabilities of what could be held there. The council then took a vote and a motion was made to pass on this particular facility and instead request that a more appropriate facility be sought in the future. Mr. Lawless and Dr. Navin were scheduled to meet with the Provost the next morning about the University Club, at which time they would share their mutual concerns.

- Lee Carter contacted Eileen Soisson, Executive Director Training, Development and Service Excellence, regarding the SWOT analysis that she has completed for Feel the Teal. Ms. Soisson will attend the next Staff Advisory Council meeting to speak with the council.

- Dan Lawless shared updates with the Council regarding the progress of the Strategic Plan subcommittee.

Adjournment: The meeting was adjourned at 11:00.

Next Meeting: The next SAC meeting will be held February 16, 2017 in Edwards 164.