Staff Advisory Council
Minutes
Thursday, March 9, 2017 @ 10:30am
Dawsey Conference Room

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

Members Absent: Jim Streicher, Lee Carter and Derek Doss.

Approval of Minutes: A motion to accept the February 16, 2017 minutes was made by Cameron Mott and seconded by Tukonya Vereen. 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.

Dan Lawless did send an email to Dr. DeCenzo, University President, regarding the policy and shared the concerns of the Council members.

Dan Lawless reported, Dr. DeCenzo will forward this suggestion to the President’s Executive Council.

• “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.

Dee Braswell shared she spoke with Rob Wyeth, Senior Director of Creative Services, regarding the signage. Dan Lawless will follow up with Mr. Wyeth.

Dan Lawless will contact Rob Wyeth, Senior Director of Creative Services.

- “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.

Dan Lawless will send a follow up email to Stacie Bowie, Vice President and Chief Financial Officer.

Dan Lawless did send an email to Stacie Bowie, Vice President and Chief Financial Officer. Mr. Lawless is waiting for the formal response.

- “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.

- “Could the visitor parking spaces be repainted to say "Visitor Parking - pass required" or something similar? Visitors to campus are unaware that they need a parking pass. I don't think they would have to go very far before someone could tell them were to secure a pass. If not an employee or student perhaps the person/office they are visiting. Perhaps the visitor spaces in front of Baxley Hall could say "Admissions Visitors Only" since they are reserved for families on tours? I believe Admissions supplies visitors using those spaces with the passes.”

Dan Lawless will address this suggestion with Dr. Byington, Provost and Executive Vice President.

Dan Lawless shared the following response from Dr. Byington, Provost and Executive Vice President.

“While I appreciate this concern, this does not seem necessary and Visitor Parking should be clear.”

- “I would like to suggest that we resort back to the previous method of using the purchase card by our admins here at CCU. I know that we have put into place a process to help protect from misuse of the card
but it is so much more time consuming by each admin to go into the system and upload receipts for someone else's card and add comments to the purpose of the transaction. It would be like you using your credit card and then I would have to get your invoice and receipt or TA and upload those into the system and then make the comments on purpose of the charges. I believe that the system worked before but one bad apple has caused panic within the University. Unless the University has seen a large amount of misuse with the system, I just don't see the cause for adding steps into the p-card program here at our University. Thanks”

Sandi Hatcher will address this suggestion with the appropriate department.

_Sandi Hatcher shared the following response from Dean Hudson, Director of Procurement Services._

“Procurement Services was directed to revise the p-card program so that there would be three separate individuals involved in the purchase and review process for each p-card account – the cardholder, a liaison, and a budget officer. With respect to uploading receipts, the software program, which is provided by the p-card vendor for administration of the program, is somewhat limited with respect to assigning various roles and duties. So due to their present assigned role in the system, the liaison is the only person who can upload receipts.”

- “Rumor has it that the Kearns parking lot will be disappearing in 2018 for a new building. That means approximately 60-100 faculty/staff parking spaces will disappear, if not more. What is the University’s plan on replacing those faculty/staff parking spaces? Also, I have noticed that Independence Drive has become a raceway in the morning with students trying to access Parking Lot M by Williams-Brice. Are there any plans on turning that parking lot into faculty/staff parking only to alleviate the amount of traffic on Independence Drive?”

Dan Lawless will address this suggestion with Dr. Byington, Provost and Executive Vice President.

_Dan Lawless shared the following response from Dr. Byington, Provost and Executive Vice President. “The master plan that the BOT approved does have a building in G. Additionally, the campus will continue with the efforts to move the campus to more of a walking/pedestrian campus. I will discuss converting M into a faculty/staff lot rather than Commuter.”_

- “Hi, in the past two weeks, I have seen a staff member and a student walk into the plate glass window between Cino and the Chant 411 desk. Thankfully neither were hurt. It would be a good idea to put a CCU decal up so people are aware of the glass and no one gets hurt.”

Sandi Hatcher will address this suggestion with the appropriate department.

_Sandi Hatcher reported, she has sent a picture of the glass to Rob Wyeth, Senior Director of Creative Services. Mr. Wyeth is designing something to go on the glass._

- “Can something be done to keep golf carts off of sidewalks? I have had to dodge to the grass to avoid being hit by a few that were going fairly fast through the center of campus on busy sidewalks.”

Dan Lawless will address this suggestion with the appropriate department.

_Dan Lawless did forward this suggestion to Chief David Roper, Director of Public Safety._

- It was suggested that umbrella covers be placed in Baxley Hall at the entrance doorways. Dan Lawless will address this with Amanda Craddock, Assistant Provost for Admissions & Merit Awards.
Dan Lawless did address this suggestion with Amanda Craddock, Assistant Provost for Admissions & Merit Awards. Mr. Lawless will also speak with Dr. Byington, Provost and Executive Vice President, regarding the funding for this.

**New Business**

**Suggestion Boxes:**

Suggestion: There were no suggestions in the boxes.

**Web Page Comments:**

Suggestion:

- “I was using the front stairwell this morning and noticed the two window ledges and the baseboard down the stairs where the railing is fastened is in desperate need of cleaning. I don't feel that this is a good first impression when we have visitors.”

Dan Lawless will forward this suggestion to Buddy Hendrick, Director of Facility Operations. It was also suggested by submitting a work order with SchoolDude, a concern like this could be addressed. [https://www.myschoolbuilding.com/myschoolbuilding/msbdefault.asp](https://www.myschoolbuilding.com/myschoolbuilding/msbdefault.asp).

- “Could someone in the administration please send an email to all employees telling them to stay at home if they have an active cough, sniffles or sneezes? I am trying to not get sick and I am being constantly sneezed on, coughed at, etc. Please...this is crazy. Can't people be responsible?”

Lisa Bellamy reported, an email went out to faculty/staff from Caesar Ross III, Director of Student Health Services.

“IT has come to the attention of the Office of Student Health Services that there are increasing numbers of personnel with cold and flu like illnesses. As a reminder, here are a few good health tips:

What your hands often with soap and water (if not available, use an alcohol-based hand rub).
Don’t share food, beverages or eating utensils, etc.
Cover your mouth and nose with a tissue when coughing or sneezing.
Avoid close contact with people who are sick (keep your distance from others to protect them from getting sick).
Stay home from work and school when you are sick.
Disinfect frequently touched surfaces at home, work or school (especially when someone is ill).
Get plenty of sleep.
Be physically active.
Manage your stress.
Drink plenty of fluids.

Thank you for your assistance with promoting a healthy environment for all Coastal Carolina University faculty, staff and visitors.”

- “When traveling to a conference, CCU pays the employee per diem for meals. I imagine the spirit of this policy is to limit the financial strain on the employee, considering the employee IS traveling at the benefit of the employer. If the employee were home, they could make a home cooked meal at the fraction of the cost of eating out. When traveling, there isn't the option for the employee to go grocery shopping and cook in a kitchen.
I've learned that employees no longer receive per diem funds in advance of travel. Rather, upon return, the employee submits paperwork to be reimbursed for per diem meals. Seems to me this will put a financial strain on many employees. For example, if it is out of state travel, and the employee is gone for four days, we are talking about quite a bit of money that the employee needs to front. $7 for breakfast, $9 for lunch, and $16 for dinner equals $32 per day. Multiply by four days equals $128.

I've been told the change in policy is a result of employees ending up not traveling, but having funds direct-deposited in their personal bank, and CCU needing to collect those funds back. I would imagine (hope) these instances are few. I struggle with CCU changing a policy in an effort to solve only a few difficult instances while ultimately putting a financial strain on the vast majority.

I apologize if I don't have the full story or if there's other considerations I'm not aware of. If that's the case, I look forward to learning more. Thank you.”

Dee Braswell will address this suggestion with Lynn Silver, Office of Financial Services.

- “Is there any plan for the University to pay out the rest of the 3rd year from the 2012 Salary Compression Study? I understand it was reported from the last Board of Trustees meeting that applications are up, deposits are up and retention is at the highest level ever seen.”

Lisa Bellamy 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. Currently Spring enrollment is flat and applications and acceptances are part of the 2018 budget.”

- “In the minutes from the last meeting, the administration stated that they are aware of the unpaid portion of the Salary Compression study and resulting decisions would be communicated after final enrollment data for Spring 2017. It is my understanding that retention is up around 88% and the financial status of CCU is good. When will the final portion of this study be paid to those who are affected? Thank you.”

Lisa Bellamy 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. Currently Spring enrollment is flat and applications and acceptances are part of the 2018 budget.”

**Additional Discussion items by members:**

The Start/Stop/Continue/Change forms were collected and will be compiled for the next council meeting.

**Adjournment:** The meeting was adjourned at 11:00.

**Next Meeting:** The next SAC meeting will be held March 30, 2017 in EHFA 164.