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

Members Absent: Sandi Hatcher

Approval of Minutes: A motion to accept the April 20, 2017 minutes was made by Diane Wilson and seconded by Cameron Mott. 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, University President, will forward this suggestion to the President’s Executive Council.

  Dan Lawless reported this is currently with the President’s Executive Council. Mr. Lawless will follow up with Dr. DeCenzo, University President, regarding the suggestion.

  Lisa Bellamy will follow up on this suggestion with Kim Sherfesee, Director of Human Resources/EEO Officer.
“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.

Dan Lawless reported he did contact Rob Wyeth, Senior Director of Creative Services. Mr. Wyeth was waiting to hear from the Sign shop regarding the size and text for the plaque. Mr. Lawless did contact the Sign shop and requested the information be sent to Mr. Wyeth. Dee Braswell will resend the text for the plaques to Mr. Wyeth.

Dee Braswell will complete a work order to have the lost and found signs made. Sandi Hatcher will follow up with Del Altman, Building Operations Manager for Facilities Planning and Management.

Dan Lawless reported a sign has been made and has been approved by University Communications. Del Altman, Building Operations Manager for Facilities Planning and Management, will coordinate the signs being placed throughout the buildings.

- “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.

Sandi Hatcher reported Jeff Stone, Resident District Manager Food Services/Aramark, is working with Rob Wyeth, Senior Director of Creative Services, to design something for the glass.

Dan Lawless will also follow up with Rob Wyeth, Senior Director of Creative Services.

Dan Lawless will follow up with Aramark to find out the status of this suggestion. Dan Lawless will also speak with Rob Wyeth, Senior Director of Creative Services, regarding the design for the doorways entering the Lib Jackson Student Union.

Sandi Hatcher will follow up with Aramark to find out the status of this suggestion.

- “Several departments/offices (Student Accounts, Financial Aid, Registrar’s Office to name a few) have their own email addresses so students and staff can send an email to the office and not just a person. Can a list of these special email addresses be added to the Administrative Directory or somewhere else for easy reference? Thank you very much.”

Dan Lawless will speak with the Directors of Student Accounts and Financial Aid regarding this suggestion.

Dan Lawless reported he did speak with the Directors of Student Accounts and Financial Aid and both are in agreement to have their emails listed. Dan did share for the Administrative Directory the faculty/staff side will be easy to list. Dan is not sure how the student side of the directory will be listed. Dan will speak with the appropriate person that will assist with the directory.

- “The steps leading into Lib Jackson Student Union are a safety hazard during evening hours. It would be helpful if lighting could be put at the bottom of the steps, maybe the type on the top of 3’-4’ poles. As you exit the building and walk down the sidewalk, you can easily step off the top step as there is no color differentiation between the sidewalk and the steps. Thank you for your consideration.”
Sandi Hatcher will address this suggestion with Rein Mungo, Director of Facilities Planning & Management.

- “Is it possible to have the door at the back of Singleton locked where employees can key or swipe in? Most people who come in this entrance are lost and looking for the front side of the building. Since they cannot travel through the ballroom, it’s a customer service issue. They are lost and on a wild goose chase. This building also needs better directional signage indicating which departments are located in each area.”

  Dan Lawless will address this suggestion with the appropriate person.

  *Dan Lawless reported after speaking with Dr. Debbie Conner, Vice President for Campus Life and Student Engagement, the door has to remain unlocked so students have access to their office.*

- “Can we start some staff bonding activities up? I’ve heard that there used to be softball teams and the like in previous years. I’d love to be able to put a face with a name for all of the people I communicate with solely by email or phone. It would be great if we could do something active that isn’t directly work related. Softball, kickball, wine and painting, trivia, etc.”

  Dan Lawless will address this suggestion with Eileen Soisson, Executive Director Training, Development and Service Excellence, and Rose Marie Johnson, Coordinator of Risk Management and Strategic Planning.

  *Dan Lawless reported he spoke with Rose Marie Johnson, Coordinator of Risk Management and Strategic Planning, regarding liability concerns associated with any of the events in the past. Ms. Johnson, reported she was not aware of any previous concerns. Ms. Johnson did inform Dan, no one can be compelled to be at a function that includes alcohol beverages. Dan also has a phone call into Eileen Soisson, Executive Director Training, Development and Service Excellence, and is waiting for her reply.*

- “When the University sends their "Policy Notification Email", can they also share what's changed for each policy? I just read through the Sick Leave and FMLA policies based on the notification email sent 4/14/17. I've previously read both of these policies; I can't for the life of me tell you what's changed. Can a quick one or two sentence summary be provided within the notification email so we know what changes we are looking for?”

  Lisa Bellamy will address this suggestion with BJ Landrum, Vice President for Human Resources and University Compliance.

- “The staffing report mentioned in yesterday in the President’s Town hall MUST be made public. Everything else that supports the Strategic Plan is very transparent. This should be no different. You cannot say that decisions are being made based on a report that no one can see. It creates an atmosphere of fear and judgement amongst colleagues. This report should be on a website for everyone to see so that we can understand why decisions are being made.

  Also - there needs to be more transparency on the fallout from the Phishing scam. There are several employees who are no longer at Coastal because of this scam, BUT nothing has been shared to explain the steps that are being made to prevent this from happening again - as well as reorganization that is taking place to correct the situation.”

  Dan Lawless reported he forwarded this suggestion to Dr. DeCenzo, University President, once the suggestion was received. Dr. DeCenzo responded back that he is working on it.

  *Dan Lawless reported he has not received an update regarding this suggestion.*
New Business

Suggestion Boxes:

Suggestion: There were no suggestions in the boxes.

The Staff Advisory Council suggestion boxes have been discontinued due to their lack of use. Staff are encouraged to submit suggestions online at: www.coastal.edu/staffadvisory

Note: All submissions are anonymous, unless you choose to include your name.

Web Page Comments:

Suggestion:

- “The G lot needs help! On many occasions, there are cars parked at the ends of the rows making it very difficult to make the turn into the rows. In addition, many drivers are driving in the wrong direction. According to the painted arrows, it appears that the rows are one-way. Finally, there are many drivers that are driving too fast so maybe speed bumps could help with that issue. Thank you!”

Kerry Lord will address this suggestion with the Department of Facilities Planning and Management. Kerry will also inquire about installing a barricade to force drivers in a one-way direction.

- “There is too much of a delay between graduation and when diplomas actually become available to students. Other universities manage to have graduation and diplomas available one week after the last day of final exams. Why does it take CCU 6 to 8 weeks to do what other universities appear to be able to accomplish in only 1 week?

I would recommend that CCU undertake a comparative analysis of this process here at CCU to other peer and aspirant institutions in the state to determine the delay/lag can be improved.”

Dan Lawless shared the following information that was obtained.

University of South Carolina – Diplomas are typically mailed within three months after commencement ceremony.
College of Charleston – Diplomas will be mailed 4 to 8 weeks after conferral.
UNC Wilmington – Diplomas will be mailed 8 weeks after commencement.

Dan shared under a new contract diplomas will now be shipped directly from the vendor cutting down on the amount of time taking to get to the student. The new Perceptive on-line application will also cut down on the amount of time applications will move thru departments.

- “Do we have an answer yet on why letterhead costs have increased so much? Last time I ordered a standard order it was $95, and I was just quoted 500 sheets of letterhead for $385, 1,000 sheets of letterhead for $395. A 300% increase is a bit much…”

This suggestion was addressed in previous minutes. Please see the minutes from November 17, 2016. If you have further questions please contact University Communications.

- “WASTEFUL: I received a Coastal Magazine in Campus Mail and via regular mail. I can only assume they did this for every employee. A few per department would be fine as several of us put ours back in the seating area once we are finished looking at it. Several others take theirs straight from the mailbox and throw them in the trash, which I fish out and put in recycling.”
Dan Lawless will forward this suggestion to University Communications.

- “Several of us go to the HTC Center to work out. We've been doing it for a couple of years. The bathrooms and other parts of the building were always kept so clean until about a year ago. Now it always looks dirty and smells. What happened? It is definitely not being cleaned like it should be.”

Kerry Lord will address this suggestion with the Department of Facilities Planning and Management.

- “Hick's Dining Hall needs to remove the menu for any day they are not open. I usually go on-line to see if a menu is present before I walk over. The presence of a menu should indicate they are open; however, it is not necessarily so. I missed my lunch with friends because I thought I could walk over for a quick lunch today.”

Dan Lawless will send this suggestion to the appropriate person in Food Services/Aramark.

**Additional Discussion items by members:**

- Council went over the findings of The Start/Stop/Continue/Change forms.

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

**Next Meeting:** The next SAC meeting will be held June 1, 2017 in EHFA 164.