Members Present: Dee Braswell, Debbie Burch, Molly French, Mark Garrison, Tara Josey, Sheila Lagasse, Dan Lawless, Jason Leary, Sharon Sluys, and Matthew Vanderbilt.

Members Absent: Lee Carter, Lynn Fox, Shametra Graves, Kerry Lord, Brent Reser.

Approval of Minutes: A motion to accept the June 22, 2017 minutes was made by Debbie Burch and seconded by Mark Garrison. 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.

Lisa Bellamy reported the Professional Development Plan is currently with Dr. Byington, Provost and Executive Vice President, and will be reviewed at the July meetings.

Dan Lawless reported the policy is not finalized at this time and is currently with the President’s Executive Council. We are awaiting a response from the council.

Dan Lawless reported that a final response has not been received from HR and the President’s Executive Council. Matthew Vanderbilt, Benefits Counselor, will follow up on this item.

- “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 to 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.

Dan Lawless and Jim Streicher will work on listing the department emails on the directory.

Dan Lawless reported that he will convey the information needed to Anne Monk, who is the Digital Content Manager for the University’s web pages in order for the project to move forward.

Dan Lawless spoke with Anne Monk, Digital Content Manager, who oversees the new web pages. She reported that the current web page is old and must be converted to the new format. The timeframe for the conversion is this summer. It was suggested to Anne that when the format is being updated, each department be given the opportunity to add an email address to be included in the new directory.

- “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.

Dan Lawless shared the following response from Eileen Soisson, Executive Director Training, Development and Service Excellence. “Thank you so much for reaching out about the suggestion put forth to Staff.
Advisory about someone from the university putting together some form of softball/kickball/outside activities. Human Resources' Employee Relations Department, then Training & Development, used to lead these type of activities (led by Lamonica Yates) up until 2015. Then there was a realignment in July 2015 and Training, Development and Service Excellence was created and charged with a new leadership structure, mission and focus of:

To provide Coastal Carolina University employees with training opportunities and resources to further enhance personal and professional development as a means to ensure a more effective, productive, and supportive campus community.

Our office spent time identifying our mission and what we offer in our wheelhouse. Our key offerings are training opportunities in the areas of professional development, compliance, best practices, service excellence and retreats/team builders. Intramural sports does not fall into those offerings or mission so we do not offer these any more.

Jake Rosiek leads Intramural Sports and may be a great contact/resource. I know they have explored this option in the past, with the main point of concern being participation. They would need at least 4 teams with approx. 12-15 people/team to function as well as appropriate resources - so if there would be a genuine interest and commitment, this may be something to explore.

Please know that we used to offer the Chant Challenges as a way for employees to get out of their offices and get to know other people across campus. However, we surveyed current faculty and staff in April 2016 and found that only 13.1% (23 ppl) strongly agreed that they would participate in Chant Challenges, and 17.0% (30 ppl) agreed that they would participate; the remaining 69.9 were neutral to strongly disagree that they would participate. So listening to the data, we rolled the Chant Challenge activities within the internal retreats (that 72% responded that they would be interested in).

Special Events does a great job with the Employee Appreciation Picnic and other events but I am not sure they would be able to take anything else on as I know their calendar is packed.

Please let me know if I can help with anything else or answer anything more in depth in regard to the question/suggestion.”

Derek Doss will follow up with Jake Rosiek, Assistant Director of Campus Recreation, regarding this suggestion.

Dan Lawless reported Derek Doss would be ending his term as of the end of June but he would contact him to follow up.

Dan Lawless spoke with Derek Doss who reported that he hadn’t heard from Jake Rosiek, Assistant Director of Campus Recreation. Dan Lawless will follow up with Jake Rosiek.

• “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.
Lisa Bellamy reported she has not been provided with a response at this time.

Dan Lawless and Lisa Bellamy received the following response from Kim Sherfessee, Director of Human Resources/EEO Officer:

Thank you for your inquiry. It is not uncommon for additions and changes to occur throughout a policy when it is updated. Employees should read policies thoroughly to ensure adherence.

When policies are updated, they are fully vetted by CCU’s Executive Council. Executive Council members are fully briefed on additions and changes to policies. Employees are encouraged to consult with the appropriate member of the Executive Council (based on their reporting structure) if they have questions or require clarification. Employees are always welcome to contact one of the following offices (depending on the matter) for assistance:

- Office of Human Resources and Equal Opportunity: hr@coastal.edu Extension 2036
  - Office of University Compliance: compliance@coastal.edu Extension 6984

It was also noted by Council Members that this suggestion had been addressed in earlier meetings and the response from HR had been that each employee is responsible for reading the entire policy.

This suggestion is closed as of this time.

- “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.

  Dan Lawless will contact Dr. DeCenzo regarding the update on this suggestion before the next meeting.

  Dan Lawless reported he has not received an update regarding this suggestion since the last meeting.

  Dan Lawless will follow up with Dr. DeCenzo.

  *Dan Lawless spoke with Dr. DeCenzo who reported that information about this suggestion should be coming out the week of July 17th.*

- “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.

Kerry Lord was not present at today’s meeting. This suggestion will be addressed at the next meeting.

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• “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.

Kerry Lord was not present at today’s meeting. This suggestion will be addressed at the next meeting.

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• The Council is currently developing a survey to be distributed to the university staff. Questions from a survey that was conducted at a different university will be discussed at the next meeting.

Molly French, Institutional Research Analyst reported that a Staff Climate Survey had been done before 2007. If the council decides to develop a Staff Climate Survey, Human Resources must be included in the process of creating the survey. Survey questions used by other universities will be discussed at the next meeting.

• A discussion was held whether or not the Staff Advisory Council should continue as is or move towards becoming a Staff Senate.

Dan Lawless will email a spreadsheet to the council members containing data from our peer and aspirant universities, as well as others in our region, on their use of staff senates or staff councils. Council members were asked to review the data prior to the next meeting to facilitate discussion.

New Business

Suggestion:

“The display cabinets in Baxley hall that have examples of things that can be purchased from the bookstore are extremely dirty/dusty. There were over 150 people visiting for a tour today. It would also be nice if there was a sign inside the case with directions to where these items can be purchased on campus. Thanks for all you do.”

Dan Lawless will contact the bookstore to address this suggestion.

Suggestion:
“When faculty and staff are renewing the barcode parking sticker, it would be very helpful if we did not have to fill out an entire form to renew an existing barcode on an existing vehicle. If our information has not changed, and we are continuing the payroll deduction, why do we need to complete the form again? A checkbox that confirms existing information is correct might make it easier for people to continue spending money to park.”

Dee Braswell, Administrative Operations Manager, will contact Chuck Bunnell, Web Applications Programmer/Developer to discuss this suggestion.

Suggestion:

“I know we follow the Governors site for flags at half staff. As a veteran, this is getting ridiculous. They're half staff as much as full.

Example: July 3rd was for a former SC agriculture secretary, July 6th was for a former SC speaker of the house. I could understand if they wanted to lower the SC state flag, but the American flag should only be lowered for Memorial Day, loss of President...and national tragedy.”

Dan Lawless reported that the university follows the direction of the Governor for half-staff vs full-staff. The Coastal website contains an explanation when the flag is flying at half-staff.

Suggestion:

“Please do something about 25Live not showing classes. The latest example was today, which is the last day of Summer I and final exams. New student orientation people came into the classroom and said it was theirs for orientation. My professor said that she was giving final exams, and it had been her classroom all semester. They came back an hour later, but the students were still taking the exam. On 25Live, it showed student orientation for today yet the class was depicted all Summer I as being in that classroom. My professor also said that the classroom right next to her was unused. They could have easily set up in there. Thank you!”

Dan Lawless spoke with Daniel Hucks, Assistant Registrar, Technical Operations regarding this suggestion. Dan Lawless will also contact Conference Services to discuss this suggestion.

Suggestion:

“Many times during the year, the classrooms will have all the desks against the wall or outside in the hallway. They will be left that way the night before, so the professor will have to straighten them up losing class time. Groups and custodial personnel should make sure the class is set up when they leave. Thank you!”

Dan Lawless will discuss this suggestion with James (Buddy) Hendrick, Director of Facility Operations.

Suggestion:

“I don't know how much pull with have with SCDOT but the lines at the light leaving UP all need repainting. The line to stop at, the directional arrows in the street showing which lane turns which way and the crosswalk lines are all worn away. I'm sure this adds to the confusion and accidents at that busy intersection. Thanks for checking on this and all you do for us! Go CHANTS!”

Sharon Sluys will discuss this suggestion with Rein Mungo, Director Facilities Planning & Maintenance.

Suggestion:
“I’d like to suggest that for Orientation, the two main gates in the cul-de-sacs in front of Wall Building be closed to car traffic. I’ve seen groups of prospective students walking at that crosswalk & cars that take advantage of the gates being open might not be used to the increase in foot traffic during this time. I think closing the gates for this time will be good for safety and for having a good first impression of campus.”

_Dan Lawless will follow up with Susannah Marshman, Director of New Student & Family Programs and J. Ralph Byington, Provost and Executive Vice President._

_Suggestion:_

“I know this question keeps being asked and justifiably so; when will the third installment from the Salary Compression study be paid? The Salary Compression was initially completed and determined that certain employee’s salaries were not on target. In the initial letter sent to employees it never stated this was tied to retention. Three years later, we are told it is tied to retention. If this is the case, retention and numbers have only grown! It is disheartening that the reply to this question keeps being changed. It was previously stated, “The decision will be communicated after final enrollment data for Spring 2017 is collected.” It is only fair and right that employees who are eligible for the third installment have the following answers.

- When will the third installment be paid?
- What are the retention numbers at this time?”

_Lisa Bellamy and Dan Lawless had received the following response from Kim Sherfesee, Director of Human Resources/EEO Officer:_

> As part of the Strategic Plan (3.3.5.), the funding will be reviewed once retention and enrollment is known for the fall semester.

_Dan Lawless shared the response from Kim Sherfesee that was received prior to the previous meeting._

_Dan Lawless will follow up with Dr. DeCenzo, University President._

**Additional Discussion items by members:**

**Adjournment:** The meeting was adjourned at 10:50.

**Next Meeting:** The next SAC meeting will be held on August 3, 2017 at 10:30 in EHFA 164.