
ABSENT: Molly French and Lawrence Jones.

APPROVAL OF MINUTES: The January 25th minutes were approved.

OLD BUSINESS

1. “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.”

Matthew Vanderbilt and Dan Lawless followed up with Kim Sherfesee, Associate Vice President for Human Resources, about the updated compensation policy recently posted on the CCU website. The updated policy can be found under the HREO section of the website:

https://www.coastal.edu/media/administration/hreo/pdf/Professional%20Development%20Compensation%20Plan%20for%20Classified%20Staff%2007-12-17.pdf

The updated policy did not address employees who have already obtained an advanced degree or certification prior to the new policy being implemented. Dan Lawless will follow up with Kim Sherfesee to ask if those employees will be eligible for a potential pay increase under the new policy.

2. “The staffing report mentioned 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 this situation.”

Dan Lawless reported that Dr. Byington, Provost and Executive Vice President, is scheduled to attend the Staff Advisory Council meeting on April 19th. Council members will continue to review the staffing document. Dan Lawless will follow up with David Yancey, Assistant Provost for Special Projects, to discuss where the staffing document could be posted for viewing by university staff.
3. “Please consider installing automatic hand dryers in all the bathrooms & locker rooms within the Public Safety Dept. building. These changes will reduce landfill waste, reduce paper product costs and reduce plastic trash can liner usage/costs. This change will also bring the department into compliance with the campus wide Teal Goes Green Initiative.

Currently thousands of paper towels are being discarded from this one building alone almost on a monthly basis and mostly likely millions in a year's time. Installing the automatic hand dryers will save the environment for future of our planet. It’s a win-win situation for everyone.

Thank you for your review and consideration.”

Jeremy Monday reported that he had spoken with Chief Roper, Director of Public Safety, about this suggestion. Jeremy will be meeting with an electrician to get a comprehensive quote for labor and materials needed for installation of automatic hand dryers.

4. Council members will pursue creating a staff climate survey.

The Council determined that this item would be best addressed by the planned Staff Senate.

5. Council members will pursue transitioning the Staff Advisory Council to a Staff Senate.

There were no updates at this time. The Council will be receiving an updated staffing report from Kim Sherfesee, Associate Vice President for Human Resources.

NEW BUSINESS

Suggestion 1:

“SMITH SCIENCE BUILDING: Please have the door with the ramp unlocked with the other doors in the mornings. Currently, you have to swipe or use your key to get in. Vendors with supplies, Jack with his cart nor wheelchairs can get in as they do not have a key to the building.”

Dee Braswell will follow up on this suggestion.

Suggestion 2:

“SMITH SCIENCE BUILDING: Several doors have a step down as soon as you leave the building. Faculty have reported almost falling as well as seeing students almost falling. A sign on the door to step down might be helpful.”

Jerry Starling submitted a work request to the Facilities Department and exit-warning signage was installed the first week of February.
This suggestion has been addressed by the Council and will not be included in future Council agenda items.

**Suggestion 3:**

“Currently, there are buildings without custodians. Some buildings have two custodians. It would be better to have one custodian per building than two in some and none in others. They could take care of the restrooms, trash and any emergencies that might come up. I know of a few custodians that could handle a building on their own. They are good workers.”

Jeremy Monday will follow up on this suggestion.

**Suggestion 4:**

“The doors of the Singleton Building have card access devices that are not being used during the day. Students are using the restrooms on the first and second floor and are using the area under the stairwell as a lounge (sitting/laying on the floor between classes). Student activities has moved to another building so there is really no reason for the students to be visiting the Singleton building. Can access be limited to employees/student employees who work in the Singleton building?”

Dan Lawless will follow up on this suggestion.

**Suggestion 5:**

“The rear entrance of the Singleton Building is being used by students as a pass through, especially on rainy days. They enter through the back door and walk through the ballroom (which has signs that indicate you cannot pass through). They also use the stair well in the rear entrance as a place to lounge—one student was found sleeping there today. The door is equipped with a card access device. Is it possible to keep this door locked and require card access to enter?”

Dan Lawless will follow up on this suggestion.

**Suggestion 6:**

“The side entrance on the parking lot side of the Singleton Building is in need of a covered entrance. The water when raining literally pours off the roof in front of the door causing people to get soaked as they try to enter the building. It is not uncommon for the water to be ankle deep after it rains. A suggestion was made that this entrance also have the cover like the president's side entrance has and like the entrance on the library side. Is this possible, or if not, what steps will be taken to correct this problem?”

This suggestion was addressed in prior Staff Advisory Council meetings. The resolution was reported in the September 14, 2017 minutes and was as follows:
“Sharon Sluys reported that she had spoken with Sallie Clarkson, Associate Provost for Operations and Rein Mungo, Director, Facilities Planning and Management about this suggestion. She was told that an awning could not be put over that door but that they would look into installing a rain diverter.”

This suggestion has been addressed by the Council and will not be included in future Council agenda items.

**Suggestion 7:**

“Training and development should have trainings on the main campus. It is easier for one person to find a parking place than the ten or so who attend when they come back to campus. Having them across 501 is the main reason several of us do not attend. It's time to bring them to us. Thank you!”

Brent Reser will follow up on this suggestion.

**Suggestion 8:**

“The Staff Advisory Council minutes should be posted immediately after the meeting. A caveat could be listed that they are subject to approval at the next meeting & corrections can be made at that time. The last meeting was supposed to be in January & no minutes are up at this time.”

Standard protocol is that meeting minutes are not posted until they are approved at the next meeting. In the January 25th meeting minutes, it was reported that the January 4th meeting was not held due to the closing of the university.

This suggestion has been addressed by the Council and will not be included in future Council agenda items.

**Suggestion 9:**

“I know this is beating a dead horse - it is very frustrating to pay $70 for a parking decal & not have a parking lot that utilizes the parking decals around my office building (Baxley). That frustration is further intensified when I see 10-12 empty parking spaces at scholar's academy supposedly for their faculty but used every day by a bus (when there is a bus lane for that purpose). I know parking is an issue, but I am also required to work late on some Tuesdays & Thursdays & come in at 10:30. The last time I did this there was absolutely no parking available in GG, HH, KK. I was late to work because of it. Can we not make parking lot E gated for the barcode users? What are suggestions for those who work the 10:30-7 shift? Should we park in YY & have a shuttle pick us up? What about dropping off?”

The Council has addressed this suggestion in the past. Last year, the entire E Lot was converted to a faculty/staff parking lot. The E lot must remain open for access to the Kimbel Library and Wheelwright Auditorium as well as for Student Union deliveries. Increased issuing of tickets to cars without a faculty/staff decal has helped in the past. Dan Lawless will follow up on this suggestion with Dr. Byington, Provost and Executive Vice President, and Chief Roper, Director of Public Safety.
Suggestion 10:

“Can I ask that someone look into the backup plan when custodians are out? When our custodian in Baxley Hall is out sick, our trash goes days without being taken out, our bathroom trash is not taken care of, & I'm concerned with the cleanliness of our building with prospective students visiting. If there is a backup plan, it isn't being executed. Perhaps some information needs to be communicated to faculty/staff about what to do when you notice these things - who to contact? I know our custodians are stretched across many buildings & work so hard to keep our buildings beautiful. I don't want to get anyone in trouble, but it has become somewhat of an eyesore in our building. I hope this is the right place to submit this request.”

Dan lawless spoke with Barbara Scott, Superintendent, Facilities, Custodial Services. Barbara will follow up with Buddy Hendrick, Director of Facility Operations, and Sylvia Savage, Crew Leader, Facilities, Custodial Services.

This suggestion has been addressed by the Council and will not be included in future Council agenda items.

Additional discussion items from members:

Dan Lawless noted the passing of Rocco “Rocky” Cartisano. Mr. Cartisano was dedicated to Coastal Carolina University and worked many years on behalf of the staff.

The meeting adjourned at 11:00 a.m.

The next meeting will be held on March 8, 2018 at 10:30 a.m. in EHFA 164.