PRESENT: Dee Braswell, Debbie Burch, Lynn Fox, Mark Garrison, Tara Josey, Sheila Lagasse, Dan Lawless, Jeremy Monday, Brent Reser, Jerry Starling and Matthew Vanderbilt.

ABSENT: Lee Carter, Molly French, Shametra Graves, Lawrence Jones and Sharon Sluys.

APPROVAL OF MINUTES: The February 15th 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.”

   Dan Lawless reported that BJ Landrum, Vice President for Human Resources, spoke with Dr. Byington, Provost and Executive Vice President, about this policy being applied to employees who have already earned an advanced degree. Dr. Byington stated that the reason that this is not possible is that there is no funding source for costs that cannot be monitored or controlled.

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

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.”

   There is no update on this agenda item. The Council will discuss it at the April 19 meeting, which Dr. Byington, Provost and Executive Vice President, is scheduled to attend.

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 given the comprehensive quote for the installation of the hand dryers to Chief Roper, Director of Public Safety. At this time, Chief Roper has declined to install the automatic hand dryers.

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

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

Dan Lawless contacted an assistant for the Clemson University Staff Senate to get information about their nomination and voting process. Council members were encouraged to review the Staff Senate Newsletter on the Clemson University website.

Dan Lawless reported that the state conversion of temporary time-limited positions to full-time slotted positions, had occurred and departments that had eligible employees had been notified. The effective date of this change is March 16. The Council will be receiving an updated staffing report from Kim Sherfesee, Associate Vice President for Human Resources.

5. “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 previously received the following response from Tammy Blouse, Communication Supervisor, Dept. of Public Safety:

“This building is on an automatic timer that opens the building at 7:00 a.m. I did have an officer go to this location to check the status of the door and it seems this particular door is not operable at this time, so I made contact with a Ms. Julie Wilson to submit a work order to correct this issue. Please keep me updated to advise if the door has been fixed, thank you!”

As of this meeting, Dee Braswell received notification that the timer has been fixed.

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

6. “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 reported that Steve Harrison, Vice President for Auxiliary Enterprises, stated that current custodial levels are based on the following: national cleaning standards, building design, building usage and budget levels.

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

7. “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 reported that he followed up on this suggestion. The doors need to be unlocked and open for access by students.

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

8. “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 stairwell 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 reported that he followed up on this suggestion. The doors need to be unlocked and open for access by students.

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

9. “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 previously addressed by the Staff Advisory Council. 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.

10. “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 shared the following response from Eileen Soisson, Executive Director, Training, Development and Service Excellence:

“Thank you to you and the Staff Advisory Council for sharing the feedback about our trainings and the location being here in our training room and not on main campus.

Please know that the Leadership Institute participants were surveyed last summer about preferred location and the majority wanted to have the professional development trainings in the TDSE training room. Following their suggestions, allowances were made for the timing of our sessions to accommodate mid-day parking concerns. We also encouraged the use of the campus shuttle service for anyone wanting to attend sessions held in CSCC 164 or Human Resources if parking is an issue. That being said, I think it would be a great idea to add the question about preferred locations to our upcoming university wide survey in April, so consider that added and we will follow up with the results.

We have already posted all training locations for the remainder of the year, but moving forward we will make a much more concerted effort to split up the locations of the trainings to be both in the TDSE training room and on main campus. I hope this will bring more people to trainings if that is a reason they are not attending. We would LOVE to be back on main campus full time to be more accessible to everyone, but space does not allow for that right now so know that we are working around our available resources.

Please feel free to reach out to me with any additional questions or concerns.”

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

11. “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?”
Dan Lawless reported that he contacted Dr. Byington, Provost and Executive Vice President, and Chief Roper, Director of Public Safety about this issue.

The SAC addressed this issue previously, and the outcome was that the parking spaces at the Scholars Academy belong to the Scholars Academy, are reserved for their exclusive use, and are not available to CCU employees. The spaces are clearly marked so.

Chief Roper responded that they are monitoring the E lot near Baxley Hall and issuing parking tickets when appropriate. This suggestion has been passed to Dr. Byington for his consideration.

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

NEW BUSINESS

Suggestion 1:

“Can a policy be made by the University/Human Resources regarding the non-use of perfumes and colognes by faculty and staff? Thank you.”

Matthew Vanderbilt reported that he had spoken with Lori Cox, Associate Director of Employee Relations and Benefit Services. Currently, there is no specific policy relating to this issue. If an employee has a concern, they can contact Lori Cox or Kim Sherfesee, Associate Vice President for Human Resources and one of them will address it. If the Human Resources department believes that this is a campus wide issue, they will contact outside counsel and develop a policy.

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

Suggestion 2:

“For training with HR, it would be so much better for everyone who is taking training if the training were happening on the main campus. It is way easier for one person from HR to find a parking spot than it is for 10 or more people to find a parking spot on main campus after the training. As everyone knows, parking is bad enough that many people don't leave the whole day (myself included). I don't take as many trainings as I would like to for this reason. So, come to main campus, HR! Thank you.”

Matthew Vanderbilt will follow up on this suggestion.

Suggestion 3:

“It is my understanding that the Scholars Academy parking spots on the side facing Baxley Hall were being considered for CCU faculty/staff parking. I would like to check on the status of that. For those
that have a 10:30am-7:00pm shift, there are never any parking spots available and often the staff coming in at that time are 30 minutes late after spending time looking for a spot.”

Per Dan Lawless, the parking spaces at the Scholars Academy are reserved for their use and are not available to CCU employees.

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

**Suggestion 4:**

“We received an email from the Office of the President inviting CCU Faculty and Staff to attend the "SC Financial Symposium". Unfortunately, I received the email at 9:15am on Monday, March 5th. The event was scheduled the very same day at 10:00am. I’m disappointed for such a late invitation. I imagine such an event had to be on the books for some quite time. I’m assuming the best that it slipped through the cracks and the invitation/notification was not intended to be so last minute. But, not sure everyone will assume the best like me. I think some acknowledgment would've helped. A simple, "Sorry for the short notice..." would've gone a long way. Right?”

Brent Reser will follow up on this suggestion.

**Additional discussion items from members.**

1. The Staff Advisory Council wanted to commend the Human Resources department for their hard work involving the conversion of eligible temporary time limited positions to full-time slotted positions. Specifically, the efforts of Kim Sherfesee, Associate Vice President for Human Resources and Tiffany Kovacs, Assistant Director of Classification and Compensation were recognized.

   Dan Lawless reported that the positions that were converted by the state were approved at the same salary level. Dan Lawless will follow up with Human Resources to inquire if a compensation review could be performed which would encompass the employee’s entire work history.

2. Mark Garrison shared a question from a staff member concerning the condition of the road behind The Woods Residence Hall. Are there any plans to pave the road?

   Jeremy Monday will follow up on this suggestion.

**The meeting adjourned at 10:55 a.m.**

**The next meeting will be held on March 29, 2018 at 10:30 a.m. in EHFA 164.**