Staff Advisory Council
Meeting Minutes
Thursday, April 19, 2018


ABSENT: Dee Braswell, Dan Lawless and Jerry Starling.

APPROVAL OF MINUTES: The March 29th minutes were approved.

OLD BUSINESS

1. “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.”

Dr. Byington, Provost and Executive Vice President, attended the meeting and spoke about an in-house comprehensive staff review that was completed two years ago. Reviewers analyzed the number of employees in each department to determine if the staffing levels were consistent with student growth. A spreadsheet created as part of this review, was submitted to Human Resources to be used to determine future staffing needs. CCU has been able to increase the number of full-time slotted staff due to the recent conversion of many temporary positions. In the future, any positions defined as time limited will truly be temporary in scope. These resources will be hired for a limited time, or until a specific project is completed.

Dr. Byington specifically addressed the issue of the staffing report being released to the staff. It was never the intent to conceal the information in the report; however, individual salary information must be protected. The Staff Advisory Council received an updated staffing report that can be disseminated to the staff.

The ITS department and Kimbel Library were two departments which were identified as being understaffed. Additional resources are currently being hired for those departments. The Graduate Studies department was also identified as being understaffed. Due to the increased number of graduate programs, CCU is considering creating a Graduate School similar to the Honors College.

Collaboration between departments with similar functions are being discussed to see if some resources could be shared.
2. Council members will pursue transitioning the Staff Advisory Council to a Staff Senate.

Molly French reported on the information that she received from the Administrative Assistant for the Clemson University Staff Senate. The Clemson Staff Senate is a conduit for communication between the university administration and the staff, not a governing or voting body. The Council received an updated staffing report from Kim Sherfesee, Associate Vice President for Human Resources. Council members are discussing how to best represent all staff members within the Staff Senate.

**Items 3 and 4 refer to the location of training sessions. The response follows item 4.**

3. “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.”

4. “(Response to a prior suggestion.) I think it is easier to attend training classes at Coastal Science Center than on main campus. I have attended training on main campus and across 501 at Coastal Science Center. During these training classes, I have found that the convenience of taking a shuttle is much easier than attending a class in a reserved room on main campus that may not have sufficient equipment to teach the specific content. There are shuttles that drop off and pickup staff members & students at Coastal Science Center with minimal shuttle wait time. The atmosphere in the dedicated classroom is inspiring and convenient.”

Response to items 3 and 4:

Molly French shared the results of the recent Training and Development survey that specifically addressed training locations. The majority of employees who responded did not have a preference where the training took place. A lesser number of respondents wanted the trainings to be held on the main campus. A much smaller number of employees wanted the training to be held off the main campus across Route 501. Training and Development, and Human Resources received the results of the survey. In the future, the Training and Development department will try to hold half of the training sessions on the main campus and the remainder across Route 501.

Items 3 and 4 have been addressed by the Council and will not be included in future Council agenda items.

5. “Does someone monitor the music at sporting events? During the baseball game on 3/11/2018 a song by Jeezy by the title "All There" was played. The version sounded to be unedited. The lyrics within the song selection was commented on by a visiting parent.”
Brent Reser reported that he spoke with Alex Souza, Assistant Athletic Director/Digital Initiatives. That particular song is played when a pitcher is warming up. The offensive word in the song was edited out; however, it was easy to determine what the word was.

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

6. “If an employee completes a degree and applies for qualified jobs within the University, and is not offered a position, does the “two-year mandatory” employment period still apply?

If a CCU employee utilizing the tuition waiver agreement cannot find gainful employment within the University after completing a degree. Can the “two-year mandatory” employment clause be removed from the policy?”

There was no update on this suggestion. Dan Lawless will follow up on this suggestion.

7. “I want to know if CCU will be giving its employees a pay increase this year? We always hear talk about the budget, but it's disturbing when you see that higher administration is getting increases and not the staff. Last term, there were a record number of students that attended, but still no word on a raise for employees. The cost of living is going up but our paychecks are remaining the same. Some employees are doing more work, which is not in their program description. Something should be done!!”

There was no update on this suggestion. Dan Lawless will follow up on this suggestion.

8. “Can we improve the side and crosswalks on campus? Students have commented on parking in the overflow lot on Hwy 544 and not having room to ride on the shuttle when it arrives or having to stand. So when they do walk, they do not have a safe crosswalk at the intersection of 544 and University Blvd or a sidewalk to walk on the right side.”

There was no update on this suggestion. Dan Lawless will follow up on this suggestion.

9. “Please automate / digitize the vehicle reservation process. The current process has too many steps. Useful items would be a calendar so the end user could preview availability before submitting the request. “Is it possible to use an extension in the 25Live scheduling system?”

Jeremy Monday reported that he had contacted Greg Weisner, Director, Transportation Services. The following is Mr. Weisner’s response:

“We are in the process of working with our state contract partner Enterprise to go to a web based reservation process that the CCU employees can go enter in to directly to reserve vehicles. This is already in place at Clemson Univ. and it’s our hope to go live with it this Fall semester.”
This suggestion has been addressed by the Council and will not be included in future Council agenda items.

NEW BUSINESS

Suggestion 1:

“When making calls on campus often the zero destination will ring in another unrelated department. Is there a way IT can audit zero destinations and then check with departments to see if their destinations are correct? It’s frustrating internally but I can't imagine how we appear to customers trying to receive assistance.”

Sharon Sluys will follow up on this suggestion.

Suggestion 2:

“Baxley Hall is often the first building that prospective students and their families visit due to the offices housed there: Admissions, Student Accounts, Registrar and Financial Aid. The counter in the women’s restroom on the second floor has separated from the wall. In addition, the walls are stained and the entire bathroom is not properly cleaned. Could someone inspect all the restrooms in this building with a critical eye, to determine if this is the impression that Coastal wants to give prospective and current students and their families?”

As of this meeting, the Facilities Department has repaired the counter in the women’s restroom on the second floor.

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

Suggestion 3:

“Women are almost half of the workforce. They are the sole or co-breadwinner in half of American families with children. They receive more college and graduate degrees than men. Yet, on average, women continue to earn considerably less than men. In looking at the SC state salary database, it is evident that disparity is actively occurring in the CCU workplace, yet I have not seen nor heard of any plans to address the concerns.

Does the university conduct salary audits to proactively monitor and address gender-based pay differences? Is this done department by department? If so, what is the status of this audit and what are the immediate plans to close the gap?”

Matthew Vanderbilt will follow up on this suggestion.
Suggestion 4:

“I would like to know why the Scholars Academy faculty/staff have CCU faculty/staff stickers in addition to their Scholars Academy stickers? If we cannot park in the spots designated for them, why are they allowed in the spots designated for us? There are not enough spots for the stickers that are given as it is. I would like to propose that they only be allowed a sticker to park in the spots designated for Scholars Academy."

Molly French will follow up on this suggestion.

Suggestions 5 through 20 refer to the proposed CCU parking fees. The response from Dr. Byington, Provost and Executive Vice President, follows suggestion 20.

Suggestion 5:

“I'm really disturbed that CCU is essentially giving us a pay cut to park at work. Housing is giving students a $75.00 "rebate" per semester for 5 years and we're short funds? Something is rotten in the state of Denmark."

Suggestion 6:

“This past week at Faculty Senate, faculty were informed about the proposed parking fees on employees:
$25,000: $50
$25,001-$40k: $100
$40,001-$65,000: $150
$65,001-$90,000: $410
$90,000: $520
Designated spots: $650 (assigned by Administration)

When will staff be informed or have an opportunity to discuss these fees?

Thank you”

Suggestion 7:

“Regarding the proposed parking fees for faculty/staff...

There are many questions regarding this that I believe need to be addressed before this proposal should be considered.

For one, if I am paying for parking, shouldn't I be guaranteed a parking spot by the building where I work? If not, why should I be paying for a service that cannot be provided? If you are not providing adequate parking at each building for the amount and faculty/staff in that building, then how can you consider mandating that if I want to drive myself to campus for my job that I have to pay and I may have
to park no where close to my office location. Could we add additional faculty/staff parking around each building to assure that since we are paying to park that we have a spot to park in?

Another concern, if a student or scholars academy personnel are parked in a Coastal Faculty/Staff spot, is there any plan to have the car removed so that the space will be allotted for the correct individual it is intended for? Parking tickets are not working now and will not work when this proposal is put in place.

In regards to the tiered schedule to be used for paying... Shouldn't everyone pay the same amount for the "service" that they are being charged. Just because someone makes more than someone else, how is it fair to charge more for parking when both have access to the same parking spaces? There is no advantage to the person who is being forced to pay more as far as parking is concerned. How is this fair?

And if I am going to have to pay for parking on campus, will I be getting a raise to offset this mandatory fee? We all have bills that our pay checks are devoted to and now you want to take more from our checks to park on campus and not increase pay and not guarantee me a parking spot? Come on guys... you are better than this.

Will the parking fee be enforced 24hrs a day? It's not fair for someone working 3rd shift to not have to pay for parking because we do not enforce the regulation after 5pm just because they work 3rd shift.

Are we going to be charging visitors to sporting events and plays/programs? Are we really going to make our campus tour visitors feed a meter and pay to park when we are trying to sway this student/family to enroll at Coastal?

This feels like we are being forced to make bigger and more donations to Coastal. A lot of us already give to Coastal in many ways."

**Suggestion 8:**

“Parking fees –

1. There should be a town hall meeting so that everyone has the opportunity to hear this at the same time from administration, this should not have been addressed at faculty senate only.

2. If there are to be a mandatory parking fees for all employees of CCU this should include all employees not just employees working on the main campus.

3. Gates should remain closed 24 hours - employees working later shifts should not have the opportunity to park in a gated lot for free.

4. Students are here for 4 - 5 years, employees are here for 10-20-30 years why should they have to pay each year fees to park? And students agree they should pay.
5. Paying for a gated spot does not guarantee you a spot?"

**Suggestion 9:**

“Parking at Coastal

I am happy there will be a gated lot across from Swain/Science Annex II, I would gladly pay $75 to park there. However, add $100 to that and it is getting quite expensive. I hope if we have to start paying to park on campus it will be less than the $100 for the $25,001-$40,000 bracket as is currently being proposed.”

**Suggestion 10:**

“I am a CCU employee. I have heard rumors that we are going to be forced to pay for parking. Faculty/Staff need a voice in this decision instead of the board making a decision without us. I presently pay to park and I feel that $75 is too much. So going up on that amount is uncalled for. That amount was voted on by the board without any input from employees either. That is not the way to run a business. To be fair, we are employees and we should have free gated parking. Students are here to learn, not to drive around. Students should have their own large parking lot and take the CCU transportation to campus.

Please hear us. You will be receiving many more of these from employees.”

**Suggestion 11:**

“I have been hearing a lot about the parking situation on campus in regards to faculty/staff. I’d just like to say I already find it ridiculous to have to pay $75 to come to work. Now you want us to pay more! Not only is this happening, but there has been no communication to employees about any of it. I suspect you’ll see a drastic drop in "donations" if the rumored parking plan is passed.”

**Suggestion 12:**

“I’m concerned about the rumors regarding the sudden charge for parking levied against employees. The current rumor essentially forces a salary demotion on an already underpaid staff. While no argument I can think of would persuade me to agree with the decision to charge employees for coming to work, several points come to mind as particularly troublesome.

• It is not acceptable to spring this on staff devoted to the institution for many years. At the very least, this should be agreed upon at the point of a new hire’s position acceptance.

• I understand that other institutions may charge, but this campus is not located in a city setting such as USC or C of C.”
• What will the funds be used for? I’m guessing nothing that would benefit employees. Find funds elsewhere.

• Fees should not be levied. But if it were really necessary – which it is not – I can’t reiterate that enough, they should be imposed based on length of service, not salary. (The longer your service, the less you pay).

• There must always be a free parking option.

• I understand the desire for a green campus, but the reality is that your employees and a sizable portion of your students (commuting) need a place to park. I think it’s not unusual for resident students to leave their car for entire days in the same spot. Have resident students park in the unused lot on 544 and have shuttle service to retrieve their car when needed. That way the campus parking could be reserved for employees and commuters.

• I’m disappointed that University administration would entertain the idea of this heavy handed directive targeting employee compensation. Let’s Feel the Teal for our employees too, eh?

• Why has this not been reported in an open format for response? Transparency?

• Are the staff advisory minutes complete? Or selective?”

Suggestion 13:

“As an employee of Coastal, I’m very disheartened to hear that there is a possibility that employees will have to start paying a parking fee in addition to the $75 I already have to pay to park near my work building. I am a single parent and this is already a strain on my finances to be able to come to work. I must pay the $75 to be sure I can find parking near my building and not be late to work. My schedule does not allow me to come in earlier to spend anywhere from 10 minutes to 45 minutes looking for parking before coming into my office. Even with this charge, I'm not guaranteed a parking spot and often times have trouble finding an open spot after my lunch break.

Taking more money from my check just so I can park at my place of employment is a great way to kill morale. I am already underpaid for my position in comparison to my co-workers and truly cannot afford to pay my employer to be able to work. I really hope that you do not choose to implement this new fee.”

Suggestion 14:

“There is discussion that faculty/staff will soon be required to pay for parking based on a tiered model. I only heard about this by mouth from other coworkers. How come we are not made aware of potential changes to our paychecks before a policy takes effect? There hasn't been one communication from Administration discussing the potential of charging for parking and welcoming other suggestions/ideas. Now there's just rumors flying around - I’m hearing things from $500 to a couple hundred, etc. It
appears that Administration wants to pass something to generate more money without thought of how that may affect others (and not being transparent about it). This disappoints me in Coastal. I truly bleed teal and absolutely love Coastal. I love what I do and I put my heart and soul into making sure our students have the best opportunities here. I know they are the reason we are here. At the same time, salaries here at Coastal aren't always fair and oftentimes do not appropriately reflect the work/dedication.

We already are paid lower than other universities, and now we are going to get paid even less just to come to work. Administration, please know that there are many paycheck to paycheck people that work here.”

**Suggestion 15:**

“I have heard from someone about upcoming changes for staff parking requirements that there is going to be deductions from salary for parking fees. I want to provide my input regarding the changes I have heard.

I don't currently have a barcode pass for my vehicles and my office is located at a building with ONLY gated access.

The current gated parking charge is $75.00 per vehicle. My family has 4 vehicles; I choose to park and walk from other locations because my children often need to use one of our family vehicles so I never know which one I will be driving to work and do not want to pay $300.00 for gated parking when the lots where my office is located are almost ALWAYS completely full each day.

I personally consider that forcing staff to pay for parking through automatic salary deductions is very unreasonable should not be permitted.

I also anticipate that if this is enforced and they begin forcing these fees through salary deductions that there will be a tremendous decrease in faculty/staff donations to CCU campaigns.

Thank you for your time!

**Suggestion 16:**

“In thinking of the population using parking spots, I am curious about the non-degree seeking Senior Citizens attending tuition free. Will they incur the fee as well? I think it is safe to say they would be extremely displeased should that occur however is it fair for an exception to be made for them?

Just playing devil’s advocate but food for thought.”

**Suggestion 17:**

“Heard about the parking issue and not in agreement with it at all. Most people live pay check to pay check and can't afford to pay for parking. I myself work two job to make ends meet. Now if this is
mandatory I will be taking a pay cut and it will put me in a bad situation. I can't work three jobs. I would never see my kids. I am a single parent and this is really not employee friendly no matter what pay level you are at.”

**Suggestion 18:**

“In regards to the pay-for-parking proposal that has gone around, a couple of things:

1. This proposal was not shared with the whole of staff. I received this as I am also a faculty member. It was only shared with a certain group of faculty members at best. If this is something that might affect faculty AND staff, staff should have been notified as well;

2. I understand that we as a campus are one of the few colleges out there that allow their staff/faculty to park for free (with the exception of the barcodes), however I feel as though asking us to pay, and then continue to remove our number of parking spaces, might be a bit unfair;

3. The proposal states that this is in affect to cover the amount that CCU uses in fixing the roads and parking lots. Clearly it's not being used enough. If you tell me over $1 million goes to upkeeping our roads and parking spots, then I want to see that. I drive through the Woods' parking lot every day and those paths are disgusting and riddled with potholes. The quick solution works for perhaps one day: filling the holes with gravel. Thankfully, I can see these holes, and drive through it often enough to know where they're located. But they are also affecting parking as well. Students will soon not want to park in certain spaces due to the poor roads near them. If you're going to maintain these areas, then maintain them properly. Let me see where the money goes. I understand it's hard to do so when school is in session, but I don't even see them being maintained when it's not in session! Winter break? Nothing happened. Spring break? Nothing happened. So I guess this is a one-time a year thing?”

**Suggestion 19:**

“I am writing to state my displeasure of a recent proposal and an explanation explaining such. During the week of April 2-6, a proposal was made to the Faculty Senate to offset funding for upkeep and transportation, by initiating a sliding scale based upon income of parking fees to be paid by any employee who chose to drive to campus. It must first be mentioned that at no time during this week were Staff members granted the same initial proposal, and were only made aware due to transferring of information from parties present during the same courtesy of initial proposal. Although the Staff Advisory Committee did not meet that week, an email or some various type of communication to address ALL employees was not deployed. This campus thrives and promotes the service initiative of “Feel the Teal,” where communication and transparency are promoted. I must say that this is a big miss at that service promotion, by choosing to propose only to one portion of the employee groups on campus.

The second point to discuss is the desire for employees to pay for parking. I object to this proposal, as do many other faculty and staff members. Granted, I am aware that many universities in many places
require their employees to pay for parking. There are five universities within South Carolina that charge some version of a fee for employee parking (USC, Clemson, MUSC, College of Charleston, & Winthrop University at $30 per vehicle) depending on a single cost or a sliding scale of either income or years or service. The first significance of this list is that three of these institutions are found in Charleston of Columbia, which are nowhere the equivalence of Conway, SC. Paying for parking is required for not only these institutions, but other state agencies and general public access to downtowns.

Because of this obvious difference I shift my focus to Clemson and Rock Hill in regards to Clemson University and Winthrop University. These areas are smaller and more comparable to Conway, SC. The major entity of Clemson, SC is the university itself, as it is the center of the town and demanding payment for parking can be monopolized. In regards to the Rock Hill, SC, it is the most related to Conway, with the university having a significance but not the focus of the community. Their solution is a $30 fee per vehicle for employees, which is very reasonable, especially in regards to the proposed scale for CCU. For Conway, employee parking is a benefit provided to employees other institutions within the area and government agencies at no cost. It is not within the culture to pay for employee parking.

Retaining and hiring valuable employees should be a priority of CCU, not imposing a fee that is foreign to the surrounding community and other agencies.

A third point is that this was proposed for upkeep of the parking lots and shuttles. I would like to question the parking tickets and the distribution of the revenue. Are those funds not utilized for such upkeep? If not, it should be considered that this be used for that purpose, as they tickets are given on these parking lots being discussed? Two further suggestions would be to increase the student parking since their use of the parking lots and the shuttles are highly significant. The shuttles are catered to assist students as they should be, and therefore should be allocated from the students in some fashion. A second suggestion would be have the freshman students’ park their cars on the lot at the Coastal Science Center and the TT Lot found on Hwy 544. Thank you for your review.”

Suggestion 20:

“Please do not make us pay any additional parking fees. I understand that we may need to come up with a way to make money. It is very hard on the salary I make to pay these fees and put a kid through college and high school.

Thanks for your consideration.”

Response to parking suggestions 5 through 20:

Dr. Byington, Provost and Executive Vice President, spoke regarding the proposed parking and transportation fees. Dr. Byington stated that there is sufficient parking on campus for all students, faculty and staff; however, some of the available parking is not as close as people may like. The cost to maintain the existing parking lots, roads and shuttles is substantial. The CCU directive is to create a fee system whereby transportation services can be self-sustaining. To this end, students, faculty and staff must bear some of the cost to maintain our current transportation services. Dr. Byington stated that it is very common among colleges and universities for students, faculty and staff to pay for parking.
Currently, students pay $75 per year to park on campus. The proposed tiered system of parking fees was designed to lessen the burden for employees who are in the lower income levels.

The following ideas are also being considered as part of the proposal:

- Creating a “Park and Ride” option for students, faculty and staff, which would be less costly than the proposed tiered system, for those willing to park in the lots away from the main campus and ride the shuttles.
- Adding a parking fee to the cost of athletic event tickets.
- Assessing a student transportation fee per semester.
- Charging parking fees to campus vendors.

Dr. Byington encouraged faculty and staff to submit their ideas and suggestions for raising revenue needed to maintain the current transportation services.

**Additional discussion items from members.**

None.

**The meeting adjourned at 11:20 a.m.**

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