

Staff Senate

December 7, 2021
Meeting Minutes

Note: The remarks of the senators and others are summarized and not verbatim. The recording of this meeting is available in the Staff Senate Secretary's office.

PRESENT: Sandy Baldrige-Adrian; Lisa Bair; Matthew Barnes; Penny Bell; Jean Bennett; April Betsch; Roger Brown; Katherine Byron; Chris Carter; Brittany Donatelli; Vivian Ford; Grace Gavin; Daniel Hucks; Brian Hutchinson; Geoffrey Insch; David Klauder; Michelle Lewis; Ebony McCray; Alexis McGarvey; Bradley Queen; Walter Showers; Wendy Singleton; David Speiser; Samantha Sullivan; Michele Varga; Sharlene Zwing

SUBSTITUTIONS: Belinda Pope for Jennifer Stewart; Tanja Warren for Penny Bell

ABSENT: Wendy Singleton

ALSO IN ATTENDANCE: David Russell; Amanda Craddock

APPROVAL OF MINUTES:

- Approval of the October and November minutes. Motion made by David Klauder and 2nd by Matt Barnes. Motion passed.

Special Order of the Day:

- President of Staff Senate, Sandy Baldrige, clarified the role of Staff Senate. The following information is on the Staff Senate website:
 - The role of the Staff Senate at Coastal Carolina University is to study staff concerns and create a forum for the two-way communication of ideas and concerns, which specifically relate to staff members and the University mission. The Senate focuses on:
 - The development of job and supervisory skills, compensation, benefits, and welfare of staff members, not to exclude other areas of concern which are brought to the Staff Senate's attention.
 - Formulating and recommending university-wide policies and procedures related to staff members to the University's Executive Council.
 - Communicating to all staff members existing University policies, specific actions, and feedback concerning all matters considered by the Staff Senate.

SENATE PRESIDENT REMARKS:

- Finals Frenzy was held on December 6th. Thank you to all who participated.

- Staff Senate website has been updated.
- Leave donation form is now open. Leave donation can only be made to those who have a medical need, have exhausted all their leave and qualify to receive leave from the leave pool. Leave cannot be donated to another employee simply because their leave balance is low. This is a state regulation that was amended a couple of years ago.
- Executive Council:
 - Met on December 6th.
 - Multiple policy updates. Will go to BOT before being sent out University-wide.
 - Discussion on University-wide communication.
 - Tom Koczara talked about new systematic changes in HREO that will be announced over the next few months.
- Recent topic submissions:
 - Concerns about President Benson’s focus on athletics being more than focus on other University operations, specifically on his personal Twitter account, and the Presidents’ comment box was not working. The concern was forwarded to President Benson and the comment box is now operational.
 - After hour transportation for student workers in the library and students that live in Aspen Heights. Greg Weisner reported that additional services are being tested and more information will be shared when they are launched.
 - Request for a discussion on how staff can comment on or address issues. Individuals can submit comments via topic submission on the Staff Senate website or speak one-on-one with a senator.
 - Update on childcare when Horry County Schools are on break. Faculty and staff can register for breaks at Early Childhood Development Center in person or connect with them via email (ecdc@coastal.edu) or phone (843-349-2429).
- Reminders
 - Please read your emails and share information with your constituents.
 - Please provide your name when submitting a topic submission for follow –up. You can ask to remain anonymous.

Presentation

- Presentation on parking and enforcement made by LT. Matt Crawford.

PRESIDENT AND OTHER ADMINISTRATIVE REPORTS:

President Benson:

- Graduation on December 14th.
- President Benson’s Inauguration is being held on the steps of the Singleton Building at 11am on December 14th.
- Take time to enjoy the break!

Provost Ennis:

- CCU received its initial SACS response.
- Will be issuing additional clarification to faculty on instructional guidance for students in quarantine or isolation.
- Two ongoing Dean searches are taking place:
 - Search for Dean of the Wall College of Business
 - Search for Dean of the Gupta College of Science
- Internal search for Interim Dean for new College of Public Health and Human Performance. Position will begin on July 1, 2022 and end June 30, 2023.
- Preparing for Spring 2022 operations.
- Received final report from the Professional Development Ad-Hoc committee. The final report gave 6 options to choose from. Formal announcement to be made at Spring Convocation/General Faculty meeting.

Travis Overton:

- Social media post about a faculty member intending to commit an act of violence against the University. No information found to substantiate the post.
- President Benson is meeting with SACS today.
- Changes to apartment communities around campus:
 - Monarch 544, or The Current, has been purchased by a new company and under new management.
 - Aspen Heights on 501 has been renamed to College Town and purchased by a new owner. Name may change again.
- Staff Ombuds candidates have been reviewed and Zoom interviews are in the process of being scheduled.
- Seeking feedback about email communication from the University. Share thoughts with Geoffrey Insch.

Tom Koczara:

- HREO has looked at active projects and prioritized them. Created a launch schedule for those projects:
 - December
 - launching an automated separation form. Will replace the paper version and speed up the process.
 - January
 - Now piloting new process to increase start dates. Process will open in January. Start dates include any Monday, except for Holidays.
 - Total Compensation Statement launching.
 - Updating HREO website.
 - February
 - Integration of the SC HR system and CCU HR system.
 - Launch of HR ticketing system.

- Meeting with ITS to discuss automating forms. More information to come.
- Looking to improve the internal processes of HREO.
- Looking at the ways that HREO communicates with campus, to effectively reach everyone.
- EPMS for the campus is at 89.6%. Asking that those who still need to complete those reviews take time to do so to get CCU to 100%.

TOPICS FOR DISCUSSION:

In an effort to streamline Staff Senate meetings, but also continue to collect valuable employee feedback data, the Senate will begin referring Topic Suggestions that relate to specific areas of operation to the appropriate person in those areas. The Senate will continue to collect these submissions and will review them in total each semester to determine if there are organizational patterns that should be addressed by the Senate as a whole.

COMMITTEE REPORTS:

Policy and Welfare Committee

- Presented an outcome report on the last Staff Satisfaction Survey. Report was submitted and will be available on the Staff Senate website.

Membership Committee

- No report

Communication Committee

- No report

OLD BUSINESS:

- none

NEW BUSINESS:

- None

ANNOUNCEMENTS:

- Remember to read your emails and share the emails with coworkers that do not check emails regularly – This helps share the correct information and not rumors
- 12/9 – Lavender Graduation – Alford Ballroom 2 p.m.
- 12/9 – Faculty/Staff Reception – Singleton Ballroom 5:30 p.m.

- 12/10 – ECDC Holiday Show – Coastal Theater 3 p.m.
- 12/11 – Dawning of the Kente Cloth – Coastal Theater 5 p.m.
- 12/11 - 12 – Nutcracker Performance – Wheelwright Auditorium
- 12/13-14 – BOT Meetings
- 12/14 – International Sash Ceremony – Alford Ballroom 10 a.m.
- 12/14 – Commencement – HTC Center – Two Ceremonies 2 p.m. & 6 p.m.
- 12/18 – 19 - Nutcracker Performance – Wheelwright Auditorium
- 12/20 – Myrtle Beach Bowl
- Men’s & Women’s Basketball has many games throughout the next month
- COVID-19 Testing is available daily – LJSU A107 10 a.m. – 4 p.m.
- 12/24 – University Holiday
- 12/27 – 31 – University Holidays
- 1/5-7 – International Orientation
- 1/7 – New Student Orientation
- Access, Inclusion, and Diversity Council (AIDC) is accepting applications. Deadline is January 10, 2022
- The next Staff Senate Meeting is January 11th at 9am in Alford Ballroom. The meeting will also be streamed live.

With no further business, the meeting adjourned at 10:58 am.