Staff Senate 11/13/18

1. Approval of Minutes

2.  Special Order of the Day (if any)

3.  Senate President’s Report/Remarks

4.  University President/Provost Remarks

5.  Presentation?

6.  Topics of Discussion

 Norms for Topics of Discussion

* Who can participate? ie visitors? Any limitations?

 ***See list below***

5.  Unfinished Business (Ongoing items carried over from a previous meeting)

 **Old Staff Advisory Committee Business**

1. Adding Street Names to University Blvd
2. Two Year Commitment on Tuition Waivers
3. Women in the workforce
4. Covered Roof on back rear entrance to Singleton
5. Pay Increases
6. Suggestion Boxes around campus

6.  New Business (New items for consideration)

1. Motion to charge Communications Committee with developing a mechanism by which senators can communicate with their constituents (may require HR help to keep lists current)

7.  Announcements / Good of the Order

1. Committee Assignments have gone out – Committees are encouraged to elect a chair, establish a regular meeting time
2. Next Meeting –

December 9, 2018

9am – Alford Ballroom

8.  Adjournment

Topics of Discussion

**Alli Crandell** - I’m still doing a bit of research on another topic, but I’ve been asked to bring up the current system for student worker wages for discussion.  Under current policy, exceptions to the minimum wage are flat and non-differentiated by levels of experience (e.g. it is difficult to give a minimum wage student a $0.50 raise every semester/year). I’d like to identify how other divisions deal with this issue, or if we deal with this issue differently, and if we could form this into a new business proposal.

**David Yancey** – What committee should be responsible for by-laws changes? First example would be who is allowed to serve on standing and ad hoc committees. Faculty Senate allows non-senators to serve on committees, which might help encourage participation from staff and add value on specific items where there is expertise in the staff.

**Honors College Admin** - Professional/Career Development for staff with a benefit that is free to take, certification training, and conferences that enhance the staff member’s contribution to the University.

Have some criteria’s to want to take and for faculty too. (more directed to staff) Classes that have substance and for the individual to use and improve in their job and learn to grow into a higher position if they choose to. Does CCU have something like a Professional/Career Development for staff with a benefit that is free to take, certification training, and conferences that enhance the staff member’s contribution to the University. Have some criteria’s to want to take and for faculty too. (more directed to staff) Classes that have substance and for the individual to use and improve in their job and learn to grow into a higher position if they choose to.

* Job-related
* Career growth-related
* Developmental opportunity-something that could be added to the annual review to show initiative on staff member. ?

Class suggestions-managing conflict, event planning (certificate), leading effective meetings (for faculty too), time management, emotional intelligence, delegation skills, team work, leadership skills open to all levels of staff, how to improve yourself and move into higher positions-what is needed for other staff positions, etc. these classes are a couple hours with some being a series. If you take a few in some group, it is another certificate of completion.

A webpage dedicated and easily found for staff/fac with beneficial substance classes. Taught by different folks and folks with that area knowledge.

Eventually something like career development and so on.

**Honors College** – Dean/Associate Dean Office closing before 5-This is problematic as student's need

signatures and staff needs to have access to supplies, copier, etc.

Stagger when staff leaves to ensure coverage until 5pm.

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supplies, copier, etc.

**Honors College** - Payroll changes requested after you are told to submit/approve hours.

Announcement and procedures for payroll submission and approval changes need to

be sent PRIOR to time submission. For those in salaried positions, it is unclear why

changes need to be made.

The time spent making the changes after the fact is a waste of valuable time.

**Kimbel Library** - Proposal to create additional reserved spaces in the G Lot (Kearns/Kimbel Library).

24 Hour Reserved Parking.

Creation of additional Reserved spaces in the G Lot for 2nd shift employees.

I am requesting that the Staff Senate consider creating the following policy:

Kimbel Library and Bryan Information Commons is open 24/7 throughout the Fall and Spring semesters and provide full service to the students, faculty, and staff of Coastal Carolina University. In order to maintain these hours, we have three shifts of employees. Currently, there are six staff members on second shift (3 pm – 11:30 pm), but there are never more than 5 working each night. It has become increasingly more difficult for employees on this shift to find parking. It is vitally important that second shift employees report to work on time since we are relieving first shift. In addition, daily meetings are conducted so critical information can be passed from one shift to the next.

I am aware that there are other departments on campus (Facilities and Department of Public Safety) that are open beyond normal business hours of 8 am – 5 pm, but it appears that those departments have designated parking lots for their staff. I am also aware of parking areas outside of the library (G) lot, such as Lackey Chapel, Spadoni Park, GG and YY lots. The main concern is the safety of library employees. It would be safer if there were 5 designated parking spaces in the G lot for library second shift employees. I am aware that CCU provides a shuttle and this is a great service but it ends at 11:30, the same time that our shift ends. Depending on the events that have transpired during the evening, we never know how long our meeting with third shift employees will last and it would not be fair to expect the driver to wait for us to exit the building.

There is currently a 24-hour Faculty/Staff parking policy in place in various locations on campus. I am proposing a policy that would provide five reserved spaces in G lot for 2nd shift Kimbel Library employees. Since Kimbel Library is open 7 days a week, the spaces should provide reserved parking 24/7.