

Regular Staff Senate  
Coastal Carolina University  
Tuesday, February, 13<sup>th</sup> 2024  
Alford Ballroom

MINUTES

**PRESENT:** Jason Aiesi, Rachael Baker, Sandy Baldrige-Adrian, Dee Braswell, Rachael Brown, Chris Carter, Aaron Clune, Vivian Ford, Connie Glidden, Daniel Hucks, Geoffrey Insch, Crissy James, Jacklyn Masiello, Ebony McCray, Colleen Meitzler, Hailey Melton, George Pirinski, Jenifer Riddei, Abby Sink, Sam Sullivan, Bo Svay, Rhonda Toney, Charlie Wilson, and Judith Zang

**OTHERS PRESENT:** Travis Overton, Tom Koczara

Staff Senate President, Sam Sullivan, called the meeting to order at 9:00 a.m.

**1. ROLL CALL**

Roll call was taken by Staff Senate Secretary, Ebony McCray.

**2. APPROVAL OF MINUTES**

- a. No corrections were made to the Staff Senate Meeting Minutes from January 9<sup>th</sup>, 2024. The minutes stand approved as distributed.

**3. SPECIAL ORDER OF THE DAY**

None

**4. SENATE PRESIDENT'S REPORT**

- a. Executive Council Updates
  - It was announced that Student Health Services will implement a no-show policy that includes associated charges on March 11<sup>th</sup>, 2024.
  - A call for Sustainability Grants in FY25 has been sent by the Provost Office.
  - Documents that need to be translated into Spanish can be sent to Velma Porraz in University Belonging and Student Affairs.
  - The Dean of Students has been temporarily relocated to 450 Suites across 501. This location is along the black shuttle route.
  - The Spadoni College Dean search is under way, more information can be found on the website.

b. Recent Topics

- A question regarding the lack of follow-up with staff after resolving emergency situations was brought up. Senators were asked to inform their constituents to consult the fire and crime log on the public website for information on resolved incidents.
- HR addressed the question concerning holiday bonuses, clarifying that in accordance with state policy, SC does not permit holiday bonuses.
- HR responded to a staff inquiry, stating that there is no stipend for employees who are unable to work remotely as part of the hybrid flex program.

c. HREO Updates

None

## 5. UNIVERSITY PRESIDENT REMARKS

President Benson was absent but provided updates via email. He shared information about ongoing activities at the SC State House, highlighting federal support for the Pedway across 544. Additionally, he mentioned the legislature's discussion on COLA this year. President Benson expressed gratitude for the support in the provost search and announced Dr. Gibbs Knotts as the new provost. Furthermore, he provided an update on the Campus Master Plan. It was shared that the current Ombuds person, Renee Smith, agreed to continue in the position until a permanent replacement is identified.

## 6. TOPICS OF DISCUSSION

a. Committee Reports

- The Communications Committee emailed the first Staff Senate newsletter.
- The Membership Committee is currently reviewing the existing constituent to senator ratio. It is planned to implement this in the fall.
- The Policy & Welfare Committee discussed their ongoing conversation with HR regarding supervisor training and updates regarding position descriptions. It was communicated that Public Safety has agreed to provide department safety training, if needed. Emergency Management is available to assist departments with weather training.
- The Staff Recognition Event Ad Hoc Committee reminded that a nomination email was sent two weeks ago.

b. Open Floor for Discussion

None

## 7. UNFINISHED BUSINESS

### a. Bylaw Review

- It was moved to amend the Bylaws Article III. After debate motion has been postponed.

#### Article III – Membership Section 6. Absences

~~1.If in a term year (August-July), a Senator accumulates a combined total of seven (7) absences from regularly scheduled monthly meetings and/or regularly scheduled committee meetings, the Senator may be dismissed from the Senate.~~ **Senators who fail to attend fifty percent or more of Staff Senate meetings in an academic year (without sufficient cause) will be removed from Staff Senate.**

If a Senator realizes that their schedule or any other reason (with the exception of an approved FMLA) will not allow them to adhere to this policy, it is strongly recommended that their resignation letter be submitted to the Senate office and/or Senate President before a dismissal action is deemed necessary by the Senate Executive Committee.

2.If it is determined by the Executive Committee that a dismissal action should be initiated, a notification letter from the **Staff** Senate President will be sent to the Senator to inform them of the committee's recommendation.

3. Any current Senator who receives a dismissal notification letter has ten (10) University business days upon receipt of notice to appeal by explaining why they have exceeded the allotted absences.

4. If after the ten (10) University business days of allowable time to appeal has passed and no appeal is received, a formal letter of dismissal will be sent to the Senator and the Senator's supervisor informing them of the Senator's status and the committee's action.

5. If an appeal is received, a special Executive Committee Session will be called to determine the Senator's standing. No more than ten (10) University business days from the appeal receipt will pass before a response will be given to the appealing member.

6. If the appeal is denied by the Executive Committee, a formal letter of dismissal will be sent to the Senator and the Senator's supervisor informing them of the Senator's status and the committee's action.

## Section 7. Vacancies

Vacancies occur due to resignation from the **Staff** Senate, transfer from a representational area, dismissal by the Executive Committee, or termination of employment.

If a Senator is transferred outside the representational area the Senator was elected to represent, but remains a staff member, the Senator may exercise the option to serve out the remainder of the term, subject to Executive Committee approval.

Otherwise, vacancies may be filled by **1)** the person who received the next highest number of votes in the previous regular election, **or 2) by special election**, or **3)** by appointment of the Executive Committee. When a vacancy is filled, the expiration of the term remains the same. For purposes of re-election, a new member who serves more than eighteen months shall be considered to have served one term.

## 9. NEW BUSINESS

None

## 10. ANNOUNCEMENTS/GOOD OF THE ORDER

- a. Homework
  - Review Bylaws
- b. Important Upcoming Dates
  - Wellness Palooza (2/21/2024)
  - IGGAD: International Gullah Geechee and African Diaspora Conference and Gullah Geechee Conway Community Day (2/22-2/24/2024)
  - BOT Meeting (2/26 – 2/27/2024)
  - Hats off to Women Luncheon (3/15/2024)
  - Sustainability Symposium (4/9/2024)
- c. Next Staff Senate Meeting:  
March 12<sup>th</sup>, 2024  
Alford Ballroom  
9:00 a.m.

## 11. ADJOURNMENT

There being no further business the meeting adjourned at 10:00 a.m.

Submitted by Daniela Johnson