Minutes of the Joint Meeting of the Provisional Staff Advisory Committee to the President and the Staff Advisory Committee to the President
Thursday, May 24, 2012
Stern Student Center 409

Attending: Meredith Chance, Dee Cole (ex officio), Owen Compher, J.J. Corbett, Elizabeth Dixon, Herbert Frasier, Stan Gray, Silvia Youssef Hanna, Clara Hodges, Enid Idelsohn, John Inman, Aron Kuch, Cheryl McClary (ex officio), Jenn McClerklin, Anne McNeal, Marlene Navor, Amy Orr, Ashleigh Parr, Robert Reese, Amanda Smith, Sheila Vanek, Marcia White, Marlene Williams

Not Attending: Brian McGee (ex officio), Jake Stoudenmire

Call to Order
Marcia White called the meeting to order at 9:07 AM.

Minutes of Last Meeting
The minutes of the April 26, 2012 meeting were distributed and unanimously approved as submitted by the voting members of the Provisional Staff Advisory Committee.

Old Business
There was no discussion of old business.

New Business

Introductions
All old and new committee members introduced themselves.

Bylaws Review
Anne McNeal distributed copies of an incorrect version of the bylaws. Anne will send the approved version of the bylaws to the members of the 2012-13 permanent committee.

Marcia White asked for questions and/or comments about the bylaws from new members. Amy Orr asked why divisional members serve two-year terms while at-large members serve one-year terms. Aron Kuch explained that there needs to be continuity of some of the members from year to year so that it isn’t an entirely new committee each time elections are held. On the other hand, anyone who is not sure whether or not to serve can run at large and commit to only a year’s service.

John Inman pointed out that the definition of subcommittees was deleted from the approved version of the bylaws; deciding on subcommittees will be left up to the incoming permanent committee.
Sharepoint

Marcia White explained that there is a Sharepoint site for the committee. Newly elected members will be given access to the site.

Website and Staff Forum Review

The committee discussed the SAC website and the desire to get staff colleagues to check the website periodically – to make suggestions, read meeting minutes, and check the agendas for regularly scheduled meetings. Marcia explained that staff discussions of matters of interest should be moved to the staff forum (accessible through the community tab in MyCharleston) because IT is planning to phase out listservs. Committee announcements are also posted to the Staff Forum site.

Professional Development

Clara Hodges updated the committee on the President’s staff professional development program. Clara and Linda McClanahan (HR) were selected by the provisional SAC to serve on the evaluation committee. Clara reported that the committee received a number of proposals from staff, most of which were approved. She also suggested that the committee communicate with staff how important it is to follow the instructions for submitting a proposal to a tee. Time is wasted when proposals have to be returned to sender because something was missing.

Staff Suggestions

Anne McNeal distributed a spreadsheet listing all staff suggestions received to date (Appendix A). Some of them have been submitted via the Suggestion Form on the committee’s website. Submitted forms currently are sent to special inboxes set up by the three committee officers. The committee will need to decide where they should be submitted after July 1. Other suggestions were assembled from the minutes of committee meetings where members reported suggestions given to them by staff members.

Marcia pointed out that the Provisional Committee was unable to address any of the suggestions, except to acknowledge them if they were not sent anonymously. The Provisional Committee’s charge was to write bylaws and establish elections. The newly elected committee will address the suggestions.

Owen Compher reminded the group that employees are not allowed to accept “perks.” He suggested that the staff should be aware of this fact and should know what currently constitutes a “perk.” Moving forward, staff suggestions should be evaluated in that context.

Set Date for SAC Meeting after July 1

The newly elected committee will be officially seated July 1 and will meet at least four times during the year (per the bylaws) beginning with that date. The first order of business will be to elect the officers stipulated in the bylaws: chair, vice chair and secretary/treasurer. (Anne reported that the President’s Office has agreed to give the committee a small amount of funding. Therefore, the secretary position was expanded to include treasurer duties.)

For the first meeting at least, the committee decided to meet on Wednesdays at 10:00 a.m. The first meeting will be July 25. Anne McNeal will secure a meeting room and send out meeting invitations.
Respectfully submitted,

Anne McNeal
Secretary
## Constituent Concerns

Received by the Provisional Staff Advisory Committee to the President

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Department</th>
<th>Suggestion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meredith English Perrone</td>
<td><a href="mailto:englishm@cofc.edu">englishm@cofc.edu</a></td>
<td>953-5567</td>
<td>Marketing</td>
<td>I would like to suggest a change in the college's parking policy as it relates to lot eligibility. Currently, an employee is eligible for certain lots based on their years at the College of Charleston plus any state service elsewhere. While I understand recognizing long-term state service, not every state employee has had to pay for parking in prior jobs, nor have they worked on an urban campus where spaces are limited. As an example, I have worked at the College for 10+ years and still have to park in one of the garages. With the existing policy, I continue to get bumped from better (and less expensive) lots every time someone with 11 years at another state agency starts working here. I'd like to suggest that College of Charleston employment be the only factor in parking eligibility. Current employees whose additional state service makes them eligible for better parking could be grandfathered in with the existing policy.</td>
</tr>
<tr>
<td>Anne Harris</td>
<td><a href="mailto:harrisah@cofc.edu">harrisah@cofc.edu</a></td>
<td>953-7366</td>
<td>Provost's Office</td>
<td>As a new mom, I found out the hard way that there are absolutely no childcare options for children under the age of two in the downtown area. I am sure I am not the only one in this situation and I would love it if the SAC could look into a way the College could provide some sort of daycare for younger children to faculty and staff. Thanks very much.</td>
</tr>
</tbody>
</table>
Anonymous

Staff training scholarships - can it be extended to a year round program or at least 2/3 semesters not limited to Fall/Spring as the 2?

Christine Anghel  
anghelca@cofc.edu  
953-5665  
English

The opportunity to receive the tuition waiver benefit for staff development courses offered by other Charleston institutions (currently referred to as a "duplication of effort"). Specifically the Student Affairs Graduate Certificate offered by The Citadel.

Anonymous

Regulate team sports for staff. There are several of us that would love to join in on a basketball, softball, or even a baseball team for friendly competition.

Reported in committee

A recommendation to revive the events, classified and discussion listservs. They were helpful and created a sense of community. The new format is not user friendly and no one uses it.

Reported in committee

Find a way to compensate people for unused sick and annual leave instead of forfeiting it. Acknowledge people who are dedicated and hard-working and do not use all their leave. (Tom Casey pointed out that leave policies are state legislated. People with excess leave can donate it to a pool which is used extensively by people who have no leave but need to be absent.)

Reported in committee

Benefits for temporary employees, either as compensation or made available for the employee to purchase.

Reported in committee

Equalize compensation for training: some employees received extra compensation for Oaks training, while some staff members spent many hours training to use Banner
without additional compensation.

Reported in committee Designate times when campus exercise facilities are available only to staff.

Reported by Tom Casey Of the permanent, full-time staff members, 15-20% did not receive a performance evaluation in calendar year 2010.

Reported in committee The SAC members requested an advance review of the president’s compensation plan.

Reported in committee Enhanced access to for-credit classes for employees and their families.

Reported in committee Non-credit on-campus training opportunities, e.g. financial planning.

Reported in committee Flexible time for volunteering and mentoring in the community and for "wellness activities" such as exercising during normal business hours.

Reported in committee More access to child care.

Reported in committee Negotiation with CARTA for more and expanded schedules.

Reported in committee More celebrations of staff accomplishments.

Reported in committee "Flex time:" opportunities for non-standard work schedules.

Reported in committee Inadequate staffing levels.

Reported in committee Annual reviews should be required for all permanent positions.
<table>
<thead>
<tr>
<th>Reported in committee</th>
<th>Annual reviews should be conducted for temporary employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reported in committee</td>
<td>Overcrowding in some offices with no space available to conduct private conversations</td>
</tr>
</tbody>
</table>