Minutes of the Meeting of the Provisional Staff Advisory Committee to the President
Wednesday, September 28, 2011, Randolph Hall Boardroom

Attending: Tom Casey (ex officio), JJ Corbett, Stan Gray, Silvia Hanna, Enid Idelsohn, John Inman, Aron Kuch, Brian McGee (ex officio), Anne McNeal, Marlene Navor, Robert Reese, Jacob Stoudenmire, Sheila Vanek, Marcia White, Marlene Williams

Not attending: Herbert Frasier

Call to Order

The meeting was called to order at 9:00 AM. This was the first meeting of the Provisional Staff Advisory Committee to the President. Since this group is the first staff advisory committee in the history of the College of Charleston, there was a ceremonial striking of the gavel by Betty Craig, the staff member with the longest tenure of employment.

Announcements

Brian McGee explained that the purpose of the committee is to serve as the voice for the staff of the College and to participate on behalf of the staff in its shared governance. The committee represents the full range of non-instructional staff in permanent state lines. It is a vehicle for effective two-way communication between the College staff and the president. The president will recommend agenda items to the committee, attend some of the committee meetings, meet with the committee chair from time to time, and will consider recommendations and resolutions presented to the president by the committee.

The committee is not intended to serve as a collective bargaining unit or a grievance committee. A grievance system is already in place.

Brian reviewed the packet of materials provided to the committee:
1. The definition of the committee for inclusion in the Faculty/Administration Manual (Appendix A)
2. The timeline for the creation of the committee (Appendix B)
3. A list of more than 200 colleges and universities outside of South Carolina that have staff organizations
4. A list of institutions for which we have copies of the by-laws of their staff organizations
5. Several examples of by-laws from a variety of institutions

If a budget for the committee is needed, the committee will make a recommendation to the president requesting one. In the meantime, the president can backstop budget requests by the committee for this year.

The committee may eventually collaborate in the creation of a manual or guide for staff, which could include materials dealing with the Staff Advisory Committee to the President. The
description of the committee will be included in the *Faculty/Administration Manual*’s section dealing with “committees of the college.”

The question was raised of electronically recording committee proceedings. The committee voted to endorse the practice, so long as it is understood that there might be times, due to the sensitive nature of the conversation, committee members may ask that the recorder be turned off.

Tom Casey offered his thoughts regarding the committee:
1. All staff members at the College are expecting feedback from the committee and the president is expecting it to be the “conscience” of the staff, so committee members should take their role seriously.
2. “Non-instructional staff” could be understood as including tenured faculty serving in administrative roles. However, anyone holding a roster faculty appointment is not eligible for election to the Staff Advisory Committee to the President.
3. Nothing is outside the scope of the committee.
4. The committee should aggressively attack the development of the by-laws.

**Election of Committee Leadership**

Marcia White was nominated by Marlene Williams to serve as committee chair. The nomination was accepted. John Inman was nominated but declined the nomination. Ms. White was elected by unanimous consent.

Robert Reese was nominated by Marcia White to serve as vice chair. The nomination was accepted and there were no further nominations. Deputy Chief Reese was elected by unanimous consent.

Anne McNeal self-nominated to serve as secretary. The nomination was accepted and there were no further nominations. Ms. McNeal was elected by unanimous consent.

Marcia White assumed chairmanship of the meeting.

**Future Meetings**

The assembly voted to hold future meetings at 9:00 a.m. on Wednesdays. Several rooms were suggested, and Stan Gray will check their availability.

The committee will eventually meet once or twice a semester. However, because the timeline calls for presentation of the by-laws to President Benson by February 15, 2012, the group decided to hold four meetings to complete a preliminary draft before winter break: October 12, October 26, November 9 and December 7.

**Communication**

For communication among the committee members, Anne McNeal will set up an email distribution list and volunteered to distribute appropriate information. Aron suggested setting up a Share Point site where all the members can access documents.
Communication among all represented staff members was identified as a priority for the committee.

1. A website has been developed: sac.cofc.edu. It currently consists of one page announcing the committee, stating its purposes and listing its members. The committee should add a suggestion form for staff members to use and a page for sharing meeting minutes. Anonymous suggestions will be possible for staff members who print the form and forward it via interoffice mail.

2. It is unclear how best to reach staff members via email listserv. JJ Corbett will find out who is included in the “staff-all” listserv. There is a Staff listserv which does not appear to be used, but is available to anyone who “opts in.” We might make a recommendation to the president to send a notice to “Administrative Information” alerting staff members to ask to be included. “Administrative Information” reaches everyone.

3. The committee will have to determine how to reach staff members who do not have regular access to campus email.

4. A newsletter was suggested as a method of communicating. Marcia White did not think it would be as effective as regular email communication.

5. Aron Kuch suggested meeting with individual departments, in addition to online feedback, to begin a dialogue with the staff community.

**By-Laws**

Composition of the committee and election procedures will be addressed in the by-laws. Several topics related to the by-laws were discussed by the committee:

1. Enid Idelsohn will work with Tom Casey to determine how many staff members are in each division, sorted by classification. Non-classified non-instructional staff members will be included. There are approximately 700 full-time positions occupying state lines.

2. There are approximately 200 temporary staff members who do not occupy lines. Many of them are long-term employees although their contracts are renewed annually. President Benson has approved appointment to the Staff Advisory Committee of an ex-officio member to represent temporary employees. The SAC chair would make the appointment.

3. There are approximately 200 adjunct faculty members who will not be represented by this committee.

4. Employees of businesses who contract with the College such as Aramark and Barnes & Noble will not be represented.

5. The committee will request a demonstration of the online faculty election system to assist in developing election procedures.

The by-laws will include a mission statement for the committee.

President Benson has requested that staff awards be considered by the committee.

**Constituent Concerns**

Some concerns were submitted to the committee for consideration via Brian McGee. Others were suggested by the committee members:
1. Compensation: the members requested an advance review of the president’s compensation plan
2. Enhanced access to for-credit classes for employees and their families
3. Non-credit on-campus training opportunities, e.g. financial planning
4. Flexible time for volunteering and mentoring in the community and for “wellness activities” such as exercising during normal business hours
5. More access to child care
6. Negotiation with CARTA for more and expanded schedules
7. More celebrations of staff accomplishments
8. “Flex time;” opportunities for non-standard work schedules
9. Inadequate staffing levels
10. Annual reviews should be required for all permanent positions
11. Annual reviews should be conducted for temporary employees
12. Overcrowding in some offices with no space available to conduct private conversations

The meeting was adjourned at 10:45 AM.

The next meeting will be held October 12, 2011 at 9:00 AM at a location to be determined.

Respectfully submitted,

Anne McNeal
Secretary
Appendix A

Staff Advisory Committee to the President

(Text for inclusion in the Faculty Administration Manual and the policy website)

a. Composition:
(1) A total of 14 full-time, non-instructional staff members occupying numbered state lines shall be elected to the committee. All those College of Charleston employees who are eligible for committee service shall be eligible to elect members of the committee. Each of the major divisions of the College, including Academic Affairs, Business Affairs, Institutional Advancement, Marketing and Communications, and Student Affairs (or their successor divisions) shall have a minimum of one elected staff representative serving on the committee. Members of the roster faculty and College employees with position titles using the words ‘president” or “provost” are not eligible for election to the committee. No individual shall serve for more than three consecutive years as an elected member of the committee; after three consecutive years of service, an individual is not eligible for another term of elected service until at least 12 months have passed.
(2) The Chief of Staff (or the President’s designee) is a non-voting, ex officio member of the committee, as is the Director of Human Resources (or the Director’s designee).
(3) The Chair of the committee shall have the option to appoint one full-time, temporary employee as a non-voting, ex officio member of the committee.

b. Duties:
(1) To elect a Chair, a Vice Chair, and a Secretary from the membership of the committee.
(2) To meet no less than two times per year to advise the President about staff opinions concerning all issues and matters at the College that the committee considers of importance to the staff and to the institution.
(3) To receive from the President requests for advice and counsel regarding matters relevant to the staff that may call for action by the President or other members of the administration.
(4) To increase awareness of the contributions made by staff to the College of Charleston and to promote the recognition of outstanding staff.
(5) To distribute written minutes of the committee’s meetings to staff employees.

August 17, 2011
Appendix B

Staff Advisory Committee to the President (SAC)
College of Charleston

Timetable for Committee Creation

This timetable for 2011-2012 summarizes the College’s process to create the 2011-2012 Provisional SAC, to establish committee by-laws, and to elect the 2012-2013 SAC.

Aug. 18: First day for state employees to self-nominate for membership on the Provisional SAC. Self-nominations should be submitted to Tammy Alexander in the Office of the President at alexandert@cofc.edu or by contacting Ms. Alexander at 3-5500.

Sept. 2: Last day for staff employees to self-nominate for membership on the Provisional SAC.

Sept. 5: As needed, employee names will be drawn by lot from the list of nominees until the Provisional SAC has 10 members, no more than three of whom shall be from any one division of the College. The drawing will be supervised by Professor Lynn Cherry (Speaker of the Faculty) or her designee, Ross Kressel (SGA President) or his designee, and Betty Craig (4 year staff employee).

Sept. 9: President Benson will appoint four additional staff members as voting members of the Provisional SAC. (During the 2011-2012 academic year, the President and the elected committee chair will have the option to fill any vacant committee seat by appointing a qualified staff employee to the relevant seat.)

Sept. 30: Chief of Staff Brian McGee will convene the Provisional SAC on or about this date and serve as committee chair during the election of committee officers for 2011-2012. Following elections, the elected chair of the committee will immediately take office and preside at all remaining meetings of the Provisional SAC.

Oct. 14: The Provisional SAC will begin its work of drafting and approving by-laws for the SAC. Advice on parliamentary procedure will be available from the Chief of Staff, the College’s Legal Counsel, and the Faculty Senate Parliamentarian.

Feb. 15: The Provisional SAC will submit SAC by-laws for approval, revision, or rejection by President Benson.

Mar. 1: President Benson will either approve the SAC by-laws (possibly with minor changes, following consultation with the Provisional SAC) or announce a new timetable for the creation of suitable by-laws.

Mar. 9: Nominations open for election to the 2012-2013 SAC.

Mar. 16: Nominations close for election to the 2012-2013 SAC.

Mar. 26-30: Elections held for the 2012-2013 SAC.

Jul. 1: Elected members take office for the 2012-2013 SAC.
Until by-laws are approved for the SAC, the most recent edition of Robert’s Rules of Order will serve as the parliamentary authority for this committee.