Minutes of the Staff Advisory Committee to the President
Wednesday, July 25, 2012
Alumni Center, School of Education, Health and Human Services

Attending:  Meredith Chance, Dee Cole (ex officio) Owen Compher, Herbert Frasier, Clara Hodges, John Inman, Aron Kuch, Jennifer McClerklin, Brian McGee (ex officio) Anne McNeal, Amy Orr, Ashleigh Parr, Amanda Smith, Marcia White, Marlene Williams

Not Attending: Elizabeth Dixon, Clara Hodges

Call to Order

Marcia White called the meeting to order at 10:06 AM.

Minutes of Last Meeting

The minutes of the May 24, 2012 meeting were distributed and unanimously approved as submitted.

Old Business

Staff Suggestions

Anne McNeal distributed an updated list of staff suggestions (Appendix A).

Staff Professional Development Incentive Program

Brian McGee reported on the Staff Professional Development Incentive Program, year one. All of the $20,000 fund for fiscal year 2011-12 was awarded even though the fund was established in September, 2011, and therefore did not span the entire fiscal year. Every submitted proposal with merit was funded, and the fund has been renewed in the same amount for the 2012-13 fiscal year.

Proposals ranged from travel for conferences to webinars to bringing someone to campus for group staff development. The conclusion is that there is a real need, and the current fund is not sufficient to meet that need. President Benson hopes that departments’ operating budgets can grow to provide additional professional development. Many departments have zero funding for this purpose.

John Inman suggested the College should publicize the program to the staff, possibly via a joint release from the President’s Office and the Staff Advisory Committee.

The two members appointed to the Staff Professional Development Fund committee by SAC, Clara Hodges and Linda McClenghan, serve at the pleasure of SAC. The recommendation is to review those appointments after their second year.
New Business

Election of Officers

Nominee for Chair: Marcia White. She was unanimously elected.
Nominee for Vice Chair: Aron Kuch. He was unanimously elected.
Nominee for Secretary/Treasurer: Anne McNeal. She was unanimously elected.

Subcommittees

There was an extensive discussion about what subcommittees should be established at this time, with the understanding that the subcommittee structure can be revised by the Staff Advisory Committee at any time.

An Executive Subcommittee is required in the bylaws. The committee discussed that all voting members of the full committee should also serve on the Executive Subcommittee.

Four additional subcommittees were established and members volunteered for the ones on which they wish to serve:

College Relations Subcommittee: John Inman, Amy Orr, Ashleigh Parr

Communication Subcommittee: Herbert Frasier, John Inman, Jennifer McClerklin, Anne McNeal, Marlene Williams

Constituent Concerns and Wellness Subcommittee: Meredith Chance, Owen Compher, Aron Kuch, Jennifer McClerklin, Amy Orr, Ashleigh Parr, Amanda Smith

Membership Subcommittee: Meredith Chance, Owen Compher, Amanda Smith. Aron Kuch will consult with the subcommittee since he was involved in getting the first election set up.

Marcia White will email the two absent members and ask their preferences for serving on subcommittees.

Each subcommittee will meet before school starts August 21 to elect a chair and co-chair and begin defining its work. Each subcommittee will let Anne McNeal know who the chair and co-chair will be, and when the first meeting is scheduled.

The staff suggestions forms generated through the SAC website will be rerouted to the chair and co-chair of the Constituent Concerns and Wellness Subcommittee.

Committee Meetings

The Staff Advisory Committee will meet the first Thursday of each month at 10:30 AM. Anne McNeal will find a location and send a meeting invitation. Dee Cole pointed out that Ed Pope, the new Vice President of Human Resources, had a prior commitment and could not be at today’s meeting, but plans to attend the next with Dee. He will be the ex officio member representing that office. Dee will attend meetings when he is not available.
Adjournment

Marcia White adjourned the meeting at 11:30 AM.

Respectfully submitted,

Anne McNeal
Secretary/Treasurer
Appendix A

Constituent Concerns
Received by the 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>
<tr>
<td>Anonymous</td>
<td></td>
<td></td>
<td></td>
<td>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?</td>
</tr>
<tr>
<td>Christine Anghel</td>
<td><a href="mailto:anghela@cofc.edu">anghela@cofc.edu</a></td>
<td>953-5665</td>
<td>English</td>
<td>The opportunity to receive the tuition waiver benefit for staff development courses offered by other Charleston institutions (currently referred to as a &quot;duplication of effort&quot;). Specifically the Student Affairs Graduate Certificate offered by The Citadel.</td>
</tr>
</tbody>
</table>
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

Reported in committee

Annual reviews should be conducted for temporary employees

Reported in committee

Overcrowding in some offices with no space available to conduct private conversations

Jane Reno-Munro  munroj@cofc.edu  953-5520  Student Health Services

I am concerned that there seems to be an inequity in regards to the maternity policy for staff and faculty. According to HR's policy 'MODIFICATION OF DUTIES FOR NEW FACULTY PARENTS' faculty members are entitled to a semester of a limited teaching load and are able to work from home. No such policy exists for staff. A member of my staff will soon give birth and has to use all of her sick time and annual leave and is not entitled to stay home and work from home which I would totally support. I feel this policy discriminates against staff.

Everett McInniss  mcinnise@cofc.edu  953-5737  Budgeting & Payroll Services

The faculty-staff listserv should only be used to announce appropriate business/academic College of Charleston information. Personal announcements, personal opinions, or the sale of personal items should be prohibited. I would recommend that announcements submitted to this listserv be reviewed before they are sent to the campus. Employees who violate the primary purpose of the listserv should lose the ability to send emails via the faculty-staff listserv.
Anonymous

Can the SAC remind people to use the forums rather than the listserves for things that aren't CoFC business? People are using the listserves for every little personal notice and business promo rather than using the forums.