Meeting of the Staff Advisory Committee to the President
June 20, 2013
Craig 108

Attending: Meredith Chance, Elizabeth Dixon, Herbert Frasier, Susan Hallatt, John Inman, Aron Kuch, Jenn McClerklin, Brian McGee (ex officio) Anne McNeal, Ashleigh Parr, Ed Pope (ex officio) Jennifer Smith, Marcia White, Marlene Williams

Also Attending from SAC 2013-14: Rudy Alisauskas, Walter Brown, Mandi Bryson, Carlton Crews, Phil Stevenson

Not attending: Clara Hodges, Amy Orr, Katherine Pezzella (ex officio), Frank Budd (SAC 2013-14)

Marcia White called the meeting to order at 10:33 A.M.

Because new members were present, Marcia asked everyone to introduce themselves. Marcia, Anne McNeal and Brian McGee thanked the members and offered any help they might require going forward.

Anne McNeal distributed minutes of the May 16 meeting which were unanimously approved.

Old Business

There was no old business to discuss.

New Business

Chair Report

1. After our last meeting with President Benson, when we requested more interaction with the Board of Trustees, Elizabeth Kassebaum contacted Marcia requesting that the new chair address the next Board of Trustees meeting.

2. Marcia read an email from Katherine Pezzella, ex officio representative of temporary staff, (Appendix A). There is now an exit survey form for temps. Marcia gave Anne McNeal Katherine’s SAC notebook to pass along to the next Secretary/Treasurer.

Treasurer’s Report

Anne McNeal reported that she spent $24 for raffle tickets and will spend a bit more for decorations for the Celebration of Staff brunch. Brian McGee said the balance in the budget will be swept, but the Board of Trustees approved a permanent budget for SAC.

Subcommittee Reports

College Relations Subcommittee
John Inman reported that the subcommittee has met with faculty and students to determine mutual areas of concern. Ashleigh Parr added that she is participating in the committee working with Memminger Elementary School regarding child care. The subcommittee has continuing involvement with the adjunct issue. Three staff/adjuncts are working with the Faculty Adjunct working group. John recommends continuing this subcommittee. Marcia White supported maintaining the relationships with faculty and students.

*Communication Subcommittee*

Anne McNeal explained that the new staff awards have been deferred to the next fiscal year, but Steve Osborne has made funds available for a Celebration of Staff in this fiscal year. The subcommittee has planned a drop-in brunch Thursday, June 27, in the McAlister Hospitality Suite on the third floor of TD Arena. Aramark catering has been very helpful in planning an extensive buffet that includes both breakfast and lunch items.

Susan Hallatt and Jenn McClerklin reported on the wonderful door prizes: tickets to theaters, restaurant gift certificates, gift bags filled with items from the Bookstore and New Student Programs, and other items. Recipients of the theater and restaurant prizes will have to submit a tax form. The gift bags are denoted as “de minimus” and do not require tax forms.

Each SAC member will send an email to employees in their area to encourage them to attend.

Anne will resend the invitation and include menu details and door prize items.

Susan Hallatt will prepare signage to help everyone find the location.

Anne asked for volunteers to man the SAC table – two people for each ½ hour shift. Members should email Susan Hallatt to volunteer to help.

*Constituent Concerns and Wellness Subcommittee*

Aron Kuch explained the purpose of the subcommittee: addressing concerns submitted by staff members.

The subcommittee divided into three working groups. An interim report to the president communicated the primary concerns that are beyond the scope of the subcommittee to address. The spreadsheet has been updated with resolutions for all suggestions.

Only ten or fifteen issues are ongoing, pending feedback, etc. Brian said the President’s Office is working on issues requiring funding.

Ed Pope worked with MUSC to make their fitness center available to our employees. Not all of the 24 who were interested actually signed up, so we are still below the minimum of 20 employees required to achieve the MUSC employee discount.

*Membership Subcommittee*

Meredith Chance said a SAC representative from Marketing and Communications will be elected when the 2013-2014 group is convened.
Anne McNeal thanked Ed Pope and Brian McGee for their help and support of the goals of SAC.

Brian explained that the budget approved by BOT for FY 2013-14 matches very closely the Action Plan that SAC endorsed. There are three pools for employee raises for the new year: the state has not mandated the 1% raise for employees as expected, but the College has budgeted 0.8% of the money to cover it and will use it for raises. There are also equity and merit raise pools, with a total of 2.8% available for raises from all three pools.

It is a priority of the administration to convert temporary positions to permanent ones. Several new lines were approved to reduce the number of temporary positions.

Employees who work 30 or more hours a week will receive health insurance, including adjunct and temporary employees, who will be receiving health insurance for the first time beginning January 1, 2014. The total cost is $1.1 million per year. Some universities are reducing staff or hours to avoid the cost. That was not part of the decision process at the College. Aron pointed out that the plan and the cost for temporary employees will be the same as for permanent employees. Meredith Chance asked whether Staff Training availability will be increased. Brian said this is not in the new budget, but continues to be a priority.

Marcia expressed appreciation for the transparency of the budget process provided to SAC.

Brian reported that there will be a Campus Climate Survey in the next fiscal year.

Ed Pope reported that the Compensation Study for staff is moving forward. He is submitting an RFP for a consultant soon. He would like to include the appropriate SAC subcommittee in the discussions.

Ed also announced that there will be comprehensive compliance training for all employees by professional consultants addressing bullying, etc.

Ed reported that the EPMS employee evaluation system was reviewed by a focus group which included SAC members. One result is reducing the number of characteristics evaluated by half and adding diversity as a characteristic to be evaluated. In addition, the process will begin earlier, with self-evaluations scheduled in December.

The recruiting part of the system will be upgraded in July. Ed is sending out a training schedule. The performance evaluation upgrade will be implemented in September. Position Descriptions will be retained in the new system, but previous evaluations will not be retained.

Marcia White adjourned the meeting at 11:25.

Respectfully submitted,

Anne McNeal
Secretary/Treasurer
Staff Advisory Committee to the President
Hi Marcia,

Today is my last day but I have great news to share. I requested an exit interview to follow up on some of the things I said during the meeting with President Benson. Ed set me up with Doug Hill and I did the interview yesterday. They also created an exit survey for temporary staff which they didn't have before; I was the first person to fill it out. I leave feeling like I actually contributed something on behalf of the temps and hope that you will share with the committee and my replacement (eventually) that this now exists for them and they should take advantage of it! I’m happy that I was able to share my story with the President and HR. Thank you for giving me the opportunity.

Just saying “see you later!” 😊

Best,

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