Minutes of the Staff Advisory Committee to the President
October 4, 2012
108 Craig Hall

Attending: Meredith Chance, Elizabeth Dixon, Herbert Frasier, John Inman, Aron Kuch, Jennifer McClerklin, Anne McNeal, Amy Orr, Ashleigh Parr, Ed Pope (ex officio), Amanda Smith, Marcia White, Marlene Williams

Not Attending: Clara Hodges, Owen Compher, Brian McGee (ex officio)

Marcia White called the meeting to order at 10:35 A.M

Minutes of Last Meeting

The minutes of the September 6, 2012 meeting were distributed and unanimously approved as submitted.

Old Business

There was no old business.

New Business

Subcommittee Reports

- College Relations Subcommittee
  Simon Lewis has invited the subcommittee members to attend the Faculty Wellness Committee November meeting.

- Communication Subcommittee
  - Anne McNeal is chair of the subcommittee
  - The Staff Forum has not had much activity since Anne sent the email to all staff asking them to subscribe and participate.
    - Marcia White suggested that each of us promote use of the forum in our divisions either in staff meetings or by discussion with our EVPs to figure out an approach.
    - Amanda Smith will post the results of the CARTA survey only in the forum with an email that it is available.
  - Suggestion Boxes
    - Physical Plant has built wooden suggestion boxes for the three areas with a number of employees who do not use computers regularly: Maintenance, Grounds, and Residence Life Maintenance. Herbert Frasier said the boxes will be delivered tomorrow. (Anne checked with Robert Reese, and all staff members in Public Safety use computers, so do not need paper copies of the suggestion form or of postings.)
    - Anne will make copies of the Suggestion Form for Herbert to distribute to the three departments with suggestion boxes.
Anne will contact Brian McGee about setting up a small account from which to pay for things like copies of forms and postings.

Randy Carver is the contact for Residence Life Maintenance.

- The Communication Subcommittee has invited Brian McGee to its next meeting to get the president’s thoughts on awards and recognitions since this was part of the president’s original charge to SAC.

### Constituent Concerns and Wellness Subcommittee

- Human Resources and Benefits Working Group reported by Meredith Chance
  - Looking at flex time and the Employee Compensation Plan.

- Business Affairs Working Group reported by Amanda Smith
  - A review of parking assignments indicates that employees are not getting bumped from surface lots by employees who have state service elsewhere being considered in their length of service; or because of assignments made outside of the normal process.
  - The CARTA survey closes Friday. More than 300 employees have completed it, plus paper copies yet to be input into Qualtrics. The results will give Jan Brewton actionable data for working with CARTA.
  - Amy Orr spoke with Bob Cape and resolved the concerns about IT regarding using forums vs. using listservs.

### Wellness Working Group

- Child Care: The group is investigating child care downtown for children under 2 years of age. Jenn McClerklin spoke with Candace Jaruszewicz, Director of ECDC. The program currently underserves College employees because of space constraints. However addressing child care capacity on campus is part of the Strategic Plan.

- Fitness
  - Jenn is also exploring fitness opportunities. Currently, students can use East Shore Athletic Club and employees get a discount at their facilities. MUSC has a wonderful facility that employees join for a small charge deducted from their paychecks. Jenn will look into the possibility of our employees partnering with them and using the MUSC facility.
  - An employee suggestion questioned whether time can be set aside at existing facilities on our campus for just employees. The difficulty is getting a consensus on what days and times should be reserved, since people are available at widely varying times.
  - There are underused facilities available such as the fitness area on the second floor of Johnson Center. We need to educate employees about what is available.
  - There will be a fitness facility in the new residence hall being built where Gloria Lot was located. Elizabeth Dixon proposed that we make suggestions to the College’s facilities person about use of the new fitness facility by employees at designated times. It was noted that the new apartment building is not a College owned or operated facility, but belongs to a private contractor.

- Team sports: Meredith Chance is talking with Gene Sessoms about team sports that are currently offered or planned.

### Health Services

- Elizabeth Dixon spoke with Jane Reno-Munro about giving employees their allergy shots. Jane said Health Services is phasing out assistance to employees because the clinic is too busy taking care of students. John Inman explained that Health Services is 100% funded by student fees, is operating at 100% of capacity, and might have insurance issues if it treats employees.
Anne McNeal proposed that SAC take a suggestion to President Benson to impose an employee fee to cover health services and fitness. John Inman said that the trend nationally is toward employee wellness and health services on site. Ed Pope recommended that any recommendations to the president should be linked to the Strategic Plan.

Marcia White suggested a comparative study among 4-year public institutions in South Carolina.

- Education Working Group reported by Aron Kuch:
  - The group is in discussion with Ed Pope about how the State policy is being applied at the College compared to other institutions.

- Aron Kuch is developing a list of submitted concerns and their resolutions for communication to the staff.

- Amanda said the Subcommittee is still getting concerns submitted by staff members and is distributing them to the appropriate working groups. An example is concern about the change of athletic conference and the cost involved. Group discussion indicated that President Benson has explained the considerations for the change to the Alumni Association and Faculty Senate. Aron Kuch suggested we make a request for a communication to the staff by the president if the move is made. Marcia will email Brian McGee to request communication to all campus constituents by the respective executive vice presidents before the information is released to the public.

- Membership Subcommittee is meeting November 13.

Other New Business

Marcia White pointed out that there are discounts available to College employees that we might not be aware of, such as hotel discounts for government employees. The College has a We Save card that provides discounts at local businesses. Some restaurants and other stores on King Street give discounts on request to College of Charleston employees. Anne McNeal will create a Resources section on the SAC website linking to information about discounts. Marcia will start a thread about it on the Staff Forum.

There being no further business, Marcia White adjourned the meeting at 11:35 A.M.

Respectfully submitted,

Anne McNeal
Secretary/Treasurer