Minutes of the Staff Advisory Committee to the President
September 6, 2012
Craig 108

Attending: Meredith Chance, Dee Cole (ex officio) Owen Compher, Elizabeth Dixon, Herbert Frasier, John Inman, Aron Kuch, Brian McGee (ex officio) Anne McNeal, Amy Orr, Ashleigh Parr, Ed Pope (ex officio), Amanda Smith, Marcia White

Not Attending: Clara Hodges, Jennifer McClerklin, Marlene Williams

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

Minutes of Last Meeting

The minutes of the July 25, 2012 meeting were distributed and unanimously approved as submitted.

Old Business

There was no old business to discuss.

New Business

Ed Pope was attending his first SAC meeting, so the members introduced themselves. Ed endorsed the committee, explaining that he worked with a staff committee at the Citadel. He has also worked for the State of South Carolina in the Budget and Control Board and the Governor’s Office.

Chair Report

Marcia reminded the committee members that the committee's work is a matter of public record, including the subcommittee meetings, emails, etc. The meetings are open to the public and may be attended by anyone at any time.

Marcia reminded the members to reread the bylaws, especially the statement of purpose for the committee. We need to stay on track and not be pulled in other directions. We need to stay focused on the "big picture" items and not on concerns that are already being addressed by other entities on campus.

We need to familiarize ourselves with existing policies to make sure we are not acting counter to them. They are available at policy.cofc.edu and at hr.cofc.edu - click on "Policies." Brian said there are also policy statements on the Academic Affairs website.

Dee Cole will send Marcia White the links to the state regulations.

(Dee subsequently provided the links: http://ohrweb.ohr.state.sc.us/OHR/regs01/table_of_contents.htm - link to OHR regulations http://www.ohr.sc.gov/OHR/OHR-employer-services.phtm - link to Employer Services at OHR)
Subcommittee Reports

- College Relations Subcommittee

John Inman, Chair, reported that the subcommittee met Tuesday, September 4 with Lynn Cherry, Faculty Speaker, and the treasurer of the SGA. They discussed areas where there might be overlapping interest among staff, faculty and students. Lynn suggested that the subcommittee also make contact with the Faculty Wellness Committee and the Faculty Advisory Committee to the President.

Three areas of overlap were identified: adjunct wellness (a staff/adjunct might want to participate in the discussion), child care, and a fitness center. Faculty have collected data on these things so we don't want to duplicate efforts. The College Relations Subcommittee will continue to coordinate with the faculty on those issues. The dialogue among the groups will continue to be done informally.

- Communication Subcommittee

Anne McNeal volunteered to chair the subcommittee, distributed the minutes of its August 30 meeting, and made a report.

The subcommittee identified the Staff Forum and the SAC website as the two online avenues to communicate with staff. Amy Orr met with Bob Cape and John Schroeder in IT regarding constituent concerns and discussed communicating with staff via listserv. She learned that Anne McNeal has access to the Staff-All listserv.

The committee agreed that we can disseminate information to staff via listserv, but will continue to use the forum for discussions.

Aron Kuch pointed out that we should be sure to have content in the Staff Forum before directing staff to it.

Elizabeth Dixon suggested that we request an announcement in MyCharleston to only staff directing them to the forum.

For posting of committee activity on the SAC website, John Inman suggested we use the Faculty Senate’s website format.

The Communication Subcommittee asked whether it will have responsibility for communicating the activities of the Constituent Concerns and Wellness Subcommittee (CCWS), or whether CCWS will communicate its own activities. The decision was that the Communication Committee will post constituent concerns on the SAC website and forum and will distribute paper copies to the departments identified as having employees who do not regularly access computers. Jenn McClerklin serves on both the Communication Subcommittee and CCWS and has agreed to be liaison between them.

The Communication Subcommittee recommends distributing all posts in paper form to Physical Plant Maintenance, Grounds, Public Safety and Residence Life where many employees choose to not use computers. The Subcommittee will also distribute paper copies of the Suggestion Form and suggestion boxes to those departments. Herbert Frasier will be department liaison for Maintenance and Marlene
Williams will be liaison for Grounds. Anne McNeal will ask Robert Reese for a Public Safety liaison, and John Inman will contact John Campbell for a Residence Life liaison.

Another question from the Communication Subcommittee: which subcommittee is responsible for awards and recognition? Responsibility will be assigned to a subcommittee at a later date, though the Communication Subcommittee is interested in assuming the responsibility.

- Constituent Concerns and Wellness Subcommittee

Owen Compher, Chair, made the subcommittee report.

The subcommittee has formed four working groups to begin addressing the constituent concerns that have been submitted: Human Resources and Benefits, Wellness, Business Affairs, and Education.

A survey is being designed regarding CARTA use which will be distributed to staff only.

Meredith Chance is researching the rules for parking assignments.

The education working group is looking into the staff training policy.

For all staff suggestions and constituent concerns, CCWS is researching all state and institutional policies.

John Inman suggested that, when a topic is posted in the Staff Forum, links to all available program options and all existing policies should be included.

Question to HR: what is a perk? What is acceptable to receive as a benefit? Perks are benefits available only to certain levels of employee. The objective is clarity so that everyone understands the parameters.

The Committee needs to prioritize issues so that we don't create expectations that we are not going to meet because we are addressing too many issues at once. In addition, we should make a point of sharing survey results whenever a survey is administered.

Ed Pope reported that Health and Human Performance is interested in offering wellness opportunities for staff.

CCWS will have subcommittee meetings the second Thursday of each month at 10:30 A.M.

- Membership Subcommittee

Meredith Chance, chair, reported that the subcommittee’s first official meeting is scheduled for November 13 since they will be primarily working on next year’s elections.

The suggestion was made to have someone at computers to help non-computer users to vote. Herbert Frasier reported that, in the last election, the people in Physical Plant who wanted to vote got help from administrative staff, and anyone who wanted to vote was able to.
At the last election, we had committee members stationed in the library to help people vote, but no one took advantage of it.

**Other New Business**

Anne McNeal said we need to post opportunities for non-SAC members to get involved. We need to get people interested in SAC who might run for election next year.

Owen Compher suggested that each committee create a statement of purpose.

Subcommittee minutes are required by the bylaws and should be sent to the secretary/treasurer in advance of the full committee meeting for posting on the SAC Sharepoint site.

There being no further business, Marcia White adjourned the meeting at 11:44 A.M.

Respectfully submitted,

Anne McNeal
Secretary/Treasurer