Minutes of the Staff Advisory Committee to the President  
March 18, 2014  
Stern Center 409

Attending: Rudy Alisauskas, Walter Brown, Mandi Bryson, Frank Budd, Meredith Chance, Carl Crews, Elizabeth Dixon, Amy Orr, Ashleigh Parr, Phil Stevenson, Brian McGee (ex officio),

Not attending: Herbert Frasier, Susan Hallatt, Ed Pope (ex officio)

Ashleigh Parr called the meeting to order at 10:38 a.m.

Minutes from February 20 meeting were approved.

**Old Business**

*Campus Communication (FETC)*

Phil Stevenson attended the FETC meeting held on March 13. Many employees appear to desire the return of listservs, but the information technology department believes forums serve a better purpose, though not many employees use them. While forums offer a better organized tool for communication, the messages do not come to one’s inbox. Listserv emails occupy a large percent of our email capacity, but we may be able to control that by limiting the size of emails and graphics. Staff members have expressed a desire for listservs, but at this time, IT has no plans to revive listservs. The FETC will talk with IT to determine a way to bridge the gap between forums and listservs, possibly by using one of the Google apps the campus has access to. Google apps were discussed (specifically, Hangouts) as a way to upload videos and post group messages. Minutes from this meeting can be found at the end of this document (document 1).

*Fitness Facility*

SAC will make a recommendation to the EVPs regarding staff use of the new fitness facility, and Amy will pull data for usage. Campus Recreation staffs the fitness facility, but we are unsure at this time if it will be staffed during the summer. SAC will review data, send to the President and copy EVPs, and request the use of the space.

The CoC Fitness Center usage peaks in the 3PM – 6 PM timeframe, with Mondays being most heavily used days, and the maximum capacity per Fire Life & Safety is 236 people. Based on this information Staff Advisory will request full access for all CoC employees during normal operating hours as the number of faculty and staff who will likely use the Center would not impact student access/use.
*Childcare*

There is no update at this time.

*Campus Climate Survey*

The survey is now available through MyCharleston, and all SAC members should take this survey and encourage others.

*Great Colleges to Work For*

EVPs overturned the decision by SAC and Faculty Welfare Committee to administer this survey. EVPs want to focus efforts on the campus climate survey. The 2013 Great Colleges to Work For survey was supposed to be a baseline for future years, per President Benson. Brian said the EVPs believed the Campus Climate Survey would have a strong diversity component and would inhibit results of GCTWF. EVPs concluded that taking the temperature at the moment was more important for the College. SAC will promote GCTWF survey to the next president.

*New Business*

*Items from Staff Forum:*

SAC will not issue a statement regarding academic freedom, CoC/MUSC merger, or the presidential search based on the wide-ranging input received after the Staff Forum

Presidential Search – Faculty Senate had grave concerns about the search, and they place blame on the Board of Trustees. See minutes from this meeting online at [http://facultysenate.cofc.edu/archives/2013-2014/march-2014/minutes%202014-03-11.pdf](http://facultysenate.cofc.edu/archives/2013-2014/march-2014/minutes%202014-03-11.pdf).

*Follow-up from Staff Forum:*

Susan requested from Linda McClenaghan the supervisory evaluation form.

SAC represents the concerns of staff and our focus should remain on staff matters on which we have a consensus.

Our focus needs to be on the Campus Climate Survey, not other polls for staff.

There is no official statement from SAC at this time; we are asking staff to submit feedback through the SAC suggestion form or online forum.

Meredith C. will email all staff with the staff forum power point, link to SAC website with minutes (once today’s minutes are approved and uploaded), link to suggestion form, and link/directions to the online staff forum.
Subcommittee Reports

Staff Liaison

Communication & Concerns

- Newsletter – Phil distributed a sample draft newsletter. There will be links to the website for additional information. Meredith E.P. will include Amy’s recommendations on the next draft.
- Staff Brunch – We will plan to reserve McAlister Suite again this year. Josh Bryson is the contact, and Ashleigh will reach out to him regarding potential dates. Mandi will look at Stern Ballroom as a backup location.

Membership

Divisional election results are as follows:
- Charles Bradley – Business Affairs
- Emily Padgett – Institutional Advancement
- Jane Reno-Munro – Student Affairs
- Michelle Futrell – Academic Affairs

Announcement will be made on March 19 to all staff. At-large candidates will be announced as well.

Voting for at-large elections will be done online through MyCharleston between March 24 – 31.

Announcements will be posted in Physical Plant, Grounds, Public Safety, and Residential Life and other areas regarding at-large elections. Assistance will be provided at the Stern Center lobby for anyone needing help logging into MyCharleston to vote. We will suggest to contact IT if one does not know his/her username/CWID and/or password. New suggestions will be reviewed for next year.

Chair’s Report

Ashleigh reported that President Benson should attend the staff appreciation brunch to present the Presidential Award. Susan Tuskan will work with his schedule in order for him to attend, though his schedule is full the first week of June. Ashleigh is following up with the President on the items he still needs to respond to.

Ashleigh Parr adjourned the meeting at 11:59 a.m.

Respectfully submitted,

Meredith Chance

Secretary

Staff Advisory Committee to the President
**Document 1:**
03/13/14 FETC Sub-committee meeting to determine attributes for campus communication platform.

Present: Andrew Bergstrom, Meg Cormack, Mark Hurd, Garrett Michener, Phil Stevenson, Vijay Vulava

Location: Maybank 119

Attributes for an ideal CofC communication platform:

- Mandatory messages w/ no opt outs through Listserv
- Non-mandatory/informational messages w/ opt-in/opt-out feature through Listserv – this will be guided by strict posting rules
- Listserv – possibility of all posts appearing in email client and in Community Forum, possibility of moderation by users (to discourage users from cross-posting)
- Focused way (texting, messaging, etc.) to send/receive messages from students/classes/groups
- Internet based telephony – ability to place voice, video, text messages from computers/tablets (Google Voice)
- Common supported instant messaging platform across campus
- Uniform calendaring system that is automatically populated with campus events, academic calendars, deadlines, etc. – all academic units will need to adopt the platform
- Migrate to Google platform for email, calendaring, Apps, etc.
- Apps for virtual meetings
- Better Gmail/Outlook integration – allow students to look up instructors and staff from Gmail
- Integrated polling platform (PollEverywhere)
- Integrated scheduling platform (Doodle)
- Tablet/phone apps for the communication platform

Other features:

- Default activation of Google Apps for all

Comments:

Cormack:

1. Want to receive all information directly to email
2. Could some email go to a separate account – College Gmail account?
3. Updates on events? New content notification system
4. Need to set rules for content posted on Listserv – allow only small attachments
5. Ability to work from off-campus

Hurd:

1. Need to be smarter and more efficient
2. Users are not adapting to the new technologies, so superior systems are not being used
3. Need to communicate to stakeholders on appropriate use
4. Uses Remind101 to send targeted one-way messages to students
5. Easy way to share video and other files w/ students
6. Some platforms are not available off-campus (CMS, etc.)

Michener:
1. Moderate Listserv to reduce
2. File sharing instead of sending attachments
3. “Smarter” security features for off-campus access

Stevenson:
1. Staff do not want to use Community Forum – because they feel Forums stifle opinions