Minutes of the Staff Advisory Committee to the President
February 20, 2014
Stern Center, Room 409

Attending: Rudy Alisauskas, Walter Brown, Mandi Bryson, Frank Budd, Meredith Chance, Carl Crews, Elizabeth Dixon, Susan Hallatt, Amy Orr, Ashleigh Parr, Phil Stevenson, Brian McGee (ex officio), Ed Pope (ex officio), Tom Holcomb, Kristi Brian, John Bello-Ogunu

Not attending: Herbert Frasier, Jessica Rodgers, Clara Hodges

Ashleigh Parr called the meeting to order at 10:31 AM.

Minutes from the January 22 meeting were approved.

Campus Climate Survey Update:

Tom Holcomb and Kristi Brian offered a PowerPoint slideshow on the Campus Climate Survey to be launched on Wednesday, March 12. Campus Climate is a construct that defines current attitudes, behaviors, and standards of practices of employees and students of an institution. It’s measured through personal experiences, perceptions, and institutional efforts. Please see slides at the end of the minutes (document 1).

Hard copies of the survey will be available, and the survey administrators will be working with Ed Pope to determine when, where, and how many hard copies will be available. Self-addressed envelopes will accompany the hard copies for those surveyed to mail to Sue Rankin and Company.

The survey will be available through a link in MyCharleston, and only current faculty, staff, and students will have access to the offsite link for the survey. Identities of those being surveyed will be anonymous and will not be tracked individually. Information Technology at Rankin and Associates will strip the identifying information. Surveys must be completed in one sitting due to the anonymity of those being surveyed.

It should take students approximately 20 minutes to complete the survey if they did not already know the questions. On average, it should take faculty/staff 37-40 minutes, though some may take only 22-25 minutes. The range for survey time is generally 20-30 minutes depending on comments, etc. Rankin and Associates do not want those surveyed to preview the questions because they desire fresh thoughts and feedback. They also want to minimize opportunities for misinformation. Definitions for terms identified
will be available within the survey. Tom Holcomb will confirm with Rankin & Associates regarding the time-out feature to ensure those surveyed will not be timed out.

Duplicate responses will be rare, but they will be deleted if identified. Rankin & Associates will make these selections if necessary.

Response rates tend to be higher for faculty/staff than students. Those conducting the survey will encourage increasing the response rates due to the importance of the survey. At the end of the survey, those surveyed will have the option to join the pool to be considered for an iPad mini prize (one for faculty, one for staff, and one for students).

The landing site is built into the assessment and will provide resources for further questions and resources.

Reminder emails will be sent periodically, and students, faculty, and staff will receive the first email from President Benson soon, and there will be a reminder each time someone logs into MyCharleston. Student groups have already been solicited and are on board. SAC will do what it can to promote the survey to staff. Supervisors should allow staff to take the survey during working hours (on the clock).

Professional Development Committee:

Clara Hodges met with Alice Hamilton and the Professional Development Committee. The College of Charleston North JobBridge Program includes: Nonprofit Fundraising Certificate (effective fundraising for nonprofits), Sales and Negotiation Certificate (learning a system of sales based on building relationships and listening to the client to help them achieve their goals), and Digital Marketing and Social Media Certificate (provides skills necessary to enter the rapidly-growing digital marketing field). The cost for each of these courses is $675, but some funding may be available from the Professional Development fund in the President’s Office. Contact Joann Throckmorton or Elizabeth Kassebaum for details. For more information on the JobBridge Program and other courses offered at the North Campus, please contact Alice Hamilton at (843) 760-5876 or Gibbon Miler at (843) 953-2111.

Susan Hallatt noted that the Graduate School is unhappy with the Arts Management certificate program offered since the Graduate School offers an Arts Management Master’s Degree.

Old Business

Campus Communication (FETC)

Ashleigh Parr recently attended a Faculty Educational Technology Committee (FETC) meeting. Ashleigh distributed the “Communication Channels Matrix for the College of Charleston” (found at the end of this document in document 2) and asked SAC members to review the handout and email questions to Susan Hallatt prior to Feb. 26 in order for discussion in the Communication & Concerns subcommittee meeting.

Staff Forum
The first Staff Forum conducted by the Staff Advisory Committee will be held on Wednesday, March 12 at 10:00 a.m. in the Stern Center Ballroom. SAC members will discuss their roles and provide updates on successes and challenges to date. Several staff would like the CoC/MUSC merger to be discussed; however, SAC will not take an official stance at the moment regarding the potential merger. Staff will have an opportunity to present any concerns or questions. Additional suggestions for material should be submitted to Amy Orr.

**Staff Awards:**

The Board of Trustees approved the proposed Staff Awards program. The resolution and program can be found at the end of this document (document 3). Nominations will take place April 15-30. The Communication & Concerns subcommittee will make a recommendation to SAC who will then present recommendations to Benson on May 15. Awards will be distributed at the June celebration of staff lunch.

**New Business**

**Subcommittees**

**Membership:**

The schedule for nominations/elections was sent to all staff on January 16. There are 6 open seats for at-large positions and 4 divisional seats. The schedule is as follows:

- **Self-Nominations:** February 3 – 14
- **Divisional Elections:** March 3 – 10
- **At-Large Elections:** March 24 – 31

During the self-nomination period, 24 nominations were received. Ashleigh Parr’s division has been relocated and is no longer part of Academic Affairs. SAC supports Ashleigh’s completion of her role as SAC Chair. Ed has assessed the bands, and we do have 5 nominees in pay bands 1-4. SAC approved the slate for divisional elections.

**Staff Liaison:**

No report given.

**Communication & Concerns:**

This subcommittee will meet on February 26 and will talk with the Faculty Welfare Committee regarding access for faculty/staff to the new fitness center. They will review available times.

There is no update on the Tobacco Free Policy.
The issue of childcare on the peninsula has been tabled for now following Meredith English Perrone’s meeting with Margaret Hagood.

There was a discussion regarding campus disability access. Frank Budd will get in touch with Kimberly Gertner for an update. It is expensive to retrofit buildings on campus because of the age of the buildings and the BAR. Funds are a major issue regarding infrastructure upgrades.

An additional CARTA stop is not feasible, per CARTA, considering the location and number of people it will service.

Please submit information or ideas to Phil Stevenson for the Staff Newsletter as he is gathering information now. Susan stated she has an idea for a blog with SAC info that will include commitments, etc.

It was reported that there have not been many concerns submitted recently. The subcommittee will discuss best ways to encourage people to submit concerns.

**Chair’s Report**

There was no report given.

Amy Orr adjourned the meeting at 11:30 a.m.

Respectfully submitted,

Meredith Chance

Secretary

Staff Advisory Committee to the President
College of Charleston

Campus Climate Assessment Project

Spring 2014

Assessing Campus Climate

What is it?
- Campus Climate is a construct

Definition?
- Current attitudes, behaviors, and standards and practices of employees and students of an institution

How is it measured?
- Personal Experiences
- Perceptions
- Institutional Efforts

Rankin & Reason, 2008
Campus Climate & Students

How students experience their campus environment influences both learning and developmental outcomes.\(^1\)

Discriminatory environments have a negative effect on student learning.\(^2\)

Research supports the pedagogical value of a diverse student body and faculty on enhancing learning outcomes.\(^3\)

Campus Climate & Faculty/Staff

The personal and professional development of employees are impacted by campus climate.\(^1\)

Faculty members who judge their campus climate more positively are more likely to feel personally supported and perceive their work unit as more supportive.\(^2\)

Research underscores the relationships between (1) workplace discrimination and negative job and career attitudes and (2) workplace encounters with prejudice and lower health and well-being.\(^3\)

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\(^1\) Pascarella & Terenzini, 1991, 2005
\(^2\) Carreras, Nova, Terenzini, Pascarella, & Nagai, 1999; Feagin, Vera & Imani, 1996; Pascarella & Terenzini, 2005

\(^1\) Settles, Cortina, Mailey, and Stewart (2006)
\(^2\) Sears, 2002
\(^3\) Silverman, Cortina, Konik, & Mailey, 2007; Waldo, 1999
Assessing Campus Climate

Why Assess?
What is the Process?
Where Do We Start?

Why conduct a climate assessment?

- To foster a caring college community that provides leadership for constructive participation in a diverse, multicultural world.
- To open the doors wider for underserved constituents to create a welcoming environment.
- To improve the environment for working and learning on campus.
Background & Team

- President’s Commission on Diversity

- Campus Climate Study Committee
  (study “learning, living, & working” environment)

- Working with Rankin & Associates
  (www.rankin-consulting.com)

President’s Commission on Diversity, Access, Equity and Inclusion : 5-Year Plan Priority Goals

- Recruit, Retain and Graduate Greater Numbers of Minority and International Students
- Recruit and Retain Greater Numbers of Women and Minorities into Faculty, Staff, and Administrative Positions
- Create a Supportive Environment that is Diverse, Inclusive, and Welcoming to All
- Infuse Diversity into the Curriculum
- Collect and Organize Data to Create Data Bases in Order to Systematically and Effectively Assess Progress and Align/Re-align Programs to Achieve Diversity Goals

Source : cdaei.cofc.edu/documents/Prioritized-Goals-Update051512
Campus Climate Study Committee

Bello-Ogunu, John O:  Associate Vice President and Chief Diversity Officer
Brian, Kristi:  Director of Diversity Education and Training
Cozart, Angela Crespo:  Associate Professor, Teacher Education
France, Hollis M:  Associate Professor, Political Science
Frasier, Herbert L:  Administrative Manager, Building and Equipment Maintenance
Gertner, Kimberly Ann:  Director of Human Relations and Minority Affairs
Harris, Renard B:  Associate Professor, Teacher Education
Holcomb, Thomas F:  Director, ROAR Scholars Program
Lee, Namjin:  Assistant Professor, Communication
McGee, Brian:  Chief of Staff, Senior Vice President for Executive Administration
Phillips, Darryl A:  Professor, Classics
Pope, Ed:  Vice President of Human Resources
Posey, James T:  Associate Vice President of Institutional Research & Planning
Sanders, Briosha Nykia:  Undergraduate Student
Walker, Katie:  Assistant General Counsel
Ward, James L:  Senior Instructor, Art History
Wayman, Lina Faith:  Graduate Student
White, Marcia H:  Senior Director of Marketing

Campus Climate Assessment Project
Methods & Timeline

Examine the Research
• Review work already completed

Preparation
• Readiness of CoFC community
• Focus Groups (October 2013)
• Development of Survey Questions (Fall - Spring 2014)

Assessment
• Examine the climate
• Administering of Survey
• (Starting March 12, 2014)

Follow-up
• Building on the successes and addressing the challenges
• Analysis and Reporting of Results (Summer – Fall 2014)
Projected Outcomes

The College of Charleston will use data to:
- Increase knowledge about campus climate
- Inform our incoming President

The College of Charleston will use the results of the assessment to serve as baseline data for campus improvement:
- Identify areas for improvement
- Repeat survey in 5 yrs to track efforts

What YOU can do:

- Speak positively about the Climate Survey in your office.
- Encourage participation by ALL colleagues
- Ask any STUDENTS affiliated with your office to encourage their peers to participate.
**Document 2:** Communication Channels Matrix for the College of Charleston

<table>
<thead>
<tr>
<th>Application / Service</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Microsoft Exchange / Outlook | Primary email delivery system for College faculty and staff | In addition to regular email traffic, Exchange/Outlook supports several **distribution lists** which users cannot opt out of. These include:  
- **Administrative Information** – a restricted group to send to Faculty and Staff. This list can only be used by people designated by College of Charleston Senior Administration.  
- **All Staff** - This group may only be used by senders approved by College of Charleston Senior Administration.  
- **Faculty Administration** - This is a restricted group that can only be used by designated members of the President and Provosts offices. Currently owned by Deanna Caveny-Noecker.  
- **Students: SPRING-Enrolled-All** - Automatically created from College Information Systems.  
- **Students: FALL: Enrolled: All** - Automatically created from College Information Systems. |

Outlook 2010/2013 also support subscribing to **RSS feeds** within the email client. Using Outlook to subscribe to an RSS Feed is quick and easy and does not involve a registration
<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cmail (Gmail)</td>
<td>Primary email delivery system for College students</td>
<td>- Cmail accounts are not available for Faculty and Staff.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cmail is the official email of record for students.</td>
</tr>
<tr>
<td>Listserv</td>
<td>Opt-in mailing lists, announcement lists, and discussion groups with messaging sent by email.</td>
<td>- Currently running Listserv 16.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Management interface located at <a href="http://listserv.cofc.edu/">http://listserv.cofc.edu/</a> (Login required)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Messages can be sent to listserv from email or the web based management interface</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Listservs</strong> are frequently confused with <strong>distribution lists</strong>. Since listservs are opt-in, they do not represent the entirety of the audience in the name. For example, the Faculty and Staff listserv does not actually reach all faculty and staff. As of 1/16/2014 there were 1536 users subscribed to that list. The Faculty listserv as of 1/16/2014 had 1,274 subscribers.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- <strong>Listservs</strong> currently allow users outside the College domain to participate. For example the Job Postings listserv and the Sports listserv.</td>
</tr>
<tr>
<td>MyCharleston</td>
<td>MyCharleston is the campus portal for Banner services and other single sign on services.</td>
<td>- Currently running Ellucian Luminis Platform 4.3x</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Two channels for messages:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Personal Announcements</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Campus Announcements</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Access to post to these channels is restricted and usually done by request through IT Web Strategies.</td>
</tr>
<tr>
<td>Community.cofc.edu web forums</td>
<td>Web based forums powered by vBulletin</td>
<td>- Currently running vBulletin 4.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Management interface located at <a href="http://community.cofc.edu">http://community.cofc.edu</a> (Requires login)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Posting to web forums must be done through the web interface. Users may subscribe for email notification of new content or browse the site.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Support for public and private forums available. Events is a public forum, the rest are private, which requires logging in with your Cougars account to access.</td>
</tr>
<tr>
<td>Microsoft Lync</td>
<td>Video conferencing and instant messaging (Microsoft)</td>
<td>- Currently being rolled out in limited deployment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Instant messaging</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Voice over IP</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Video conferencing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Desktop to desktop remote control</td>
</tr>
<tr>
<td>Blogs (WordPress)</td>
<td>WordPress powered blogging platform with</td>
<td>- Currently we run most of the College’s blogs on a hosted platform with some exceptions hosted on local servers</td>
</tr>
</tbody>
</table>
| Google Sites | Web based collaboration tool used for hosting a variety of site formats | - WordPress blogs support templates that can communicate in real-time, like P2, where users chat back and forth via posts. 
- Supported as part of the College Google Apps suite 
- People can work together on a Site to add file attachments, information from other Google applications (like Google Docs, Google Calendar, YouTube and Picasa), and new free-form content. 
- Overview available at [http://www.google.com/sites/overview.html](http://www.google.com/sites/overview.html) |
| Google Groups | Online and email-based groups. | - Supported as part of the College Google Apps suite 
- Supports four types of groups:
  - An **email list** allows users to post from the web or through email. This is a mailing list group.
  - A **web forum** allows people to interact with the group and have engaging and interactive discussions on the web. It has web optimized features enabled including moderation tools. Group members post topics and replies through the web interface, but can still receive updates via email.
  - A **Question and Answer Forum** is a web forum with extra features enabled to support the experience of asking and answering issues. Topics can be marked as resolved or be rated by users. In addition, you can use categories to organize questions within the forum. People must post through the web interface, but can still receive updates via email.
  - A **collaborative inbox**: Topics can be assigned to other members and treated as tasks which can be resolved or reassigned. Additional options are available to control who can assign and receive tasks. |
| Google+ Hangouts | Instant messaging and video chat platform developed by Google | - Supported as part of the College Google Apps suite 
- Integrated with Google+ and the rest of the Google Apps suite 
- Offers communities for common interest discussions; you can create your own communities 
- You can make a video call with up to 10 users at once. 
- Call phones from your computer 
- Desktop sharing (Screenshare and Remote Desktop) |
| **People (Faculty Staff Web Server)** | Collaboration tools via Google Drive and other apps like SlideShare  
Supports live stream via Hangouts On Air | Site located at people.cofc.edu |
| **Student and Club Web Server** | Linux based web server for students and student organizations to host content. | Two sites on same server:  
- stu.cofc.edu  
- clubs.cofc.edu |
| **Skype** | Voice-over-IP service and instant messaging client, developed by the Microsoft Skype Division. | Not officially supported by the College, however used widely  
Offers free and paid services  
Video and voice calls to anyone else on Skype. (free)  
Instant messaging and file sharing. (free)  
Calls to mobiles and landlines worldwide at low rates. (paid)  
Send text messages from just a few pennies. (paid)  
Group video calls with up to 10 people. (paid) |

**Document 3:**

**College of Charleston Staff Advisory Committee to the President**

**Staff Awards Program Summary**

**2013-14**

These awards for staff originally were proposed by the Staff Advisory Committee to the President. With revisions, the staff awards program was approved by the president on January 29, 2014.

1. **Temporary Staff Employee of the Year**
   a. Call for nominations from anyone on campus. Nominees must have a minimum of 90 days of temporary employee service to be eligible for this award.
   b. Three such awards should be made, with one being the “Presidential Award.” On the advice of the relevant executive and senior vice presidents, the president of the College of Charleston will select the recipients.
   c. The Communication Subcommittee of the Staff Advisory Committee to the President (SAC) will receive the nominations, verify with Human Resources that they are temporary employees, and recommend nominees to SAC. All voting members all eligible to vote on award recommendations.
d. If the nominee becomes a permanent employee within 90 days of his or nomination, the nominee will remain eligible for the award, based on exemplary performance during her or his time as a temporary staff employee.
e. A nominee is not eligible for the award if he or she leaves the College before the award is announced. In such cases, the President may choose to select another award recipient from the list of nominees.
f. Awards will include:
   i. $1,500 to the Presidential Award recipient
   ii. $500 to each of the additional two recipients
   iii. A framed certificate for each recipient

2. Permanent Staff Employee of the Year
   a. Call for nominations from anyone on campus. Nominees should have a consistent record of exemplary service at the College of Charleston.
   b. Five such awards should be made, with one being the “Presidential Award.” On the advice of the relevant executive and senior vice presidents, the president of the College of Charleston will select the recipients.
   c. The Communication Subcommittee will receive the nominations, verify with Human Resources that they are permanent employees, and recommend nominees to SAC. All voting members will vote.
   d. If the nominee leaves the College, select the next highest vote-getter.
   e. Awards will include:
      i. $1,500 to the Presidential Award recipient
      ii. $500 to each of the additional four recipients
      iii. A framed certificate for each recipient

3. Criteria for nomination of an employee for Temporary Staff Employee of the Year or Permanent Staff Employee of the Year:
   a. Contributions to increased organizational productivity
   b. Development and/or implementation of improved work processes
   c. Exceptional customer service
   d. Realized cost savings
   e. Other specific contributions to the success of the organization

4. The Staff Outstanding Service Award
   a. SAC voting members will submit nominations of permanent, non-instructional staff members.
   b. The Communication Subcommittee will receive the nominations and recommend a recipient to SAC. SAC voting members will vote to endorse the recommendation and submit it to the president of the College. On the advice of the relevant executive and senior vice presidents, the president of the College of Charleston will select the recipient.
   c. Criteria include an employee who:
      i. Assists many others across campus
      ii. Participates in campus-wide projects
      iii. Always responds to requests for assistance
      iv. Solicits partnerships with others for the benefit of students
d. The recipient will also receive a cash award in the amount of $1,500 and a framed certificate.

5. The Staff Advisory Committee to the President will host a reception in honor of all staff members where the awards will be announced and presented. The president of the College, or the president’s designee, will participate in the awards ceremony and present the Presidential Awards.

6. The awards will also be announced at the back-to-school picnic.

7. Awards timeline:
   a. April 15 – 30, 2014: The call for nominations will be provided to all employees.
   b. May 8, 2014: The Communication Subcommittee will review the nominations and make recommendations to the president
   c. May 15, 2014: The voting members of the Staff Advisory Committee to the President will vote to nominate awards recipients at the regular monthly meeting
   d. First week of June, 2014: Celebration of College of Charleston staff and presentation of awards

COLLEGE OF CHARLESTON
RESOLUTION OF THE BOARD OF TRUSTEES
OUTSTANDING FACULTY AND STAFF AWARDS PLAN

January 31, 2014

WHEREAS, the College of Charleston employs outstanding faculty and staff and believes that it is important to recognize and reward excellent employees; and

WHEREAS, pursuant to the authority of S.C. General Appropriations Act, Section 117.16, the College may spend public funds and/or other funds for designated employee award programs which shall have written criteria approved by the agency governing board or commission; and

WHEREAS, College of Charleston management recommends the Board approve the awarding of annual outstanding faculty awards and outstanding staff awards, including monetary awards appropriate to each award and as outlined for staff in the written Plan of January 29, 2014 and for faculty in the Faculty/Administration Manual;

NOW THEREFORE, be it --

RESOLVED, that the Board hereby approves the Outstanding Faculty and Staff Awards Plan, as further detailed in the document captioned “College of Charleston Staff Awards Plan” contained in the Board of Trustees briefing book dated January 31, 2014, and in the 2013-2014 Faculty/Administration Manual;
RESOLVED, that the Board hereby approves the Outstanding Faculty and Staff Awards Plan, which requires that the College maintain documentation to show that the use of funds for this purpose is in compliance with state and federal laws and, further, shows that award payments made pursuant to this Plan are not a part of the employee's base salary, salary supplement, or a prerequisite of employment. The names of all employees receiving monetary awards and the amounts received shall be reported annually to the South Carolina Division of Budget and Analyses.

RESOLVED, that the Outstanding Faculty and Staff Awards Plan shall become effective on February 3, 2014 and that the effective date of each subsequent Faculty and Staff Awards ceremony shall be timely communicated to the College Community well in advance of the respective effective dates.