Minutes of the Staff Advisory Committee to the President
January 22, 2014
Randolph Hall Boardroom

Attending: Rudy Alisauskas, Walter Brown, Mandi Bryson, Meredith Chance, Carl Crews, Amy Orr, Ashleigh Parr, Phil Stevenson, Frank Budd, Clara Hodges, Brian McGee (ex officio), Ed Pope (ex officio), Elizabeth Kassebaum, Otto German

Not attending: Herbert Frasier, Elizabeth Dixon, Jessica Rodgers, Susan Hallatt

Ashleigh Parr called the meeting to order at 10:32 AM.

Minutes from the November 20 meeting were approved.

Presidential Search Committee:

Otto German is the staff representative on the Presidential Search Committee. Elizabeth Kassebaum is the Executive Secretary to the Board of Trustees. Greg Padgett, Chair of the Search Committee and the Board of Trustees, reported to Faculty Senate regarding the process and status of the search at their January meeting. The Presidential Search website has the core qualities they are looking for in a candidate. The website is being kept up to date with meeting minutes and a timeline, but the committee will decide which candidates will be screened. By February 10, the committee will give five or fewer names to the Board of Trustees to consider, and the Board will decide at that time which candidates to invite to campus. In February/March/April, these candidates will come to campus and a final result will be made. It’s possible that a decision can be reached in March.

Otto cannot talk about specifics of the search but can hear what trait the staff would find desirable. A confidentiality agreement was signed by all search committee participants. Brian has experience in presidential searches as having served on a search committee at another university. Two qualities that would make an application unacceptable are having no meaningful administrative experience at any level, and glaring problems in work history (fired from last job.)

A few traits that were mentioned for the candidate to possess were ability to assist with our diversity issue on campus, skill to strengthen the role of staff in shared governance and visibility to students/faculty/staff/public is important as the campus community is the city of Charleston.
Professional Development Committee:

SAC is supposed to have two members on the Professional Development Committee, and currently we have Clara Hodges on the Committee. This group oversees those who submit requests to attend a conference, or staff development training, and helps decide who receives funding. Mandi Bryson volunteered to join this committee because she received funding for a conference that encouraged her to remain in Student Affairs.

Old Business

Great Colleges to Work For – Update by Brian McGee:

The survey was administered in spring of 2013 and there have been some meetings with Ed Pope to discuss the Human Resources pieces from that survey. President Benson committed to run the survey again this spring and hopefully it will be continued in the future by the next president. However, there is concern that there may be a conflict as the Campus Climate Survey is also scheduled for this spring.

In 2006, there was an internal diversity climate survey, and before that in 1996, there was a campus diversity survey/study in the SACSCOC Reaffirmation Report. Both had limitations, so the new survey is necessary in order to create a baseline for future surveys that include a wide range of issues. We have a multi-dimensional Campus Climate Survey to look at a comprehensive climate of compensation, etc. It is not possible to stagger the surveys. The College must administer the Campus Climate survey when the vendor indicates, which is during the 2013-14 school year.

Consultants have asked to postpone the Great Colleges to Work For survey for 2015 so we don’t ask everyone to take two long surveys. There is concern that folks will not participate in both surveys, and there may be lower participation as a result. The counterargument is that not everyone receives both surveys. The College is asking for input; we can defer the Campus Climate as long as we want, as it’s not quite ready to go out now, but most likely it will be ready late February or March, which would be the same time as the Great Colleges to Work For survey. The Campus Climate survey is more comprehensive and includes students. We feel the momentum is strong enough to go forward with Great Colleges to Work For since the results are being heard now from last year’s survey. There are incentives for the Campus Climate Survey (did they state that??), but we should expect lower results from both surveys. President Benson may say the results aren’t accurate because the sample was too small.

The Campus Climate survey is given to all employees, including temps/students/faculty/staff, but Great Colleges goes to a random sampling of faculty/staff. Prefacing the request with the knowledge that they are receiving multiple requests is important. SAC feels strongly that both surveys go out, and we need to tell people why it’s important to THEM to fill out surveys.
Students will most likely be more non-responsive than faculty/staff, but incentives should help. CORE (alcohol survey for students from their freshman to senior years) will also be going out this semester.

Campus Climate Survey Committee includes SAC members Herbert Fraiser, Ed Pope and Brian McGee. They are finalizing the incentive packages and creating talking points for EVPs and supervisors to encourage employees to participate. Faculty have expressed concern with allowing students time in class to take the survey, but no specifics are available. Unfortunately, once you begin the survey, you cannot save it and return to it since it does not collect IP address. There are many questions on this survey, and Ed will ask approximately how long the survey will take at the next meeting. They are hoping to launch the survey in February/March, and it will be open for approximately 7-14 days but can be extended if needed. Focus groups occurred in the fall of 2013 and that data is being used by Sue Rankin to help populate the questions. She does have canned questions, however, so we can be measured by other institutions.

**New Business**

**Staff Salaries:**

Staff Compensation Report by Ed: The final version will be available on January 23. The consultant will come back to campus to meet with senior leadership to review the purpose and results of the report. The draft has been shared and is being used by departments on campus. Hopefully the results will be made available to all staff, but the EVPs have privacy concerns. Market raises have already been made available to some employees. This report was intended to give the Board an update as to where we stand in the compensation structure compared with other in-state higher education institutions. SAC has requested an executive summary of the study results, if the full report cannot be made public due to concerns that employees may be identified by department. Salaries under $50,000 are not published by state law, which is standard by the Freedom of Information Act. All four-year higher education institutions in SC, and technical schools, were evaluated in this study. The College pays slightly more than our state government and slightly less than other higher education institutions in SC.

Pay bands rise as the cost of living increases are given, though the increase is not necessarily just for the cost of living adjustment. Compression is an issue throughout jobs on campus because we are competing at market rates.

**New Fitness Center:**

Based on available data, Monday is the most popular day of use by students and 3-6 p.m. are the most used times. Mandi talked with Gene Sessoms and Jeri Cabot, and they say that if faculty/staff feel strongly about using that space, we need to advocate for its use. Faculty/staff aren’t using the Johnson Center due to its limited offerings and poor condition. SAC will draft a letter to President Benson and copy EVPS with a request to use the new fitness center as the Johnson Center does not accommodate these needs. The Johnson Center would need upgrades to make it usable, especially the shower facilities. Gene and Jeri want a formal request, and Phil will draft this letter and talk to Faculty Welfare Committee. It will then be distributed to President Benson, copy EVPS, and Ed.
Childcare on the Peninsula:

Candace Jaruszewicz, Director of ECDC, gave Ashleigh online access to an organization, National Coalition for Child Centers, as they do surveys related to our needs. Student Affairs/Auxiliary Services at some universities run the childcare programs, and we have access to data if we need it. Meredith E. Perrone has reached out to find the data from previous Faculty Welfare studies on this issue. Outsourcing could be a viable option, and an RFP may be warranted. It is now in the Diversity Strategic Plan.

Staff Awards:

Ed says his understanding is that it is on the EVP agenda for the Board’s next meeting on January 31. EVPs may make modifications, including an approval process once the committee selects the winner of the awards, and EVPs would want to review the recipients beforehand. They are aware that we constructed this award plan from the faculty award structure. We would need to ask the Board permission to move forward before minutes are approved.

Communication:

Ashleigh will reach out to President Benson for an update regarding listserv implementation status.

EPMS:

Ed has not heard from President Benson to see if he was able to review this with the EVPs to ensure someone is held accountable for directors and employees being evaluated.

Subcommittees

Membership:

The schedule for nominations/elections was sent to all staff on January 16. We will identify divisions that will need that extra push for nominations. 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

Staff Liaison:

No report given.
Communication & Concerns:

The forum date needs to be decided. We need to do one in the spring, and March is the month we prefer. We will make this an “important to attend” event for all EVPS, etc. Ashleigh will also email the President and Brian status of action items from the November meeting and ask for update on their items.

A working group for the forum was created, and it will include Amy, Rudy, Mandi and Ashleigh. Those who are not here are invited to join. The Stern Center Ballroom will be repainted the Thursday before spring break, and Mandi has provided the Ballroom availability below:

- Wednesday, March 5
- Tuesday, March 11, 18, 25
- Wednesday, March 12, 19
- Thursday, March 13
- Friday, March 28

The SAC Newsletter is in progress, per Meredith E. Perrone.

Ashleigh is working with Andrew Bergstrom to post Great Colleges to Work For on MyCharleston.

- Update: the survey has been posted on the Employee tab within the SAC Channel (far right) in MyCharleston.

Chair’s Report

Ashleigh may not be able to attend the next SAC meeting due prior work commitments.

Per Ed, compliance training is February 24 and 25 for approximately two hours and will be mandatory for all faculty/staff. There will be separate sessions for faculty and staff, and you will be able to register online. There is a backup plan in place for those who are not able to attend.

Ashleigh Parr adjourned the meeting at 12:03 p.m.

Respectfully submitted,

Meredith Chance

Secretary

Staff Advisory Committee to the President