Minutes of the Staff Advisory Committee to the President
September 4, 2013
Stern Center Room 321

Attending: Rudy Alisauskas, Walter Brown, Mandi Bryson, Meredith Chance, Carl Crews, Elizabeth Dixon, Meredith English Perrone, Amy Orr, Ashleigh Parr, Frank Budd, Herbert Frasier, Clara Hodges, Brian McGee (ex officio),

Not attending: Ed Pope (ex officio), Phil Stevenson, Susan Hallatt

Ashleigh Parr called the meeting to order at 10:35 a.m.

Minutes from the August 7 SAC meeting were approved with no changes.

Old Business
There was no old business to report.

New Business
A list of temporary employees at the College was provided by Ed Pope. Jessica Rodgers from Athletics was chosen to serve as the temporary employee representative for the remainder of the 2013-14 SAC.

Meredith English Perrone joined the Communications & Concerns subcommittee.

The Bachelor of Professional Studies program has been approved by SACSCOC, and five students are currently enrolled for the fall semester. This program was approved in late summer, and the spring semester is predicted to have much interest.

Ashleigh Parr suggested creating a staff forum, or town hall-like meeting, in order to present to staff the items that SAC has been working on since its development. This forum will take place before nominations in early February, and it will allow staff to ask questions, submit concerns, and share feedback. The Communications & Concerns subcommittee will take on this project and evaluate the use of budget money for refreshments.

A newsletter is needed in order to communicate the items that SAC has been working on, issues completed, introduce committee members, promote online staff forum, etc. The frequency will be determined by the Communications & Concerns subcommittee.
Ashleigh Parr will create a communication plan for internal SAC members. The plan will facilitate better communication among members and staff.

Ashleigh Parr will follow up regarding the status of awards funding that was submitted to the Board of Trustees.

**Chair’s Report**

**Tobacco-Free Campus Policy:**
Ashleigh Parr sent an informational email to the All Staff listerv on September 2 regarding the Board of Trustee’s mandate to drafting a tobacco-free campus policy. On August 2, the Board voted to charge the administration of the College with developing a policy to restrict the use of all tobacco products on any owned or leased College property. The policy is to be presented at the Board’s October meeting. The Executive Team drafted a policy, and the Office of the President requested feedback from staff and faculty.

In order to ensure Physical Plant staff have the opportunity to submit feedback and review the draft, Herbert Frasier will post a hard copy of the email and the policy on the community bulletin board in the Physical Plant. Feedback can be deposited in the boxes and collected. In order to ensure the Grounds staff also have the opportunity to submit feedback and review the draft, Walter Brown will post the same documents on the Grounds bulletin board. Mandi Bryson will ensure that Public Safety and Residence Life staff receive hard copies of the documents. Brian McGee offered to meet with any staff member who has questions, feedback, or concerns regarding the drafted policy. All feedback is requested to be submitted to president@cofc.edu by September 28 in order for those suggestions to be compiled, reviewed, and taken into account before the draft is presented to the Board in October.

The drafted policy will prohibit the use of any tobacco product on campus, regardless of the delivery system. The policy can, and will, be amended as needed with the development of products in the future. In this draft, the possession of tobacco is permitted, but the use is forbidden. Smoking-cessation products that do not deliver tobacco are allowed.

The College will, most likely, create a program to aid in the cessation of smokers. The policy, if passed, will go into effect on January 1, 2015. Signs will be posted throughout campus to inform everyone that we are a tobacco-free campus. This policy will be enforced through the rules and regulations of the Employee Code of Conduct (for employees) and the Student Code of Conduct (for students). For employees, supervisors will be responsible for enforcement and discipline. For visitors not having a code to follow, Public Safety will approach and ask them to refrain from using tobacco. If they object, Public Safety has the authority to escort them off campus and take necessary measures to gain compliance.

This issue will be raised again at the next Staff Advisory Committee meeting on October 2 to see if there is interest to pass a motion of support of this tobacco-free policy. Members are encouraged to gather feedback from their related departments prior to this meeting in order to further share and discuss.
College of Charleston & MUSC Merger:
Provost George Hynd, EVP Steve Osborne, and Chief of Staff Brian McGee facilitated a forum on September 3 to share developments that occurred during the summer break. The committee task force was comprised of members from the College and MUSC and others. From that committee, a 6 by 6 group was created that included the Sr. Vice Provost from the College and the equivalent position at MUSC. A White Paper was created that includes Institutional Culture, Academic Mission & Students, Research Mission, Accreditation, Online & Distance Education, Resource Issues, and National and State Ranking. The White Paper will be shared with members of The Charleston Chamber of Commerce on September 12. Select faculty members will view particular areas of interest on the White Paper on September 17. The Board of Trustees and President Benson will see the White Paper before the public, but the six models will be available to the public. Staff and alumni will be able to see the Paper at some point in order to share feedback. Additionally, the merger and collaboration models will be shared on the College’s Academic Affairs website. The ultimate path taken between the College and MUSC will be mutually beneficial and also benefit the community. At this time, the state is allowing the College and MUSC to create a plan together, rather than mandating a plan.

Subcommittee Reports
External Relations
Elizabeth Dixon will serve as chair. Ashleigh will attend Faculty Senate meeting next week. Mandi will go attend the student forum and will report back the concerns of students at the next SAC meeting.

Communications & Concerns
Each member is doing research on their own regarding the gym facilities to which staff currently has access. ESAC is no longer available. The new George Street facility was predicted to open for students in mid-September, but it was reported that it will be at least mid-October. The student usage will be monitored in order to evaluate the probability of faculty/staff usage at a later date. Mandi reported that the Stern Center facility is full nearly every hour. Once the new facility opens, the Stern Center facility will be repurposed to meet other programmatic needs.

Herbert reported that the Johnson Center gets some use, but some employees do not know where it’s located. The Johnson Center posted hours of operation are noon – 11:30 p.m. Monday – Thursday, and noon-9:00 p.m. on Friday. The current hours of operation are not convenient for staff use. Locker rooms and showers are available.

Membership
At the meeting on August 20, the nomination and election schedule for 2014 was reviewed. The schedule is available in the meeting minutes. Mandi Bryson suggested creating a working group for temporary employees that would include outside employees. Jessica Rodgers would chair and facilitate communications from temp employees on campus. Each division on campus would be represented. The list of all temporary employees will be
shared with Jessica and Mandi, who will work with the Membership and Communications & Concerns subcommittees. Mandi and Susan will work together to create a plan for this working group.

SAC meeting dates in the spring will be planned with the nomination and election schedule in mind in order to approve nominations.

Frank Budd suggested that SAC add recurring items to the agenda for each SAC meeting in order to address items with updates. Many of these items reside on the compiled documents of concerns that have been submitted. In addition, items from the President’s report will be included.

At the Faculty Senate meeting on September 10, President Benson will give remarks and a summary of the results from the Great Colleges to Work for Survey. Staff members are invited to attend this meeting. Brian will give Ashleigh Parr and Lynn Cherry copies of these documents in order to share with faculty and staff. Per Brian, all strengths and weaknesses will be available from the data gathered. The College spent $7,000 in order to receive a detailed report, and it is committed to doing it again in spring 2014.

This fall, Rankin & Associates will conduct an in-depth Campus Climate Survey of faculty and staff tied to the enactment of the Diversity Strategic Plan. There will be two parts to this survey: a quantitative survey sent to a large number of employees and surveys of smaller focus groups. While we are the first southeastern university to contract with Rankin & Associates, the company has surveyed extensive college campuses similar in size, which will allow the College’s results to be compared to many other institutions. After the findings, Rankin & Associates will return and assist with the interpretation and presentation of the results. This will be the most comprehensive diversity campus climate survey done at the College and will serve as a baseline for the future. There will be aggressive efforts to get as many participants as possible. The goal will be to assess not only how employees feel about diversity on campus, but also the effectiveness of the College’s diversity initiatives on campus.

Ashleigh Parr adjourned the meeting at 12:08 p.m.

Respectfully submitted,

Meredith Chance
Secretary/Treasurer
Staff Advisory Committee to the President