Attending: Susan Hallatt, Meredith English-Perrone, Amy Orr, Phil Stevenson, Rudy Alisauskas, Frank Budd, Walter Brown. Herbert Frasier - apologies.

Meeting called to order at 11:40am

Old business
Minutes from 1/16/14 approved.

Child care facilities – Meredith spoke with Margaret Hagood and received information about current situation. Meredith is putting together a group of like-minded constituents (i.e., parents) from faculty and staff to discuss a 2006-07 survey conducted by Faculty Welfare committee. Committee will also work with facilities such as Memminger to bring ideas to the table for our committee.

Campus access – Frank Budd spoke once again with Deb Mihal, discussed the 2012 consultancy study regarding campus access upgrades, in which the total cost of upgrading the entire campus was in excess of $18M. A list of places was prioritized, and improvements will be made as buildings are upgraded. New buildings will automatically have to meet ADA standards. Deb Mihal has a fund established, but the cost of creating these improvements would require a major donation. Amy Orr will check to see if campus accessibility is part of the College’s Master Plan.

Traffic Safety Issues – Walter Brown opened a discussion of his concerns regarding the pedestrian crossing at the corner of George and Coming Streets. Although the city is planning to make Coming a two-way street, our committee wants to inform the campus’ Traffic and Transportation Committee of our concerns. Susan Hallatt will contact Brian McGee to find out who is on that committee, and will contact those committee members to ask that this concern be discussed there regarding warning signs at that particular intersection.

Newsletter – Phil Stevenson brought a mock-up of the newsletter for the committee’s input. The committee determined the following prioritization for the items:
1. Staff Forum Announcement – it was determined that the newsletter would be issued the day of the Staff Forum (March 12) with this item as a banner headline
2. What is the Advisory Committee?
3. Meeting with President Benson, with links to the minutes and the interim report
4. New Staff Awards
5. Campus Climate Survey
6. Great Colleges to Work for Survey
7. Did you know?
New business

*Staff Forum*
1. DATE March 12 at 10:00am
2. VENUE Stern Center Ballroom
3. SETUP Mandi Bryson
4. NO FOOD
5. GREETERS: C&C Committee members WEAR NAMETAGS
   a. 10-10:30: Susan Hallatt and Phil Stevenson
   b. 10:30-11: Rudy Alissauskas and Frank Budd
   c. 11-11:30: Walter Brown and Meredith English-Perrone
6. ITEMS NEEDED:
   a. Index Cards and Pencils for questions
   b. Table for Greeters
   c. Stand up sign for Greeters table – Susan Hallatt will provide
   d. Laptop for Greeters’ table – Phil Stevenson will provide

*Staff Awards* – Phil will work out an online nominations process (done). Awards will be given at the June celebration and also announced at the back to school picnic in August. The awards are as follows:

1. Temporary Staff Awards
   a. $1,500 to the Presidential Award Recipient
   b. $500 each to two additional recipients
   c. Framed Certificate to each recipient
2. Permanent Staff Awards
   a. $1,500 to the Presidential Award Recipient
   b. $500 each to two additional recipients
   c. Framed Certificate to each recipient
3. Staff Outstanding Service Award
   a. $1,500 to the Presidential Award Recipient
   b. Framed Certificate to recipient

Awards timeline:
1. April 15 – 30, 2014: the call for nominations will be provided to all employees.
2. May 8, 2014: the Communication & Concerns Subcommittee will review the nominations and make recommendations to the main committee
3. 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. Recommendation will be sent to the President for final decision.
4. First week of June 2014: Celebration of College of Charleston staff and presentation of awards

*Website updates* – Phil Stevenson updated the membership committee list as well as the minutes for the C&C committee. Susan Hallatt will contact Elizabeth Dixon to get minutes from the Liaison Committee.

*Location/checking of Suggestion Boxes* – Boxes thought to be located at Residence Life, Physical Plant, Public Safety Office. We must find out who is in charge in each location, who is checking those
boxes and set up a regular schedule to check. CAN ANYONE TELL ME IF WE DECIDED WHO WAS LOOKING INTO THIS?

Communication Plan proposed by Vijay Vulava – Committee discussed the plan, and advise that the most important part of the plan appears to be revitalizing the OPEN DISCUSSION, CLASSIFIEDS, and EVENTS listservs. It was also suggested that IT create a FAQ that addresses how to correctly find, check, and contribute to any campus communication that involves the web/servers/computers. The committee came to this conclusion based on personal experience as well as a review of the TechQual survey.

Any new concerns from CofC staff – no new concerns have been received electronically or otherwise.

Meeting adjourned at 12:40