Minutes of the Staff Advisory Committee to the President
January 29, 2015
Stern Center, Room 409

Attending: Ashleigh Parr, Yvette Lambright, Susan Hallatt, Emily Padgett, Charles Bradley, Karee Keefer White, Michelle Futrell, Amy Orr, Teena Hamm, Bronwyn Brown, Meredith E. Perrone, Ed Pope, Frank Budd, Josh Bryson

Not attending: Jane Reno-Munro, DeAnna Adams

Amy Orr called the meeting to order at 10:08 AM.

Minutes from the 11/20/14 meeting were approved.

On November 24, 2014 Ashleigh Parr accepted Melissa Hortman’s resignation from SAC. Melissa left the College for a position at MUSC. Yvette Lambright from Disability Services will serve in Melissa’s place for the remainder of this year. Ms. Lambright was introduced and welcomed to the Committee.

Old Business

Communication:

YAMMER:
- SAC members discussed their use of YAMMER
- SAC concerns include the development of an Acceptable Use Policy as well as plans to monitor YAMMER to ensure it is being used properly. Governor Haley is developing a Code of Conduct policy that addresses use of social media. Ed Pope indicated that the policy would not impact the College’s use of YAMMER.
- FETC put forward a recommendation to Faculty Senate; has been tabled for now
- SAC members will review minutes from Senate meeting when they are distributed to get an understanding of faculty concerns.

Communication Plan:
- Amy Orr and Meredith English-Perrone met with Mark Berry to discuss a Communication Plan for SAC.
- The Post Card idea was shared; a postcard with what SAC actually does would be placed in high traffic areas across campus.
- Mark suggested that all communications to staff comes from the Staff Advisory Committee email address. A request will be submitted to Helpdesk to add this functionality.
- SAC will work to distribute an electronic newsletter and host another campus forum this semester.
Mark also suggested that we go ahead and set the date for our annual Staff Celebration and include a “save the date” in our communications to campus. SAC will be given the opportunity to include information in the Portico, and the Communications and Concerns subcommittee will work to submit information for the next edition that is due out in March.

Compensation:
HR is working to update the results of the staff compensation study to gather as much hard data as possible. They will be looking at titles, positions, and salaries across the board to identify any “glaring” issues. They hope to submit an update to the President and executive steering committee this summer with a recommendation for fixes.
HR’s recommendation will include the amount of money it would take to correct discrepancies. Ed Pope indicated that if you look at our salaries compared to other universities we seem to be on par
Salary compression is an issue and Ed indicated that HR will be working to better educate managers and supervisors of ways to obtain increases for their staff to help eliminate the issue.
It was suggested a retention rate for EVPs to keep up with and maintain was suggested to encourage employing from within Charleston’s higher cost of living was discussed and the needs for the College consider that when comparing staff salaries at CofC to those at other state institutions.
It was stressed that this efforts to improve staff salaries need to be ongoing and addressed every year.

Campus Climate:
SAC requested staff data from the Campus Climate Survey and Brian McGee is working to provide that data. This will allow SAC to pinpoint common areas of staff concerns.
SAC submitted a joint request with the Faculty Welfare Committee to the interim Provost requesting The College’s participation in the 2015 Great Colleges to Work For survey. This request was granted and the survey will run from March 16 – April 13. The results will be released to the public in July.

Staff Events:
Susan Hallatt is working with the Theatre department to identify a staff night for attendance at the Evening for Blythe Spirit. We hope to offer free tickets to staff and host a small reception beforehand and possibly include a tour backstage and talk back with actors and directors.
Josh Bryson reported that over the holiday break there were several athletic events that were free for men’s and women’s team. A total of 300 tickets were picked up and about 150 were used.
There is a basketball promotion going on right now and employees who purchase tickets at the box office during normal business hours will receive $5 off.
Josh is currently looking at dates for Spring athletic events with hopes of identifying a game with reduced staff tickets and a SAC sponsored tailgate event.

Performance Evaluations:
Are open and due March 13th.
The Temp form is up on the EPMS site.
Evaluations will be stored electronically this year and paper copies will no longer be required.

George Street Fitness Center:
SAC submitted a joint request with the Faculty Welfare Committee to the President requesting that employee access to the GSFC be extended with the elimination of restricted hours. On January 5, 2015 President McConnell announced his decision to extend the pilot program for the Spring semester with the removal of the time restriction in an effort to be responsive to all members of our campus community.

New Business/Subcommittee Reports:

Amy Orr noted the change in our February meeting date with President McConnell from February 26th to February 10th.

Staff Liaison Committee
- Met with Faculty Welfare Committee on December 3, 2014. We’ve collaborated on several issues thus far, and the committee is interested in working with us on areas of common interest in the future.

Communication and Concerns
- Putting together a proposal to expand the Staff Training Program which will be shared with President McConnell at our February meeting.

Membership
- Elections
  - TimeLine distributed
  - Paper notices, nomination forms and ballots will be delivered to point persons in Grounds, Physical Plant and Public Safety departments for distribution to employees who do not have regular access to CoC email.

Susan Hallatt shared a concern regarding the Randolph Hall custodial crew who work the 3pm to 11pm shift and depend on CARTA for transportation to/from campus. They must catch bus at Visitor’s Center on Mary Street and have concerns regarding safety when walking to the Center at night as well as the limited time they have to get to the Center before the bus departs. Susan requested SAC’s input and suggestions regarding transportation for these folks. She would like to discuss this matter at our next meeting.

Amy Orr adjourned the meeting at 11:06 am.

Respectfully submitted,

Emily Padgett
Secretary
Staff Advisory Committee to the President