Minutes of the Staff Advisory Committee to the President
April 30, 2015
Randolph Hall Board Room

Attending: Emily Padgett, Amy Orr, Ashleigh Parr, Susan Hallatt, Charles Bradley, Jane Reno Munro, Ed Pope, Michelle Futrell, Karee Keefer White, Frank Budd, Teena Hamm, Josh Bryson

Not attending: Bronwyn Barron, Meredith E. Perrone, DeAnna Adams, Yvette Lambright

Ashleigh Parr called the meeting to order at 10:07 AM.

Minutes from the last two 3.19.15 and 3.26.15 meetings were approved

**New Business**

- **New/Updated Policies (Ed Pope)**
  - These policies will be presented to senior leadership but SAC is being given the courtesy to review before final approval.
    - **I-9 Policy**
      - This new policy has been approved by the EVPs and puts in writing what the federal laws require
      - Employees cannot start work before their I9 is authorized
      - This goes for student workers as well, student workers must go to the career center and fill out their I9
      - June 15th is when Career Center assumes responsibilities for student workers I-9s
    - **Lactation Policy**
      - This is something that has been needed on campus
      - One lactation room was found and placed in RSS
      - There are now four rooms on this campus that are lactation rooms
        - One in the library, one in RSS, and two at north campus
      - These rooms are on a key pad system and are private
      - To gain access call HR to receive access
      - HR is working to address privacy issues
      - There is also a bid for new furniture for the room
  - **Grievance Policy**
    - Current policy is almost 30 years old
    - There is conflicting language within the current policy
    - Grievances should be filed with HR and not with Supervisors
    - Keeps the ad hoc 5 member committee but they will now make a recommendation to the president
• Gives committee more days (15) in the process to schedule hearings
• New policy provides needed clarification
• This will be emailed to all staff and faculty once EVP approve

- Code of Conduct and Disciplinary
  • Our organization is unique by placing both together
  • Wanted to include language in expected behavior and interactions with each other
  • Clarifies and gives clear process for how disciplinary actions should be handled by managers
  • This policy gives us more offenses listed and covers a lot more territory
  • These changes have been vetted by the state. There will be a separate document on workplace violence that is forthcoming
  • Social Media policy should be coming out from IT

- Staff Advisory will circulate the new policies and provide any feedback to Ed by Monday

- Healthcare costs
  • Faculty/Staff listserv has raised the issue of health care costs/options
  • Our health care options have dwindled and this is in part due to the affordable healthcare act
  • Some of the complaints are due to items that are grandfathered in the policy
  • All state agencies have the same plan to offer; CoFC is offering everything that the state allows to offer
  • This is a political legislative issue
  • There is a bill in the senate that would restore the price of contraceptives to their previous rate
  • Ex Director of PEBA, Peggy Boykin, would very much like to hear concerns from the College to look for changes and recommendations
  • SAC will gather comments/concerns and provide them to Ed to share with Peggy Boykin and Steve Osborne (PEBA board member)
  • Health Screenings for free are ways HR is trying to help make a difference
  • PEBA has allowed MUSC to pilot a MUSC healthcare option for their employees and covered dependents
  • PEBA and MUSC would need to agree for the College to join this pilot program
    - this could be an item for discussion for the MUSC-CoFC Collaboration Committee
  • The State Employees Association are basically lobbyist for state employees; Mindy Miley serves on it

- Celebration of Staff/Staff Awards
  • People from last year are allowed to be nominated again
  • We could include in the Portico a list of employees who were nominated
  • Event will be from 11 to 1

Ashleigh Parr adjourned the meeting at 11:11 am

Respectfully submitted,

Emily Padgett
Secretary
Staff Advisory Committee to the President