Minutes of the Staff Advisory Committee to the President
January 27th, 2016
Stern Center Room 409 A/B
Meeting called to order at 10:00 AM

Attending: James Ravenel, Sarah Loge, Michelle Futrell, Erin Blevins, Karen Hauschild, Emily Padgett, Melissa Thomas, Joyce Wilson, Teena Hamm, Charles Bradley, Susan Hallatt, Seaton Brown, Ashleigh Parr, Maura Hogan

Not Attending: Ed Pope, Kelly Mottola, Debbie Hammond, Diane Cumbie,

Guest Speakers: Randy Beaver, Robert Reese, Lori Hogan

Old Business:
   Special Guests: Randy Beaver, Robert Reese
   - Inclement Weather Communication & Safety Concerns
   - Work in progress, trying to reduce redundancies
   - Outreach only hits emails and texts
   - When students sign up that is what they use the most (text/email)
   - This was tested last week with the steam shutoff
   - Cougar Alert is for only emergency
   - Clearinghouse is www.emergency.cofc.edu; always go there for further information
   - There are also several TV’s being put up around campus
     - As soon as the Cougar Alert is sent, the TVs go red
     - Web page banner - emergency will have a yellow banner
     - Twitter and Facebook: will be sent out through marketing and communication as well
     - They will be update every ten to fifteen minutes until the event is over
   - If you are signed up for Cougar Alert, you are in Outreach; when they use Outreach there is a lesser need comparatively to if there was an “active shooter” type situation. This is a higher level of threat and instead Cougar Alert would be used.
   - Robert Reese: needs help communicating where to send out alert protocol messages; how can they send out an email or break down the emergency notification methods; they are happy go to departmental meetings and explain the process; Public Safety needs our help in getting these messages out and a quick way to cover and overview what the emergency notification methods are
   - Randy Beavers: the problem with writing emergency plans is that during said emergency, you have to make decisions on the fly
   - There are emergency protocol guidelines and Randy and Robert must assess the nature of the incident and its immediate threat to the campus. An example is an issue in the Admissions office: total time to isolate and contain the incident took about two
minutes and everything was handled well. In this case, a Cougar Alert was not necessary.
- It was recommended that if there is a situation and we get an all clear; they should share that with the campus to avoid the rumor mill.
- Issue of what the message length could be was brought up; there is so much going on behind the scenes that we have to be patient in the system
- We can send out the descriptions of the emergency notification methods out via the SAC website and all staff once Randy and Robert have the document finalized.
- SAC needs to help share emergency protocol with the understanding that it is subject to change
- For inclement weather discussion:
  - Typically the College does not want to be the leader in sending people home in the community
  - As soon as there is a need for concern, the county will send information about other school closings to the College;
  - Before any drastic actions is taken, there are several things that have to be considered: buses, city, county
  - Randy and Robert gather information and present it to the senior leadership team for a decision
  - Once a decision has been made, it is sent to marketing and communication for dissemination
  - Public safety has to wait until the last minute to make sure they can make an accurate decision that is based on the community
  - When classes are canceled, there is still the issue of feeding and housing students
  - There are also decisions that need to be made for all the campuses (ie. What effects downtown doesn’t necessarily effect the North Campus)
  - The October flood involved three days of meetings and weather review. The weather service missed it; unfortunately this is just what happens when you deal with nature
  - If an incident at the North Campus happens the same "cougar alert" would be sent out
  - The college has a close relationship with North Charleston PD
  - Cougar alert can alert certain groups of people as needed
  - Randy and Robert will work on definitions of the emergency notification methods as it relates to issues of campus safety and send them to the SAC to help distribute.

Janet Cleary Act
- Homicide, assault, arson, domestic violence, robbery, aggravated assault
- If any incident occurs that fits the Janet Cleary Act definition, it will be sent out in a timely manner.
- An ongoing threat: a timely warning in a geographic area - anything that is defined as CofC property
- Warning: issued as soon as possible relevant to pertinent information availability
  - Ex. the on campus assault case; the timely warning will go out immediately
  - Ex. if it’s not in our defined area and "off campus" the information comes from the city of Charleston. Public Safety has to make sure the information is accurate and therefore has to endure more scrutiny and might be a bit delayed in getting out information.
- The importance of what Public Safety is trying to do needs to be sent out to Campus
- The footprint of what Public Safety looks at for campus is being worked on with our new areas we've picked up (Harbor Walk, etc.) once that is defined it will be shared with SAC
- It will be on the Public Safety Webpage
- There is also a footprint for the North Campus
- Employees need to consistently update their preferences on My Charleston and should update and validate your emails
- Public Safety is planning a table top exercise on March 11th; for a major emergency, police, FBI, mayor, SLED, Public Safety, there will be scenario played out that will help realize who needs what and when
- New employees are receiving this information; we need to figure out how to get employees that have been here to update their information in the system
- It was recommended that the reminder to update could be sent out when they send out parking reminders

Minutes approved from previous Meeting.

Sub-Committee Reports
Updated & Documented Sub-Committee Charges
Staff Liaison Committee (Chair: Erin Blevins)
- Spirit Day is approved and all is in favor for the discount at the book store
- We just need to set the date; President supports whatever we decide to do
- We can try a soft launch for next week
- Public Safety, Physical Plant, grounds, custodial services, dining
- Extra 10% so on Cougar Spirit Friday’s, which will be 20%
- We will find out if it includes the King Street bookstore
- will put information and buttons in Faculty Club
- #cougarspirit for social media uploads
- SAC lunch next Friday at Marty’s

Communication and Concerns (Chair: Susan Hallatt)
- Tabled until the next meeting due to time

President -
- Feedback from holiday events; tree lighting; President’s Reception
  - There hasn’t been a lot of positive feedback
  - Perhaps a survey could shed better light
  - The tree lighting ceremony was really enjoyable
  - Lets table this discussion for next time

Membership
- Monday is when nominations roll out
- Can send out to all staff
- Election processes are set up; there is a temporary position on that application
Wellness Committee -
- Report presented
- We scored at bronze but there is still room for improvement
- Recommendations to officially join the Charleston’s Healthy Business Challenge
- HR to form a wellness committee
- Create a website for training events, etc
- Initiate some easy strategies: signs and maps
Recommendations were approved and seconded

Meeting called closed at 11:04