Members Present: Teena Hamm, Diane Cumbee, Susan Hallatt, Ed Pope, Joyce Wilson, James Ravenel, Melissa Thomas, Sarah Loge, Karen Hauschild, Erin Blevins, Michelle Futrell, Ashleigh Parr, Debbie Hammond, and President McConnell

Members Not Present: Emily Padget, Charles Bradley, Seaton Brown and Maura Hogan.

Karen Hauschild called the meeting to order

Minutes from the January 27, 2016 Meeting were approved.

Michelle Futrell volunteered to take notes in the absence of Emily Padgett, Secretary/Treasurer.

President McConnell provided the following update for the committee regarding our current and future budget. He noted that his office is currently watching the budget process in Columbia very closely. The College was requested $2.1 million in operating budget dollars. This is justified by the fact that we have accepted 407 more In-State students than in the previous year. President McConnell noted that all of the major universities in the state are engaged in recruiting out-of-state students. Many of those universities are choosing to provide tuition abatement for out-of-state students. There have been some questions in the legislature about abatement. President McConnell shared that the College presented a different approach. While we do engage in some abatement, it is reserved only for highly qualified students to help improve our student profile. In the coming years, we are trying to move to a forecast number of 34-35% (from 10 yr average) out-of-state students. This forecast should allow us to be in a positive financial position and not require us to draw from the tuition reserve.

President McConnell also discussed several campus facilities that need renovations and upkeep. Facilities mentioned in the discussion include: Simons Center ($40 M overhaul); Silcox ($20M overhaul), three buildings being taken off-line including 58 George, and technological needs in other areas of campus. He feels we made a convincing case in our request for funding to keep buildings functional.

President McConnell spoke specifically about the Learning Technology Center that is part of our capital campaign. We are in the process of refining the vision of where we will take this project that would make us a preeminent liberal arts and sciences institution. This facility would serve as an incubator for new ideas and techniques and positively impact recruitment. He did note that other schools have pieces of this type of center but don't have it all in one place.

President McConnell went on to share that everything in the current budget is still in flux. He did note that we have made our last correction for this year and we are now working on the next fiscal year, but there are many variables that impact this process. For example, every percentage point that the legislator requires us to raise salary will cost us $900,000-1M. He noted that the state retirement fund did not have a good year and didn't meet its investment target. The legislature will have to make adjustments.

In the meantime, he noted we continue to move forward in several areas. The following areas were highlighted by the President:
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- Moved grant forward for Dixie Plantation development. Changes approved in faculty senate to energize the North Campus. An additional $1M was requested from the General Assembly to jumpstart that process.
- Moving forward on out-of-state recruitments combining institutional advancement and recruiting trips.
- Develop Sottie for space to rent out.
- Buying King George Inn. The President went on to answer questions about why we are spending money to purchase this property when we are also asking departments to make budget cuts. He shared that the money we are spending is restricted such that it can’t be spent on operating processes. He noted that this property features a large parking area and modern carriage house in additional to the main building. This will allow us to have a footprint for another classroom building. He considers it to be a smart investment. When we take possession it is currently booked through August. The initial plan is to run the facility through guest services and allow students in hospitality programs internship opportunities.
- Lockwood building is scheduled to come online in winter 2016. We will be moving several offices to that building.
- Towell Library may be converted into the Alumni Center with the second floor as museum and reception area and offices in the basement.

The President also addressed the SAC request to receive data from the Great Colleges to Work For survey. We have a summary but needs to be explained further. The plan is to release it all at one time and have Jim Posey explain the results.

President McConnell shared that a special meeting of the Board of Trustees will be held today. We need to update the Intellectual Property Policy. This needs to be implemented and campus members need to be educated about this policy as evidence for accreditation. He noted that the upcoming accreditation process is extremely important and will required the help of everyone to get this accomplished.

The President would like to host some type of spring Employee Event and has requested feedback from SAC. He noted that this year may need to do something at the ballpark and then do something at Dixie later as we may need additional time to develop this idea. He did explain to the committee that the reason we have to give options and tickets to the holiday basketball event is to keep employees from being taxed for the event, which will prevent an IRS audit. The President thanked the committee for comments and asked the committee to think about other suggestions of specific activities (games, timeline). He did note that he was not pleased with food at the holiday event, in particular the pizza and french fries. This will be addressed for future events.

The President also shared he believes that we need to ask the BOT to approve a tuition increase to relieve the need to dip into tuition reserve. He also stated that his goal is to be transparent on the budget process and will discuss it with anyone that wants to review and discuss.

SAC will be invited to a BOT reception at the President's House, and he would welcome feedback after the event.
The President answered a question regarding the impact on Staff Development Funding for next year. He believes that currently there are too many variables at this time to answer definitively.

A question was raised about how to explain to staff why we are planning social events when there are budget cuts. The President asked the committee to share that different donated funds are used for these events.

The President did share that he is very frustrated with the appearance of buildings on campus, including peeling paint and water damage. He did request that when employees see maintenance items on campus to please call them in so that Physical Plant can address them instead of waiting until the building is overhauled. The goal is to catch little things to prevent bigger things from happening. A question was raised about what action should be taken to address work orders that are not being fulfilled. The president requested that if work orders are not be addressed in a timely manner that employees notify the President’s Office.

The President concluded his remarks by sharing that he thinks next year will be the last year we will have budget cuts. He went on to say that the College is not in need of students. Our institution is increasingly popular, especially in the Northeast. We are seeing decreases in GA and FL students due to improved lottery resources in those states.

The committee was asked to provide ideas for future events. A suggestion was made to repeat the Theatre Event for staff like we did last year. We provided a free ticket for the employee and a discounted rate for guest as well as a backstage tour. The committee discussed the Tree Lighting Tradition. Comments were positive except for the need for a jollier Santa. Other suggestions included developing Founders Day Tradition Events or perks that employees can get especially if there are no raises on the horizon. The committee felt it would be helpful to explain to staff why the tickets were required.

Ed Pope shared that issues will be coming to the President’s Office re: elevators in the Bell Building. There is currently no accessibility to the building for disabled persons if the rear elevator is down. This prevents students and employees from getting to class and their offices. There are two elevators in the building but you can't access them from inside the building. The physical plant has an estimate for an elevator replacement of $124,000. There are currently some contract issues with AT&T that will be reviewed by Legal Affairs. The President will also investigate.

**Sub Committee Reports**

Staff Liaison Sub-Committee: Erin Blevins shared that the first Spirit Day was a success. A great event with SAC and President at Marty's place provided good exposure. We have received an estimate for producing buttons, but we are not sure how this will be funded. Karen is investigating the status of the SAC budget to determine if we have money to buy the buttons. If funding can be secured, we will order 1,000 buttons to distribute at future Cougar Spirit Days. A promotional video featuring President McConnell is also in the works, and *The College Today* will also do an article.

Communication and Concerns Sub-Committee: Susan Hallatt shared that the committee is currently putting together information about the celebration. The awards criteria form is set-up and the link is active but a push will go out next month. The Celebration is on the President's calendar and the hospitality room is reserved. The committee also discussed Yammer and reviewed Faculty Senate meetings notes on the
topic. From our meeting with John Schroeder, training sessions have been scheduled and training sessions should be pushed to employees. SAC members noted that we still need to distribute information about the parameters and expectations of how the system will work. A suggestion was made to possibly include a video on the Help & Training Tab in MyCharleston.

Membership Sub-Committee: Sarah Loge shared that we are still short in some areas for nominations. Currently there are no nominations in Business Affairs or from Temporary Employees. We may need to target folks in these specific areas. We could request that SAC reps from Business Affairs could reach out to that division. A question was raised whether we could request that Steve Osborne send a special email to his team to request nominations by Friday. Ed Pope will email supervisors and encourage them to have temporary employees self-nominate.

As time was running out Karen shared that she will send an email to everyone with respect to our questions about charges for parking for temporary employees and adjuncts. She also shared that new keys have been cut for our suggestion boxes.

No final comments for the good of the order.

Meeting adjourned at 11:05 p.m.

Respectfully submitted,
Michelle Futrell