Minutes of the Staff Advisory Committee to the President
September 16th, 2015
Computer Lab, Lightsey Center

Attending: Michelle Futrell, Emily Padgett, Maura Hogan, Melissa Thomas, Sara Loge, Diane Cumbie, Erin Blevins, James Ravenel, Charles Bradley, Ashleigh Parr, Teena Hamm, Ed Pope

Not attending: Seaton Brown, Susan Hallatt, Karee White

Karen Hauschild called the meeting to order at 1:03 AM.

Introductions of SAC Committee

Minutes of last meeting were approved

Old Business

- Subcommittee Updates
  - Staff Liaison:
    - would like to bring community together with spirit day and looking for ideas and suggestions
    - there was a previous document with ideas submitted to the President last year
    - suggested to have Vince Benignii from FAC to come in and work together
    - email out Creative Morning Charleston information
  - Communication and Concerns
    - Creative Mornings Charleston at CofC Idea
    - link for concerns and comments on website
    - need to find keys for lock boxes and then can put email and letter out to staff members
  - Membership Committee
    - Created a list of members to put on website
    - found the need to educate staff more on SAC and what they do
    - working closely with staff that work different hours will help get the word out more
    - looking at outreach at division meetings; discussed having something to take over the Holiday party outside of work
    - request from people about Ms. Judy to be recognized at basketball game

- Subcommittee charges
  - Write down what we think our charges is between the next two meetings in our subcommittees and add it to our notices

- Temporary Position Representation
  - We have an interested party
  - Extend invitation to Kelly Mottola to join our committee
Motion approved

She will need to also check with her supervisor

**SAC Newsletter/Portico**
- Motion made to remove it from SAC Website
- If you have any suggestions for materials please send to Maura Hogan
- In the mean time we need to work on what we would like to put in there
  - Perhaps put election material/information

**Staff Professional Development Committee**
- Karen and Teena are both on the board and we encourage all to engage and request

**Faculty Welfare Committee**
- Staff Liaison reached out and will work with the chair

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**New Business**

**HR Updates (Ed Pope)**
- **Grievance Policy**
  - Policy complies with State statute; and clarifies what is greivable and the time frame
  - The committee is still in place to hear grievances
  - Gives more time to process and hear the case
  - Introducing new grievance form that will be electronic and able to be filed; there will also be a paper form in HR
  - Now committee makes recommendation and President will make final decision
  - Grievance Committee; is created by EVP recommended staff members from multiple departments
- **Code of Conduct and Disciplinary Actions**
  - Include general written code of conduct for the work place
  - Included in the list of infractions there are more choices for the College that enables HR to deal with disciplinary situations
  - Also provided detail information on how to deal with discipline in the work place
- **Work place violence policy**
  - Is coming and will label what constitutes work place violence
  - The College will take a zero tolerance policy
  - Will be broader than what is expected
- **Leave Pool**
  - Emergency leave pool policy will hopefully be adopted soon and more updates to come
- **Hire Authorization**
  - Anything going through people admin will be built into the flow of people admin request to post a position and will be automated
  - Banner workflow will also be automated
  - This will also be for temporary employees
  - Reclassification and comp changes will be electronic only
- **Employee Health Care**
  - We are waiting on a response from PEBA
  - A list of concerns were sent to PEBA
- Fair Labors Standard Act (may need to check w/ Ed on this...I didn’t think it was a done deal. I think he’s waiting for further information from the federal gov’t).
  - If changes to the Act are approved, employees who make $970 a week will now have to submit timesheets and will be eligible for overtime pay
  - The annual salary minimum would be $50,000
  - We are all on standby as to what this would mean for the College
- “Bonus” $800 will come in October
  - Employees that make less than $100,000, are permanent, and have been employed since January 1st are eligible for the “bonus”

- Luncheon Date for Staff Appreciation
- Communication and Concerns to look at dates

Will move ideas and concerns to next meeting

There being no further business Karen called the meeting to end at 2:03 pm.

Respectfully submitted,

Emily Padgett
Secretary
Staff Advisory Committee to the President