Staff Advisory Committee to the Present
College of Charleston
October 26, 2016
Stern 409
Meeting Minutes

Present: Erin Blevins, Teena Ham, Sandra Cultra, Sarah Franciscus, Domenico Ruggerio, Shannon McKenzie, Chris Marcus-Kitchings, Maura Hogan, Rudy Alisauskas, Ed Pope, Cheryl Wingert, Diane Cumbie, President McConnell

Absent: Cicely McCray, Debbie Hammond, Walter Brown, James Ravenel, Kimberly Gertner

Call to Order – 10:05 am

Approval of Minutes
No additions or deletions to meeting minutes. (Noted typo on Agenda – meeting date s/b October 26)
Chris motioned to approve the minutes of the September 14th Meeting. Sandra seconded the motion.

Sub-Committee Reports

Staff Liaison (Domenico Ruggerio)
Domenico reported the committee had met and discussed Spirit Day (upcoming Nov. 4th and recurring first Friday of each month). They want to build on success of last year. Considering partnering with other departments/divisions on event. Suggested reaching out to Faculty Welfare committee. There was discussion on marketing the event. The following was agreed:
- SAC president (Sarah) will send email to campus
- Domenico will post to Yammer
- Diane asked that information be sent to Alison Berk for inclusion in Monthly SA Division Newsletter
- Maura will forward to person for inclusion in The Portico

Communication and Concerns (Teena Ham)
Teena reported the committee had met and discussed the need for picture of SAC for the website and for the Comm & Concerns Group. Consider doing it Spirit Day. Do it soon. Teena will reach out to campus photographer to get some options.

Looking for a larger space to accommodate Staff Appreciation Event. Hospitality Suite feels too crowded. Stern Ballroom capacity is not large enough for the approximately 400 staff. It was suggested to consider putting buffet outside of suite. Teena will check into.

Discussion on key location for Suggestion Box. Two exist: Physical Plant and Grounds. Sarah has key to Physical Plant and Walter has key to Grounds.

Currently, there is no administration box location since the suggestion forms are on-line and most people in other locations have access to PCs. It was suggested to look into putting a box in Randolph Hall.
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There is a need to check boxes more often and to add verbiage on box that describes what box is used for in order to deter it from getting complaints that should be directed other places and getting information of a personal nature. The same language should be expressed on website and in message to staff, clarifying use of the box.

Membership (Chair: Shannon McKenzie)
Shannon looked at last year’s election timeline and stated voting opened on February 2. She will discuss more about timeline and membership with the president to save time in the meeting.

Old Business
After checking the bylaws, it was noted that the change to allow temporary employees voting rights will be a change to the procedures, not a change to the bylaws, since this is not addressed in the bylaws.

Procedural Change: The motion was made by Teena Ham to allow temporary staff on 1 year appointments voting rights. The motion was seconded by Erin Blevins.

Bylaw Change: A motion was made by Teena Ham that SAC Chair will have served on Staff Advisory Committee at least one prior year to being elected Chair. The motion was seconded by Erin Blevins.

New Business
Temporary Employees
Ed advised the temporary employment reports on longevity of service and compensation have been provided to the president for his review and for Board review. No information on any actions taken.

Salary Compression
Salary and Compensation were recently on the faculty senate agenda. The last comprehensive survey was taken in 2013-14. There was a survey taken last year comparing compensation to other universities.

No one has seen the Great Colleges to Work For survey or article yet.

The new FLSA requirements are scheduled to take effect on December 1, 2016. A bill in Congress may delay this implementation. The college is moving forward as if the changes will take effect and have distributed information to all affected employees and their supervisors. HR has also created a FLSA website (http://hr.cofc.edu/compensation/flsa.php) to help answer questions that employees may have. Approximately 40% of our employees are non-exempt and approximately 182 College of Charleston employees will be affected by the FLSA changes. These 182 employees will go from exempt status to non-exempt. They will need to start doing a timesheet. Compensatory time for all non-exempt employees will start being tracked in the CofC online system as well. The FLSA changes are scheduled to take effect here at CofC on November 16, 2016. Any changes or delays will be communicated to staff.

The meeting was adjourned at 11:05

Recorded by Cheryl Wingert