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## Staff Senate, December 11, 2018

Coastal Carolina University

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Staff Senate

December 11, 2018  
Meeting Minutes

*Note: The remarks of the senators and others are summarized and not verbatim. The recording of this meeting is available in the Staff Senate Secretary's office.*

**PRESENT:** Sandra Baldrige-Adrian; Shaun Bannon; Dwayne Beam; Carolyn Bender; Jean Bennett; Lisa Bernadyn; Allison Crandell; Michael Cruise; Amanda Darden; John Dooley; Cecilia Finch; Lynn Fox; Mark Garrison; Marcus Holmes; Margaret Hurt; Judy Johns; Sharon McCants; Melanie McKeefery; Gregory Nance; Justin Poindexter; Wendy Singleton; Bryce Skipper; Michele Varga; David Yancey; Travis Youngblood

**SUBSTITUTIONS:** Anne Monk for Dawn Hitchcock; Robert Burns for Alicia Stanley

**ABSENT:** Sharon McCants

**APPROVAL OF MINUTES:** Approval of the Nov. 13, 2018 minutes were moved by \_\_\_\_\_ and seconded by Gregory Nance . **The minutes passed (25 in favor, 0 not in favor, 0 abstain).**

**PRESIDENT, PROVOST, AND OTHER ADMINISTRATIVE REPORTS:**

President DeCenzo:

- William Plate, Vice President of University Communication, will be leaving CCU for a Vice President position at Utah State.
- The Faculty/Staff Holiday party will be Thursday, December 13 at 5:00 pm in Alford Ballroom.
- The Board of Trustees will establish a President Ad-Hoc search committee to find a presidential replacement. It is expected that the new president will shadow Dr. DeCenzo beginning Aug 2020. The new university president's first day will be on July 1, 2021.
- The Board will make their final decision on who their presidential choice is around February 2020.

Provost Byington:

- Not present at this meeting.

Chief of Staff Overton:

- What items, if any, would we like to have included/presented at the General Staff meeting in January?

- Allison Crandell asked if he could go over the steps to follow if you are having parking issues on campus as most people do not know them.
- Student pay will be increased from \$7.25/hr to \$8.25/hr, but no definite effective date has been set.

#### COMMITTEE REPORTS:

- Allison Crandell reported that the student pay ad hoc committee is working on a proposal for a step increase for students who are in the same position for multiple years.
- John Dooley reported that the Policy & Welfare committee addressed all of the concerns raised at the previous General Staff meeting and passed these on to HR, with the hope that an HR representative will be present at their committee meeting on 2/5/19 to further discuss these concerns.
- Meg Hurt reported that the Membership committee is working on getting clickers for Staff Senate to use when voting, but they appear to be pricey. David Yancey suggested she talk to Monica Streicher about where Faculty Senate purchased theirs.
- David Yancey asked the senate if we want him to bring each item submitted for consideration before the senate or to give instructions to the submitter when the item is clearly a chain-of-command issue. The group agreed to discuss this more at the February senate meeting.

#### Topics for Discussion:

1. Submitted: Parking during exams, has anything been decided about students being able to park in faculty/staff spots? Communication of parking during this time needs to be sent to everyone about what is or isn't allowed during exams. David Yancey told Travis Overton that we get these questions each month and this is why we feel parking issues need to be addressed at the General Staff meeting. No action taken.
2. Submitted: One is dress code. I totally get the need to dress professionally. Does one of the first messages back be that it's "dress down" week after a hurricane? Instead of the staff only dress code, could we have departmental dress codes that are approved by HREO and on record in departmental policy and procedures? BJ Landrum addressed this explaining that dress code decisions come from the university president. No action taken.
3. Submitted: Telecommuting – not everyone all the time, but an actual policy that addresses parameters of telecommuting during hurricanes or whatever. Maybe we could explore what our peer and aspirant institutions do. I know that we still have to have office coverage. Perhaps one day week as necessary. I feel like it's done, but no one acknowledges it. We now have the technology to do it better now with Skype and Office collaboration. After discussion by BJ Landrum and Lori Cox, John Dooley made a motion to table this item. Melanie McKeefrey seconded the motion. **The motion passed (27 in favor, 0 not in favor, 0 abstain).**
4. Submitted: I would appreciate it if someone would address the parking issue of staff getting tickets for parking at the public safety lot. Although I know that we are not allowed to park there, there are not signs indicating so. I want to know if visitors park there, if they get tickets. Without signs posted about special parking only, how are people supposed to know. I think this

is completely unfair, and staff members should have gotten warning first, not parking tickets. This practice certainly does not “feel the TEAL”. In light of all of the parking submissions, Bryce Harper made a motion to table this issue. Gregory Nance seconded the motion. The motion passed (27 in favor, 0 not in favor, 0 abstain).

5. Submitted: Time-Limited employees do not get any type of yearly pay increases. They are just “re-hired” when the effective date expires at the same salary and pay level. Is there any way CCU can at least put a cost of living raise for Time-Limited Employees? I was brought in at a very low salary (\$27,000). I’ve been here over 2 years – I am still making the same. Can this be changed somehow? Gregory Nance made a motion to roll this issue into the staff salary study. Meg Hurt seconded the motion. **The motion passed (27 in favor, 0 not in favor, 0 abstain).**
6. Submitted: Please discuss and propose: That Coastal Carolina University commit to eliminating single-use plastics on campus, including but not limited to plastic bags, plastic cutlery, plastic dinnerware, plastic straws, etc., including those used by Food Services (more environmentally friendly products are available). Additionally, departments across campus should assess the volume of and need for excessive amounts of printed materials. (Materials may be recyclable, but excessive production on the front end adds tremendously to our carbon footprint.) Along with commercial businesses, many colleges and universities have reined in their use of plastics and excessive amounts of printed materials, and have adopted TRUE environmentally friendly policies. CCU should, too! The proposal should include a target date/deadline for implementing this. The communications committee will discuss how we can make the sustainability office more accessible to campus as a whole.
7. Submitted: It would be nice to know how raises work around here. To my understanding, once you are hired into a position that is the pay you will receive unless there is a huge change in your workload. Then your supervisor submits something to HR to get you an increase. So, with the University growing and more and more students enrolling and more and more professors being hired, and in my department more and more field trips being scheduled, and more and more supplies being purchased, it is NOT a big enough change in my workload to call for a raise. The only way to get a raise is to move into another job position with a higher pay band. That being said, I have heard, not knowing if it is true or not, that other departments get raises almost every year. What’s up with the pay band being from low to medium to high? You start out below medium, but you never reach high, no matter how long you are here? What? Why? Sadly, I feel we get more and more dumped on us, and we never see even a small raise. I’m done venting. You do not need to bring this up in your meeting. It just puzzles me how the University wants to keep the employees happy but do not show appreciation. I’ve heard about the gifts they used to give employees every year and raises they got, and now there is an appreciation day with a free lunch. The president asked us to attend functions like shows and games and things on campus to show our support, yet we have to pay to go to these functions. After some discussion John Dooley made a motion that we table this item for now. Marcus Holmes seconded the motion. **The motion passed (27 in favor, 0 not in favor, 0 abstain).**
8. Submitted: Review the scholarship/waiver program that currently offers a 50% scholarship/waiver to dependent children of fulltime employees for undergraduate level course work. To include grandchildren or other family members if you do not have children, or a family

relative could use this. This would give every employee the opportunity to take advantage of this benefit. Marcus Holmes made a motion to table this item. After some discussion Gregory Nance seconded the motion. **The motion passed (27 in favor, 0 not in favor, 0 abstain).**

9. Submitted: A) Non-exempt employees no longer being permitted to teach classes (such as FYE classes). Non-exempt employees have previously been able to teach but as of Fall 18 have not been permitted to do so any longer. Other state institutions in South Carolina (such as USC) still allow non-exempt employees to teach. Is there a reason CCU no longer allows it, or is it something that can be explored? B) Community Service Leave – Some institutions have leave policies that afford each staff member a certain number of leave hours that can be used specifically for community service/volunteer work. This way staff members can contribute to community efforts without having to use annual leave. This would have been especially useful during the aftermath of Hurricane Florence in which there were many community efforts going on, but staff were able to report to work and did not have the annual leave to spare. Can the Staff Senate look into some institutions that have these policies, and perhaps make a proposal to the administration about instituting such a policy at CCU? After some discussion Judy Johns made a motion to table this item. Allison Crandell seconded the motion. **The motion passed (27 in favor, 0 not in favor, 0 abstain).**
10. Submitted: The desperate need for an Enterprise Resource Planning (ERP) system that would streamline the business (that staff is responsible for doing the business) instead of having separate systems for university finance, student finance, HREO, procurement, legal, etc? The amount of money saved in staff resources, reduction in lost revenue from inefficiencies and cost savings realized in a single system to be supported as opposed to multiple would seem to make this investment pay for itself. David Yancey responded to the submitted directly at the time this was submitted. No other action taken.
11. Submitted: We all know parking is an issue on campus. This issue is magnified for those employees required to work late Tuesdays and Thursdays. When one comes in at 10:30 on a late day, parking is impossible. I have a solution to this problem. For offices willing to pay the fee: each office that falls under the mandatory open late nights, they purchase 2 passes (barcodes) at the specific office's expense, that are mounted on a plastic card. These passes will be signed in and out with the administrative assistant for that office and used solely to park on late days. Baxley Hall is close to the gated science lot that has plenty of parking in it. People currently have parked at the Science Center and tried to shuttle over (which took an hour), parked at the 544 lot and walked in, drive around for an hour, or come in at 8 am and sleep in their car until 10:30 so they can park. By allowing the offices to have permission to mount the barcode on a card (only for offices that fall under the late days) it gives those employees that work late an option to park. No action taken since parking was discussed earlier in the meeting.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**ANNOUNCEMENTS:** None

With no further business, the meeting adjourned at 10:48 a.m.