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Staff Senate, October 8, 2019

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Staff Senate

October 8, 2019
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; Allison Crandell; Michael Cruise; Amanda Darden; John Dooley; Cecilia Dockery; Lynn Fox; Mark Garrison; Sandra Hatcher; Dawn Hitchcock; Marcus Holmes; Margaret Hurt; Sharon McCants; Melanie McKeefery; Gregory Nance; Justin Poindexter; Wendy Singleton; Bryce Skipper; Michele Varga; David Yancey; Travis Youngblood; Bobbi Yurkin

SUBSTITUTIONS: none

ABSENT: none

ALSO IN ATTENDANCE: Travis Overton; Dr. Dan Ennis; David Frost; Carlos Johnson; Lori Cox; Dan Lawless; BJ Landrum; Atiya Stokes-Brown; Rein Mungo; Amanda Craddock

APPROVAL OF MINUTES: Approval of August minutes were moved by Lynn Fox, and seconded by Shaun Bannon. Approval of September minutes were moved by Dawn Hitchcock, and seconded by Michele Varga.

SENATE PRESIDENT REMARKS:

- No updates to metrics at this time.

PRESIDENT AND OTHER ADMINISTRATIVE REPORTS:

Travis Overton:

- Open sessions for the Presidential Search will be held on Monday & Tuesday of next week (Oct 14-15). There will be an online forum for anyone who is unable to attend one of these meetings.
- A representative from the search firm Buffkin/Baker has been on campus and completed a tour of our campus.
- Our legislative liaison to the state Senate in Columbia is working with legislators to determine a pathway for the Dependent Tuition program to be reinstated at CCU. David Frost will be presenting the BOT with an option to run a version of this program through the Foundation.

Interim Provost Ennis:

- We are implementing the early alert program called Beacon program to a larger group of students, by next fall it will be universal on campus. Beacon is an online platform that we use to

process concerns about students. An alert is a way we indicate that there is a concern about a student.

Presentation:

- Lori Cox presented an overview of the Stay at Work program. This is a free program for employees who are enrolled in a state health plan to use should they have an event occur or a medical condition causing them to need physical adjustments to their work station/environment.
- Dr. Stokes-Brown presented an overview of a new Chosen/Preferred Name Notification process for students that lives in the Dean of Student's office. This will notify faculty and staff of a student's preferred name/pronouns. The form can be found on the Dean of Students webpage under the Student Advocacy and Intervention tab.

TOPICS FOR DISCUSSION:

COMMITTEE REPORTS:

- Student Pay Ad Hoc Committee
 - The Project CEO committee is meeting at the end of the month.
- Take Your Child to Work Committee
 - Still has two more departments to meet with before they can build a framework to bring to executive committee.
- Policy and Welfare Committee
 - Have a couple of draft documents that the committee members are reviewing in hopes of bringing back next month.
 - The two documents concern student employment policy and bylaw revisions.
- Membership Committee
 - Have received a list of employees from the Department of Equity and Inclusion and have reached out to Institutional Research to assist with nominations and an election. Hopefully we will have a new senator next month.
 - Have reviewed the bylaws and feel the current process is sufficient. We will begin the election process in March 2020.
- Communication Committee – no report

Sick leave donation policy was discussed. An employee is allowed to donate to a specific employee provided they meet certain criteria. These are: a) they have to be approved for FMLA; b) they have to be projected to be in a LWOP status for 30 days; c) HR Benefits has to be in possession of the proper paperwork. Lynn Fox proposed that the Policy & Welfare Committee look at the sick leave donation policy and see if there are changes that can be made.

Gregory Nance made a motion to charge the Communications committee with looking into/planning a staff senate retreat. Michele Varga seconded the motion. **Motion passed (27 in favor, 0 not in favor, 0 abstain)**

OLD BUSINESS:

None

NEW BUSINESS:

- Is there any consideration by the university administration to re-institute a “pay for performance” policy? There used to be one years ago. Such a policy essentially allows supervisors to grant increases to employees based on their performance. Currently, there is no such policy and the only way to get additional monies is to either (a) receive additional duties - (thereby getting more work); (b) receive a reclassification/promotion; (c) request a market adjustment - which some supervisors may not be familiar with and may not be aware that such a request can be made. Suggestion: Consider re-instituting a pay for performance policy to reward employees who work hard and go above and beyond. **No action taken.**
- There are many institutions of higher education that offer personal laptops or combination laptop/tablets to their staff members. Currently, I believe this is done at the department level but departments only do it for certain people. I would love to see our staff members campus-wide to have a laptop assigned to them with the capability to work remotely. Several industries are moving towards the ability to work remotely. HR/Departments can determine which job descriptions should receive a laptop/tablet. The goal is not to disturb work/life balance but to enhance it and give flexibility to allow work to be done both on and off campus. Suggestion: Determine which positions should have a laptop, look into technology grants/partnerships for staff member laptop availability, establish policies for working remotely. **No action taken.**
- Student Accounts currently has spring payment deadline January 1, 2020. The staff meeting talking about being closed until January 2, 2020. Our office receives a bunch of calls for Student Accounts and Financial Aid when they don't answer the phones. Are they going to be working on January 1st and prior to that (since we close for Christmas) to take questions? Suggestion: Student Accounts should change their payment deadline to give staff time get back to work in January. **Controllers office has already moved the date to 1/2/20. No action taken.**
- Admissions counselors are taking up valuable parking spots for weeks at a time when they are out recruiting. Suggestion: When any faculty or staff member needs to leave their car on campus, they do so in a parking area that would not be negatively impacted by having a vehicle parked in the spot for days, weeks or months. Or designate an area? Either way, they should not be taking up parking spots where those of us who are on campus each day working could be parking. **No action taken.**
- Currently the official office hours on the HR website state working from 8:30 - 5:00 each day. Although many offices have flex schedules, especially those who serve students, and they open at 8:00 and have those early scheduled individuals leave at 4:30. Suggestion: I feel everyone would be better served to have early open hours. There should either be consistency either way. I believe students would and/or do take advantage of the early opening of those offices that have that flexibility. I believe as an institution we are striving for equality, equity and inclusion. The fact that everyone is not able to have the ability to flex their schedules does not promote what we say we are doing. **No action taken.**

- Could we have public safety patrol for students parking in faculty/staff lots more often - every day would be nice. Then maybe the students would get the message that they will not get away with parking in our spots every day. I have checked the lot next to the student center and wheelwright for the last week and every day I have seen over 20 students each day parking in the lot in faculty/staff spots - but no tickets are on the vehicles. I believe that if we concentrated on a lot a week all day long and gave out tickets for each student who parked there, the message would be clear. Maybe have faculty and staff submit pictures of the students parking in spot if that would help. We need to be proactive about this situation - I know we make money off of parking tickets, but what good is it if the cars are not being ticketed. **The lot referenced here is the E lot. There have been 241 tickets issued in this lot since the beginning of school. No action taken.**

ANNOUNCEMENTS:

- Faculty Staff Benevolence Fund has a current balance of \$3100.91.

With no further business, the meeting adjourned at 9:54 am