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Staff Senate, February 9, 2021

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Staff Senate

February 9, 2021
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: Sandy Baldrige-Adrian; Matthew Barnes; Dwayne Beam; Penny Bell; Jean Bennett; April Betsch; Roger Brown; Alli Crandell; Brittany Donatelli; John Dooley; Mark Garrison; Judy Johns; David Klauder; Michelle Lewis; Kelly Moore; Sean Pierce; Justin Poindexter; Brad Queen; Daniel Rabon; Wendy Singleton; David Speiser; Michele Varga; David Yancey; Travis Youngblood; Bobbi Yurkin; Sharlene Zwing

SUBSTITUTIONS: none

ABSENT: none

ALSO IN ATTENDANCE: Dr. Michael Benson; Dr. Dan Ennis; Travis Overton

APPROVAL OF MINUTES: approval of December minutes was moved by Melanie McKeefery and seconded by Sharlene Zwing. **The minutes passed (28 in favor, 0 not in favor, 0 abstain)**

SENATE PRESIDENT REMARKS: Welcome to Brad Queen who is representing Athletics and replacing CJ Allard. Staff Senate President is now a member of the Executive Council. Several items from Auxiliary Services was approved at her first meeting, details will be emailed to everyone. A schedule of reporting is being planned regarding BOT meetings, details will be emailed to everyone. Staff Senate President will have a report (as part of the President's report) at every BOT meeting. Please make sure everyone in your area has taken the required number of furlough days by now. If not, please have them planned for the near future. Please review the Death Notification policy. When there is a death in your department be sure to notify HR as well as Marketing & Communication so the appropriate notice can be sent out. The former department known as Philanthropy has been brought up to the Board and there is a possible name change as well as search for a new VP for that area in the future. Please be sure to share information from these staff senate meetings with your constituents as well as make sure they know about upcoming meetings and allow them access to watch/take part in the meeting.

PRESIDENT AND OTHER ADMINISTRATIVE REPORTS:

President Benson:

- The first few weeks have been busy for our new President. Everyone is urged to come by the Singleton Building and see the new open-door policy in the President and Provost's offices.
- Feeling much better after his COVID diagnosis. Thank you to everyone for your concern.
- I appreciate how well our campus has done with COVID protocols.

- Mentioned to the BOT that it would be a good idea if the Board heard from the Faculty Senate, Staff Senate, and Student Body Presidents at each meeting. The Board may deny that request, but I feel it is a good chance to have your voice heard. While BOT meetings are not streamed, minutes are posted online and can be viewed by anyone.
- Still getting out and about on campus to meet everyone. First 100 Days is still in full swing. If you have any ideas about your area that you would like to be featured, please pass them along to Travis Overton.
- We are hoping to start with a clean slate in the area of Advancement in Alumni Engagement. State budget monies do not appear to be going up at the present, so our best source of increasing revenue is private donors.

Provost Ennis:

- Currently working on the Fall 21 academic calendar. It is being modeled after the Fall 19 calendar. We will shift back to online instruction if conditions require but are currently planning for in-person classes. It is much easier to move from in-person to online on short notice than to move from online to in-person.
- We are continuing with final changes to the Spring 21 semester and should have our enrollment numbers soon. We are currently ahead of where we expected to be. We started the Fall 20 semester down 3.8% in enrollment, we are now down 2.6%.
- We are up 6% in the number of Fall 21 Freshman applications. We are planning some limited on-campus recruitment activities to be taking place in the coming months in hopes of holding on to those applicants.
- Dean search for Wall College of Business had candidates on campus this past week and search committee will be meeting later today to discuss moving forward.
- The other two dean searches are in the application gathering stage and are not yet ready to move to the next step.
- Some of the Summer 21 classes are being prepared in expectation of face-to-face learning but have to be ready to move to online if necessary. Some will still be online only. There may be a few classes that will not be able to be moved to online and will be cancelled.

Travis Overton:

- Thanked Sandy Baldrige-Adrian for her willingness to serve as part of the Executive Council.
- Update on the survey sent out in December:
 - 636 employees invited to take the survey
 - 254 completed the survey
 - 40% response rate
 - Survey data is still be analyzed

TOPICS FOR DISCUSSION:

In an effort to streamline Staff Senate meetings, but also continue to collect valuable employee feedback data, the Senate will begin referring Topic Suggestions that relate to specific areas of operation to the appropriate person in those areas. The Senate will continue to collect these submissions and will review them in total each semester to determine if there are organizational patterns that should be addressed by the Senate as a whole.

- Several questions have been received regarding COVID vaccinations
 - Are we (staff) included in Phase 1B?
 - What is the actual state guidance?
 - We are waiting for DHEC guidance to be released regarding Phase 1B. Groups are still being added to Phase 1A that will delay the start of Phase 1B.
 - DHEC is asking large employers like CCU to work with local health care providers about administering the vaccines when Phase 1B begins.
 - CCU has been in touch with a local health care provider to ensure that vaccinations can begin when Phase 1B is approved.
 - The university is working on a survey to see how much interest there is on campus for the vaccine. DHEC has requested a head count for Phase 1B.

COMMITTEE REPORTS:

Policy and Welfare Committee – looking into several issues:

- Looking into the 2.5 hours state benefit of working 37.5 hours but being paid for 40 hours. There are some employees who take issue with being asked to work over the 37.5 hours. We are looking for solutions and education surrounding this issue.
- Also looking at why furlough hours are counted using the 40 hour work week daily hours vs the 37.5 hour work week daily hours.
- Received a suggestion that CCU reinstate the Tuition Reimbursement Policy especially for CCU courses. We are researching various policies around the state as well as the state laws that mandate that. We are still in the research phase.
- In light of the recent capital riots and recent fallouts, we are reevaluating ethics statements and looking at what is available at CCU as well as peer and aspirant institutions.

Membership Committee – looking at the functional group for each senator. One recommendation was to lump all colleges together and have one senator for the whole group, that was declined. The second recommendation was to split CeTEAL and COOL into two separate groups. The third recommendation was to split Diversity & Inclusion from Accessibility & Disability Services and Intercultural Student Services. We took a vote to change the functional groups or leave them as they are and the vote was unanimous to leave them as they are at the current time. Reminder, you can go to any senator at any time with any issue, it doesn't have to be the senator for your area.

Communication Committee – no report

OLD BUSINESS: none

NEW BUSINESS:

- Motion from the Policy and Welfare Committee
 - Staff Senate Engagement Survey
 - A wellness/engagement survey was sent out by Provost's Office and Chief of Staff in December. We believe that a regular, longitudinal survey is needed to measure staff satisfaction and engagement. The committee has discovered no such survey.
 - The Policy and Welfare Committee of the CCU Staff Senate received a suggestion from a staff member to develop a survey that took the temperature of the general staff.
 - The committee has drafted a staff engagement survey based on feedback from previous surveys, best practices, and suggestions from our constituents. The committee also solicited feedback from the Provost's Office (Holly Tankersly), President Benson, and Chief of Staff (Travis Overton).
 - The committee suggests conducting a semiannual survey (2 times per academic year) to the general staff body from Staff Senate as the requesting organization. The survey will be anonymous, with all identification questions being voluntary. The proposed times for such a survey are March-April and September-October, but these times may be adjusted for future surveys.
 - The Staff Senate Engagement Survey aims to produce regular, measurable data in staff morale, engagement, and satisfaction. This anonymous survey will measure responses across the entire staff body, without record of division or department. The collected results will be made available to both university leadership and the campus community.
 - Our hope is that this survey reveals or reframes challenges, opening new avenues of dialogue with Coastal Carolina University staff to find new approaches and solutions that improve our campus community.
 - The motion came from committee and was seconded by David Yancey.
 - **The motion passed (25 in favor, 1 opposed, 0 abstained, 2 did not vote).**

ANNOUNCEMENTS:

- A new training called QRP that is available on Moodle. It empowers people to identify and respond to people who might be in crisis who might be considering self-harm. It is available to all faculty, staff, and students on campus.
- Next meeting is March 9, 2021 at 9:00 am via Zoom.

With no further business, the meeting adjourned at 9:56 am.