

**Staff Council
Meeting Minutes
3 February 2016**

IN ATTENDANCE:

Athletics – Danielle Dillahey, Chuck Kriese; **Commandant of Cadets** – Orlando Garcia, Shelton Milner, Chris Polites; **Communications & Marketing** – n/a; **Finance & Business** – Allison Bringardner, Gino Galutera, Milton Greene, Lauren Merriken; **Institutional Advancement** – n/a; **Operations & Administration** – Jay Beam, Paul Cantrell, Dee Davis, Dean Easterlin, Mark Magnussen, Dana Richardson; **Office of the President** – Ashley Witherspoon; **Provost & Dean** – Hilary Becker, Margaret Gannon, Morgan LaForge, Courtney McAllister, Edwina McGill, Ruby Murray, Beau Quarles, Lauren Smalls. **Advisor** – Col, Tom Philipkosky, Leah Schonfeld; **Guests** – Lt Gen John Rosa – *President of The Citadel*, Lt Col Brent Ashworth - *Vice President for Communications & Marketing*, Dr. Connie Book – *Provost & Dean of The Citadel*, Jim Senter – *Athletic Director*, CAPT Gene Paluso – *Commandant of Cadets*; Mr. Jay Dowd – *VP for Institutional Advancement*, Denise Ugast – *Special Assistant to the President*, Daniell Andrews – *Executive Assistant to the VP of Operations & Administration*

EXCUSED ABSENCE:

Athletics – n/a; **Commandant of Cadets** – Rick Dean, Eileen Quinn; **Communications & Marketing** – Sam McAdams; **Finance & Business** – n/a; **Institutional Advancement** – n/a; **Operations & Administration** – Chuck Chambers, Jonathan Lewellyn; **Office of the President** – n/a; **Provost & Dean** – Courtney McAllister.

I. CALL TO ORDER

The meeting was called to order by Staff Council Chairman Beau Quarles at 9:31am.

II. CHAIRMAN’S REPORT

- A. Larger SC. Mr. Quarles asked that all new SC members introduce themselves to the VPs. He then informed Rosa and VPs that SC has grown as the number of staff employees has increased. At this time there are 32 member of SC at a 15:1 ratio for employee to SC member

- B. Financial Report. Mr. Quarles stated that the budget for EAD 2016 is approximately \$4250. This is if Aramark will continue to donate the food and staff to serve at a cost of approximately \$2500 - \$3500. He continued by thanking the Entertainment Committee for planning and executing the event last year. Below is the budget reconciliation for 2015.

Monies Received:

Barnes & Noble thru The Citadel Foundation:	\$ 500.00
From President Rosa’s Office:	\$5,000.00
From Proceeds of Event Dunking Booth:	\$ 38.25
<u>From Procurement Services:</u>	<u>\$1,000.00</u>
Total Monies Received	\$6,538.25

Two Accounts were set up this year for Staff Council and the Employee Appreciation Day events by LTC Jay Puchir, former Citadel Controller:

- 1. 114550 (+) – Employee Appreciation Day; an Education & General Fund (E & G Fund), set up to accept Procurement Services donations only to the Employee Appreciation Day events.

When funds remain at the end of the fiscal year, the funds are swept back in to the E & G Fund for college use.

2. 160250 (*) – Employee Appreciation Day; a Non-General Fund account. These funds are also to be used for Staff Council office supplies. When funds remain at the end of the fiscal year, the funds roll to the next year.

The following amounts were spent by the EAD Committee in support of the Employee Appreciation Day event held on May 21, 2015:

From 114550:

– Supplies – Raffle tickets, signs, prize buckets, etc.	\$ 256.13
– Hughes Rental – Dunking booth & snow cone machine	226.77
– <u>Total expenses paid in 114550</u>	<u>\$ 482.90</u>
Balance remaining after EAD event:	\$ 517.10

However, since these funds were remaining in an E & G Fund, they were swept back into the E & G Fund at fiscal year-end, June 30, 2015. The balance in 114550 is currently \$0.

From 160250:

– Club Colors, Inc. who produced the T-shirts (#XXX)	\$2,544.26
– Payment of 2014 EAD Expenses (that were in NSF)	1,111.27
– Payment of Motor Pool expense for transport vans	64.43
– <u>Total expenses paid in 160250</u>	<u>\$ 3,710.96</u>
Balance remaining after EAD event:	\$1,818.29

- C. New SC positions. The addition of a Treasurer and Sergeant at Arms has been added to the executive committee. The position of treasurer is now filled by Lauren Merriken. The position of sergeant at arms will be filled by a member of the campus public safety. SC has asked them to send a member of the public safety staff to attend each monthly meeting so that everyone can be informed on happenings and new rules on The Citadel campus.
- D. Angel Tree. The Angel Tree project takes place annually in November. Red gift cards are placed on campus Christmas trees and anyone on campus can take one of the tags to fulfill the wish of a child that would not otherwise receive any gifts. Every card was taken from the trees and the gifts were purchased accordingly. This year gifts for 125 children were supplied by members of The Citadel family.
- E. Faculty Senate. SC will work with the newly reorganized Faculty Senate. This is the same group of faculty members who ran Faculty Council. In the past SC worked with Mike Barth, FC chairman and plan to do so with the new leaders of the Faculty Senate.
- F. SC Charter. SC is working on developing a charter rather than policies & procedures. A charter was suggested by Col Hawk Moore, Compliance Officer. The charter will be similar to the policies & procedures

- G. How can SC help to make The Citadel the best place to work? Mr. Quarles informed Lt Gen Rosa and the other VPs that SC is on campus to support the school in any way they can. If there is an issue where SC can help, he offers SC to help in whatever way necessary.

III. QUARTERLY MEETING WITH LT GEN ROSA & CAMPUS VPs

- A. Lt Gen John Rosa – President of The Citadel. Lt Gen Rosa informed the group that fall semester of this year was good. He said that the GPA of the Corps is higher than in the past.
1. *Christmas skits.* At the end of fall semester a group of cadets in first battalion made a poor decision in performing a Christmas skit where they appeared to be dressed as member of the Ku Klux Klan. This incident caused a backlash for everyone involved with The Citadel. This includes alumni, faculty, staff, parents, cadets and Citadel supporters. The 14 cadets who were involved with the incident have received a variety of punishments from walking tours to dismissal for 2 semesters. Upper-class cadets stopped the skit and reported it to the authorities but not as quickly as they should have. This is a learning experience for everyone on campus and school supporters. Rosa continued by informing the group that one's cadet career is a constant journey of learning. In the aftermath we should all remember that we should show good leadership to everyone on campus. He believes that the school took immediate action and that the situation could have been much worse.
 2. *Classes for employees at no cost.* The Citadel offers classes to employees at no cost. The student must pay for books and supplies but no tuition shall be paid, for FTEs after completing six months of service.
- B. Dr. Connie Book – Provost & Dean of The Citadel.
1. *Four new Masters Programs offered.* Dr. Book informed the group that CGC offers four new master's degree programs including Civil, Mechanical and Electrical Engineering. There are now 9 professional certificates which feed the masters programs.
 2. *Nursing program.* The Citadel plans to open a nursing program as part of the CGC program. Research has shown that more nurses are needed now than before. The state has approved a nursing school for The Citadel and the projected date for start is fall 2016. The aim of this program is to have all pass the state nursing test the first time taken.
 3. *More engineering students.* Rosa added that there are more undergraduate engineering students now than before. Undergraduate engineering students now outnumber the number of undergrad business student.
- C. CAPT Eugene Paluso – Commandant of Cadets.
1. *Corps of Cadets.* CAPT Paluso informed the group that as of today there are 2161 members of the corps of cadets. Of those, 594 are freshmen.
 2. *Leadership opportunity.* He continued by saying the fall semester was not tainted by the Christmas skit incident. Opportunities like this create better leadership from mistakes and that the goal is to make The Citadel a better place.
 3. *Tobacco Cessation.* The start date of the tobacco free campus policy will be fully in place on 1 July. He says that of average colleges, 17% of the students use tobacco. At The Citadel 52% of the cadets use tobacco. Enforcing the no tobacco rule will be difficult but his department is looking for more ways to enforce the rules.
 4. *Tobacco & Alcohol.* Lt Gen Rosa stated that Citadel cadets have a much higher percentage of usage of tobacco and alcohol in comparison to other colleges & universities.

D. Col Tom Philipkosky – VP of Operations & Administration.

1. *Tobacco Free campus policy.* Col Philipkosky stated that this policy will go into effect on 1 July 2016.
2. *Paperless campus.* The financial aid office was the first office on campus to go paperless. The office of Human Resources has begun a paperless initiative as well.
3. *Salary Study.* He stated that an off campus contractor was brought in to review the recent salary study. Wesley Sams, compensator director, performed the salary study. One-hundred & six staff employees were found to be paid less comparable to similar positions at other schools and universities. Those who make between \$25,000 and \$50,000 will receive the pay increase first. This addition should be in the 15 February pay check. This amount will be retroactive to 1 January 2016.
4. *Barracks revision.* Two of the present barracks will be revamped and brought up to date structurally, electronically, etc. to meet today's college standards. Stevens barracks will take top priority as it is the oldest and least up to day on campus.
5. *Parking garage.* The proposed area for the new garage is in the Congress Street lot, directly off of Hagood and next to the alumni center. The estimated date construction will begin is January 2017.
6. *Bastin Hall.* The new School of Business facility will be on Congress Street. The proposed beginning date for this will be 2017.
7. *New Capers Hall.* The present Capers Hall will stand as the new Capers Hall is being built on the present parking lot off of Hagood Avenue. As not to disrupt classes, construction will take place while classes are held

E. Mr. Jim Senter – VP of Athletics.

1. *Football season.* The 2015 football season was a huge success with The Citadel Bulldogs finishing number 1 in the conference. Even better our Citadel Bulldogs beat the University of South Carolina Gamecocks in Columbia. Because of the winning season with the support of the Corps of Cadets and the alumni many more people are attending the Citadel football games.
2. *Citadel v University of Tennessee at Chattanooga.* The Citadel Foundation paid for all freshman cadets to attend the Citadel – UTC football game. This included 11 buses to and from the game, all meals, and an overnight stay at Berry College in Rome, GA.

F. Col Brent Ashworth – VP of Communications & Marketing.

1. *News from campus.* Col Ashworth asked everyone in attendance to send any and all happenings on campus to his Marketing and Communications department to spread the news of what good things The Citadel and our students do. They want anyone's and everyone's suggestions. There is nothing too small to report.
2. *Sam McAdams.* Office of Communications & Marketing staff employee Sam McAdams is already a member of SC and we can inform him of any and all information having to do with SC or our own departments.
3. *Flow & Release of Information.* Col Ashworth asked the members of SC if they could help with the flow and release of campus information. With SC members representing staff employees across campus, correct information can be disseminated more easily and everyone will be up to date on what is happening on our campus. The OCM office is planning on *consistent internal & external disbursement of information.*

4. *Citadel Communications Committee*. Lastly, Col Ashworth informed the group that a formal communications committee is being formed on campus to make sure that all information is given and given correctly. The members of the committee have not been named but as the group comes together, he will keep SC informed.

G. Mr. Jay Dowd – VP of The Citadel Foundation (TCF).

1. *Fundraising goals*. For the 2015 calendar year the fundraising goal was \$3.4 million dollars. For the year, the goal was surpassed with collecting of \$6.4 million. The goal for the 2016 calendar year is much higher at \$175 million and the rate of donation continues as it is, this goal will be surpassed. .
2. *TCF Staff Committee*. Two members of Staff Council have been asked to join the Staff Fund Raising committee. Beau Quarles and Shelton Milner are already donors and they are to help TCF help raise money from staff employees. One meeting was held in January and another will come soon. Beau & Shelton will keep SC informed on the staff fundraising for TCF.
3. *501(3)C*. TCF is a 501(3)C tax free donation. Forty percent of donations are made through estates and will come to TCF when the donor dies and the donation is part of their will.
4. *Boating Center*. Alumni from upstate South Carolina have donated money to TCF to update the Citadel's boating center and make it usable. The channel from the Ashley River has filled in and dredging to fix the problem will begin on 27 February of this year.
5. *Capers Hall update*. The plan is to begin reconstruction of Capers hall in 2018. Once the loans for barracks updates are paid, Capers Hall construction can begin.
6. *Parking Garage*. An external company will build and own the proposed parking garage. The Citadel will then lease the facility for 30 years and at that time ownership will be transferred to the school.
7. *Barracks updates*. At this point in time the cost of constructing a new barracks is \$50,000,000. The last time a cost estimate was given the cost was \$12,000,000 so the cost has increased significantly.
8. *Facilities Master Plan*. At the time the state of South Carolina owns The Citadel but the school is moving toward a private model. As the state only supplies 7.8% of the school's budget, The Citadel must raise funds to support itself. As the economy has stabilized, more people will be able to donate with confidence. As The Citadel is again #1 in public colleges in the southeast, our school is competitive in attracting more and better students and with their tuition, Mr. Dowd reported that the Class of 2020 will be reporting in August and that this class will be the largest at nearly 750 entering freshmen.

H. Dr. Connie Book – VP for Academics, Provost & Dean of The Citadel.

1. *Class of 2019*. Dr. Book reported that the present freshmen class has an average GPA of 3.6 in high school.
2. *Leadership Opportunities*. All Citadel employees are teachers of leadership. The cadets are always learning from Citadel employees and therefore adopting staff leadership skills.
3. *Citadel Summer Programs*. The Citadel is offering two new summer programs away from campus. These are The Citadel in DC and The Citadel in NYC. On Mondays the students will be in the classroom. Tuesday through Friday they will be in internships. These programs are open to students of all majors.
4. *Classes Abroad*. Citadel students are allowed the chance to study in other countries in both the summer sessions as well as during the regular school year. This is a big opportunity for business and life experience.

5. *Cadet Workload.* Dr. Book pointed out that her office strives to not overload cadets with academics. She understands that college students need to be kids as well.

IV. COMMITTEE REPORTS

Shelton Milner asked those who were not in attendance at the January SC meeting to sign up for at least one SC committee. She sent a signup sheet for committees.

- A. Benefits & Welfare. As a new chairman has not been chosen, Beau Quarles gave the report. The Tobacco policies are now in effect. Kevin Modglin from Campus Alcohol & Drug Information Center (CADIC) will head the overall campus committee. On 1 July, the campus will be considered tobacco free meaning that no tobacco is allowed to be used on The Citadel campus. The Employee Assistance Program (EAP) will help faculty & staff to stop using tobacco with a variety of different methods. It was then pointed out that E-cigarettes may not be used either.
- B. Communications. Margaret Gannon stated that after suggesting the dissolution of the communications committee is done, only one person needs to be in charge of keeping up SC web pages. She suggested that SC should have a communications coordinator position. Discussion ensued.

It was decided that the communications committee would stay as part of SC but that the committee needs to be retooled. Responsibility of this committee is to go to the group's vice chairman. At this point, the acting vice-chairman Ashely Witherspoon will lead the committee.
- C. Community Service. Nothing to report.
- D. Elections. Shelton Milner stated that she was incorrect in the assumption that Dean Easterlin could not serve as SC's Vice-Chairman. Due to this she told the group that an election is to be held today at the meeting. She then handed out ballots with Ashley Witherspoon's and Dean Easterlin's names. She asked each member to vote for the person best suited for the job. All ballots are to be turned into Ms. Milner before members adjourn. She will let all of SC know the results before the end of today.
- E. Entertainment. Nothing to report.
- F. Policies & Procedures. Nothing to report.

V. UNFINISHED BUSINESS.

- A. Sergeant at Arms of SC. Beau Quarles has been in discussion with the Public Safety office about who they would chose to serve as SC's sergeant at arms. Mr. Quarles explained that a representative from Public Safety will keep SC up to date on things that are taking place on campus and what is coming. The public safety office has not made a decision on any individual but are willing to rotate who will attend the SC meetings to keep us informed.
- B. Salary Study. SC Advisor Leah Schonfeld announced that Dr. Connie Book, Provost & Dean of the College, had sent out an email 18 December in regards to implementing what was found in the salary study. An update of this email will be sent out within the week. All of the increases have been approved but the budget office must implement the raises. The increases to the salaries of

those who will get salary increases will be informed by letter. No matter the date the first paycheck with the new salary, they amount will be retroactive to 1 January. Those who earn below \$25,000 will be the priority. Next those with salaries under \$50,000 will be compensated. Ms. Schonfeld stated that 160 employees will receive salary increases and that they will be implemented as quickly as possible. The 31 January paycheck is the target date for the increase to show but it may be as late as 15 February.

Lastly Ms. Schonfeld reported that 5% Cost of Living raise has been proposed. It is now looking more like the raise will be more along the lines of 2-3%.

- C. Employee Recognition. Each year The Citadel awards employees who exemplify the school. This year there are three separate awards. Each is listed below.
1. *Presidential Award Winner (PAW)*. Nominations will be taken until 5 February 2016.
 - a. Awards are given for the following: customer service, rising star, spirit of the school.
 - b. These awards are for staff employees only including temporary staff employees.
 - c. Winners will be given a \$500 bonus after taxes
 2. *Employee of the Year (EOY)* Nominations will be taken until 18 March 2016. The criteria for the award are as follows.
 - a. Explain how your employee performs “beyond the Call of Duty” to improve service, quality, or the department’s or college’s image for the 2015-2016 academic year.
 - b. Describe the unique impact that your employee has had on The Citadel.
 - c. Describe the quality of work of your employee. Discuss an initiative that the employee was involved in that demonstrated outstanding performance or contribution to the employee’s department or the college as a whole.
 - d. Describe a specific situation(s) that demonstrated reliability or sustained achievement that exceeded normal expectations.
 - e. Employee must have an “exceptional” rating on their most recent EPMS.
 3. *Team of the Year (TOY)*. Nomination will be taken until 18 March 2016. Criteria are listed below.
 - a. Explain what project your team accomplished to improve service or quality for the department or college during the current fiscal year.
 - b. Describe the unique impact that your team has had on The Citadel.
 - c. Describe how the team improved service to the student(s).
 - d. Describe how the project resulted in a cost savings or earnings for The Citadel.

VI. **NEW BUSINESS.**

- A. Tickets to Citadel Basketball game. Danielle Dillahey announced that the athletic department is offering 2 free tickets to the Saturday, 20 February game to all faculty and staff. This game will pit The Citadel against Western Carolina. If anyone is interested, they must contact the Citadel ticket office before Thursday, 18 February.
- B. Salsa Dance Class. Beginning Tuesday, 16 February at 6:30pm, the Citadel Spanish Cultural club will offer free Salsa lessons to everyone on campus. The dance classes will be held in either Mark Clark Hall’s Buyer Auditorium or Deas Hall. Look for emails coming from Cadet Jwls Morel in regards to the classes.

- C. March Staff Council meeting. As the Principled Leadership Symposium will take place during the third week of the month, we need to move the date for the March meeting. So many members of Staff Council will take in this event making few members available to meet on the Third Thursday. Due to this the March meeting will be held on Thursday, 10 March in Mark Clark Hall, Greater Issues room.

VI. OPEN DISCUSSION.

- A. Report from Col. Tom Philipkosky. SC advisor, Col. Philipkosky stated that the meeting earlier with the President and the VPs was very professional and informative. He thanked Lauren Merriken for her treasurer's report and on providing information on why SC will need financial assistance once again for Employee Appreciation Day.

The Citadel campus is a very professional place and that is because of both Citadel faculty and staff. All Citadel employees leave the school better for those who come after us. We show that The Citadel is a great place to work.

Lastly, faculty and staff set the example for students and new employees alike.

VII. ADJOURNMENT.

Mr. Quarles asked if anyone had anything else to discuss. No one responded. With this he asked if anyone would like to make a motion to adjourn. Danielle Dillahey made the motion to adjourn the meeting and Geno Galutera seconded the motion. The meeting was adjourned.