

Staff Conference Meeting
Tuesday, November 15, 2016
Whitten Auditorium, Carroll Hall

Meeting called to order at 2 p.m.

-Walter Harden was in attendance to discuss lighting concerns across campus. In January of 2014, a campus lighting survey was done by a company named CSL. The campus was walked by their staff, as well as members of WU's staff. Recommendations were made. The recommendations included converting the "yellow" lights to high pressure sodium (induction lights use less wattage and are brighter lights). It was also recommended that we add 110 new light poles to the front of campus. The cost at that time was \$631,000.

Winthrop received a grant of \$83,000 for the purchase and installation of 125 light fixtures across campus. This also includes the wall fixtures and the lights on Scholars Walk and Alumni Drive. Students have complained about the area of Stewart House and also the front of campus. The issue with the front of campus are the tree canopies thus resulting in that being the darkest part of campus.

-Frank Zebedis also reported that there is no electric near the President's House and the area of the gardens, that is the reason there are few lights there. His officers inspect the lights the first Monday of each month and work orders are prepared for any outages. If you see yellow tape on a light pole, it indicates that the light is out, so facilities can repair the pole. The officers look at the light poles, tree canopy (to report any problems with lighting) and also porch lights on all buildings.

The reason some lights are out for a period of time is that Winthrop must rent equipment to reach some of the lights on campus. The equipment is rented when several maintenance items are found.

Walter reminded us that Winthrop University consists of approximately 425 acres and 67 buildings. Our current electric bill runs about \$3 million dollars a year. With the help of Chris Johnson, Sustainability Coordinator, we have reduced our electric costs to approximately \$1.27 per square foot. Remember to turn off equipment (computers, lamps, etc.) when leaving your office for the weekends and holidays.

Frank updated us on the crosswalk issues that were discussed at our last meeting. A PSA was done and has been running on the TV's in the dorms, as well as flyers and posters in buildings across campus. The quote for signage at the crosswalks was sent to the Administration. The quote was \$1,300 for these signs. At the time of our meeting he did not have an answer on the purchase.

-Lee Ann Pounds, HR, wanted to update everyone that FLSA starts tomorrow (11-16-16). Questions have arose regarding volunteer hours so she wanted to address this. Volunteering that is done during work hours does not count as overtime, it will count as regular working hours. If you are attending the event as a guest, it does not count as working hours.

HR has prepared a Volunteer Acknowledgement Form, any group that includes employees working outside their normal work hours must submit one of these forms to HR.

Even if you are not under FLSA, the form should be completed and submitted.

-Standing Committee Reports:

- Elections and Nominations- Becky Best has nothing new to report
- Media & Communications-Summersby has nothing new to report, just keep those milestones coming
- Professional Development-Wake Up Friday scheduled for February 10th in the Archives; next meeting January 10th at 10 a.m. in Room 129, Crawford Building
- Campus & Community Involvement-Pam reported that the food for the Food Drive would be picked up on November 21st; the Second Annual Cookie Exchange will be held on December 12th in Richardson Ballroom, Digs Building
- Recognition Committee-T.J. Hyatt presented the Staff Member of the Month nominees with their certificates, we had 9 nominees this month. The winner was Monica Bennett.

-Lori Tuttle reported the Winthrop Night at the Hornets would be on _____, please order your tickets online.

ChristmasVille starts on December 2nd at 6 p.m. with the tree lighting in the front of Tillman followed by the parade.

Meeting was adjourned 2:40 p.m.