East Carolina University
Chancellor’s Staff Senate
Retreat Minutes
August 12, 2004
Willis Building – Auditorium
8:00 am – 1:00 pm

The Annual Retreat of the 2004-2005 Chancellor’s Staff Senate was held on Thursday, August 12, 2004, in the Willis Building auditorium. Attendees included members of the Executive Committee, past Committee Chairs, present Committee Chairs and Chairs-Elect, and ex-officio members. The meeting was from 8:00 am – 1:00 pm and included lunch catered by Aramark.

I. Attendance
Present: Alan Bailey, Rebecca Bizzell, Pat Brown, Lynn Burroughs, Leigh Cobb, Annie Fuller, Gwen Green, Ethel Greer, Chris Inniss, Robin McKinnon-Wilkins, Angela Moye, Brandy Piner, Petra Rouse, Becky Smith, John Toller, Amanda Turner, Pat Tutino, Joanie Tyson, Amy Waters, Ann Weingartz, Kim Wilson, Richard Yakubowski

Absent: Taffye Clayton, Greg Miller, Jim Mullen, Alise Rowan

II. Call to Order
A. Comments from the Chair, Rebecca Bizzell – Rebecca welcomed everyone and shared with the group her goals for the retreat. She said “she hoped that everyone will leave the retreat with a better understanding of each other as well as each others’ expectations of the Staff Senate”. She also “hoped that we leave the retreat with an understanding and appreciation of the goals identified by each Committee and in turn the goals of the Staff Senate”. Following her opening comments, Rebecca congratulated the recently married ex-officio, Gwen Carter Green. Gwen will serve as the ex-officio on the Personnel Policies Committee. Rebecca introduced Robin McKinnon-Wilkins, the newest member of the Human Resources Employees Relations team. She will serve as the ex-officio on the Communications Committee. Finally, Rebecca introduced John Toller, the new Associate Vice Chancellor for Human Resources, and asked him to address the group.

B. Comments from John Toller, Human Resources AVC - John briefly described his background and past work experiences. He also briefed everyone about the Chancellor’s Compensation Forums that had been occurring over the past couple of weeks. John mentioned that it is the hope of the Chancellor to eliminate gaps between EPA and SPA salaries, provide more professional development for all employees, as well as work on improving the health and welfare benefits of all employees. John advised that these were just a few ideas that the Chancellor had for “building a single campus community”, “a seamless organization where we can see ourselves as one body working together towards success”.

III. Committee Reports
A. Summary of 03-04 Committee Reports presented by 03-04 Committee Chairs

- Communications Committee – Ann Weingartz, Chair - Anne reported that the accomplishments for the Communications Committee included:
  1) Successfully promoted the Chancellor’s Staff Senate at the Benefits Fair held on both campuses. Suggestion slips were available at the booths for visitors to complete.
2) Successfully maintained the Staff Senate Web site. Making all changes and updates needed for the year including the name change to Staff Senate.
3) Successfully promoted the Staff Discussion forum located on OneStop.
4) Provided an employee advocate for all Step III grievances.

- **Compensation & Benefits Committee – Kim Wilson, Chair** - Kim reported that the main goal for the Committee in 2003-2004 was to get on track. 2002-2003 was a year of unknown and frustration. The Committee Chair would not have meetings, would not be present at scheduled meeting, and this resulted in the Committee members being very frustrated. The Committee did not have a clear definition of what the committee was supposed to accomplish and it was unclear of what the mission should be. Greg Miller, from Human Resources, helped the Committee redefine themselves in 2003-2004 and head in a new direction. The Committee asked for feedback and input from the entire Staff Senate for items that they would like to see the Committee work on. Listed below are the accomplishments for the 2003-2004 year.
   1) Student Health Services now accepts checks from faculty and staff for services received
   2) PiratePerks webpage was reinitiated and letters were mailed out to vendors to participate in discounts for faculty/staff
   The Committee also worked on several projects that the outcome is still pending.
   1) Having Distance Education courses payroll deducted for staff
   2) Review of the SPA salary study

- **Diversity Committee – Ethel Greer, Chair** – Ethel reported that 2003-2004 started out with a complete new team for the Diversity Committee. They overcame the problem of not really knowing what the Diversity Committee did or would do. They organized and helped run a successful Blood/Bone Marrow Drive on campus with the American Red Cross. They participated in diversity activities with student organizations. The Diversity Committee adopted a new procedure to elect a co-chair that would move to the position of chair the next year. This would keep informed members on the Committee. On April 8, 2004, Ethel Greer met with Office of Diversity and Equity and ECU Diversity Task Force to discuss findings of surveys sent to employees. These findings were presented to Staff Senate with handouts. This presentation is on the Staff Senate web page. They concluded that this had been a very successful year, and they are looking forward to the upcoming year.

- **Personnel Policies Committee – Brandy Piner, Chair** – Brandy reported that their Committee was faced with many challenges in 2003-2004. All of the members, with the exception of Ms. Moore, had not previously served on the Personnel Policies Committee. They held three Committee meetings. Before the regular meeting in January, this would have been our fourth meeting, the Chair resigned. The Personnel Policies Committee explored the different dress codes throughout campus. The Committee collected information on the dress codes from different areas. Some of the dress codes had come into question by some staff members and the Committee wanted to have a variety of dress codes on hand so that the Committee could address the issue at hand. The Personnel Policies Committee also updated the Staff Senate Presentation in the New Employee Orientation Program.

- **Rewards & Recognition Committee – Joanie Tyson, Chair** – Joanie reported that their accomplishments for the year included:
  1) Employee Appreciation Week was held May 3rd – 6th. Monday was Pirate Pride Day for everyone to wear purple and gold and Chancellor Shelton sent a very nice thank you letter to all employees. Tuesday was Awards Day with an
awards ceremony and reception. During the awards ceremony both the
Chancellor’s Awards for Excellence & Synergy Awards were given out. A total
of 65 people were nominated for the Chancellor’s Awards for Excellence and 9
awards were presented. A total of 22 teams were nominated for the Synergy
Awards and 5 team awards were presented. Wednesday was Employee Health
& Fitness Day. A total of 98 people attended the event at the Student Recreation
Center and 13 Staff Senate members where present. Fifty-nine door prizes
provided by 22 sponsors were distributed. It took a total of 1767 steps to
complete the one-mile walk. Thursday was Community Day with the Blood
Drive at Todd Dining Hall. The American Red Cross processed 74 possible
donors and 63 units were collected surpassing the goal of 55. Nine first time
donors and 6 red cell donors contributed during the blood drive. The American
Red Cross estimated that 189 lives were impacted by this event. Throughout the
entire week, a Food Drive was held collecting over 420 pounds of food and a
$50 cash donation.
2) The Computer Loan Program continued to be a success. The Committee
developed a flyer to advertise the program and to seek computers to be added to
the Program. The committee monitors this program in conjunction with Robert
Elliott from ITCS. The Committee reviewed 9 applications for this Program.
3) The Committee had certificates made to recognize the out-going Staff Senate
4) Due to the timing and planning efforts for the Employee Appreciation Week, the
Committee was unable to sponsor the Easter Egg Hunt with Phi Sigma Pi in
2003-2004. This is an event that the Committee hopes to assist with in 2004-
2005.
5) The Committee developed a nomination form for individuals to be spotlighted in
Pieces of Eight and had it added to the Staff Senate website. Several
nominations where received and reviewed by the Committee. The following
individuals where spotlighted in Pieces of Eight during 2003-2004: Connie
Blake, Ron Pridgen, Alise Rowan, Bill Dawson, and James and Betty
Willoughby.

B. Presentation of 04-05 Committee Goals presented by 04-05 Committee Chairs
The Committees were asked to meet prior to the Staff Senate Retreat to identify their
goals for the 2004-2005 academic year. These goals were then presented and
discussed during the Retreat.

Communications Committee – Ann Weingartz, Chair – Ann presented the 04-05
goals for the Communications Committee:
1) Promote the Staff Senate by having a table at the Main Campus and Brody
School of Medicine Benefits Fairs.
2) Recreate the Staff Senate Website with the new look using CommonSpot.
3) Increase the information on the Staff Senate Website and encourage all the Staff
Senate Committees to use the website to post information and events regarding
the Staff.
4) Develop a flier that includes a survey that promotes the Staff Senate. This flier
then will be sent to all staff via campus mail.
5) Employee advocate for Step III Grievance process.
6) Work with other Committees to design surveys on CommonSpot to gather data
for Staff Senate.
• **Compensation & Benefits Committee – Pat Brown, Chair** – Pat presented the 04-05 goals for the Compensation & Benefits Committee:
  1) Tuition waiver/discount for employees’ dependents
  2) Simplify textbook loan program
  3) Improve health care benefits and/or reduce family coverage costs
  4) Work toward equitable salaries across campus
  5) Educate the University on the Employee Assistance Program
  6) Help promote health care programs available at the Brody School of Medicine

• **Diversity Committee – Petra Rouse, Chair** – Petra presented the 04-05 goals for the Diversity Committee:
  1) Find better ways to communicate diversity throughout the ECU community
  2) Monthly e-mails to promote diversity awareness with a link to Staff Senate website and including an event schedule of activities supporting diversity on both campuses
  3) Quarterly articles in *Pieces of Eight* or other campus literature
  4) Fundraising for a diversity related scholarship

• **Personnel Policies Committee – Brandy Piner, Chair** – Brandy presented the 04-05 goals for the Personnel Policies Committee:
  1) Review the Staff Senate Forum Issues from last year. The former Staff Senate Chair Carlous Brown initiated this forum. Some of the questions may pertain to the Committee and the Committee wants to follow-up with the staff members who asked questions.
  2) Review any policies that may pertain to the Committee and make suggestions for possible changes, if needed
  3) Conduct a Customer Service/Morale Booster Workshop
  4) Continue gathering dress codes from different departments to present to Staff Senate with recommendation.
  5) Educate employees about the PES System and it’s uses.
  6) Meet with a representative from the Student Recreation Center and determine if staff can receive a reduced rate for membership or if the Student Recreation Center will block of time during the day that could be used staff at no charge

• **Rewards & Recognition Committee – Lynn Burroughs, Chair** – Lynn presented the 04-05 goals of the Rewards & Recognition Committee as well as their ideas for other projects:
  1) Continue with Computer Loan Program
  2) Employee Appreciation Week/Day
  3) Easter Egg Hunt
  New Ideas for further discussion:
  4) Partner with HR to help with Employee Service Awards
  5) Partner with the Communications Committee to design a survey about what ECU employees like and dislike about the Service Awards.
  6) Welcome packet for new employees (possible in conjunction with Pirate Perks)
  7) Movie night w/child entertainment (similar to program offered by Health Education at Christmas)
  8) Carnival Day (like the Hospital or NACCO) or Barefoot on the Mall
  9) Sponsor/co-sponsor Lunchtime Learning Series
  10) Day Spa Program, team up with the Brody School of Medicine as a part of Employee Appreciation Week
Executive Committee – Rebecca Bizzell, Chair – Rebecca presented the 04-05 goals for the Executive Committee:

1) Executive Committee shall announce Staff Senate members by represented Division and Committee to the University community each semester.
2) Executive Committee shall develop and distribute the Agenda for each Staff Senate meeting by email at least 2 weeks prior to the meeting with a copy of the minutes from the previous meeting.
3) Executive Committee shall strive to create an environment at each meeting that encourages Staff Senate members to participate in discussion by making members feel comfortable and respected. In turn, the Executive Committee hopes that these efforts result in attendance by a majority of members each month, active participation in discussion, support of Staff Senate sponsored activities and initiatives, and constructive feedback.
4) The ENTIRE Executive Committee shall be responsible for reviewing the minutes prepared by the Staff Senate Secretary prior to distribution to members and the University community. The minutes shall be distributed within two weeks following the meeting.
5) Executive Committee shall invite members of the University community to speak at Staff Senate meetings on behalf of Staff Senate and at the request of Committees. Executive Committee shall ask the Chancellor to attend a Staff Senate meeting and address the members.
6) Executive Committee shall bring issues directed to the Staff Senate, in general, or specifically to the Executive Committee to the attention of the Staff Senate for brief discussion before assigning a Committee to address the issue. Bringing the issue to the Staff Senate floor will ensure such issues are documented as action items by Staff Senate before becoming a Committee action item and will allow Staff Senate to give direction to Committee regarding the expectations of the Staff Senate i.e. return to Staff Senate with information, proposed solution, or recommendation to table item.
7) Executive Committee shall actively support Staff Senate Committees. The Executive Committee shall support each Staff Senate Committee and provide assistance to the Committee with achieving goals, soliciting support from Staff Senate, dealing with attendance issues, etc. To achieve this level of support, each member of the Executive Committee shall be assigned at least one Committee to serve as the Committee’s liaison with the Executive Committee.

Communications Committee – Amanda Turner
Compensation & Benefits Committee – Kim Wilson
Diversity Committee – Alan Bailey
Personnel Policies Committee – Alan Bailey
Rewards & Recognition Committee – Rebecca Bizzell

8) Executive Committee shall identify ECU committees that need representation from Staff Senate. Executive Committee is aware of Staff Senate representation on Parking & Transportation Services Committee and Citation Appeals. Members that represent Staff Senate on such committees will make a report following the Senate Committee reports.
9) Executive Committee shall assume responsibility for by-laws in lieu of establishing a By-Laws Committee. Executive Committee shall be responsible for reflecting approved procedural and policy changes in By-Laws.
10) Executive Committee shall propose a Membership Committee be established to coordinate elections and assist with membership issues including addressing members not attending meetings, assigning alternates to assume missing members’ seats, etc.

C. Discussion
The Committee goals were discussed in detail with additional comments and suggestions from the following individuals:

1) Ethel Greer raised the question of who is responsible for communicating to the ECU Community about Staff Senate activities.

2) Rick Yakubowski, Lynn Burroughs, and Leigh Cobb talked to the attendees about ways to communicate information to the ECU Community, specifically about programs available or soon to be available such as employee use of the FPC and Brody Pharmacies and the use of the Brody Clinics for patient care. The Employee Assistance Program was also discussed. It was agreed that the Staff Senate should find new ways to educate and inform ECU employees about programs such as the ones that were discussed.

3) Alan Bailey and Petra Rouse discussed ways for the Diversity Committee and the Staff Senate as a whole to get more involved in diversity activities and/or other ECU activities that already exist but could possibly use the support of the Staff Senate. It was mentioned that the Staff Senate doesn’t have to always come up with new things to do; there are a lot of successful programs that exist but that are always looking for help and partners.

4) The issue of making supervisors aware of available programs. ECU may sponsor and provide wonderful opportunities for ECU employees but sometimes supervisors are not willing to let their employees participate. The attendees mentioned that supervisors and employees need to be educated about these issues and that this issue should probably be addressed by HR.

III. Open Forum
Retreat members were divided up into four groups of five (5) members each and asked to answer the following questions. Alan Bailey compiled these suggestions and submitted them below:

A. What would you like to see the Staff Senate improve or accomplish this year?

1) Every ECU employee will know that the Staff Senate exists

2) Pirate Perks web page will be fully operational. Later discussion included the importance of identifying a staff member to be responsible for maintaining the Pirate Perks web page and reminding the University community of the benefits listed on the web page.

3) All members of the Staff Senate will attend meetings (including Committee meetings) and participate in Staff Senate sponsored programs. If members are not active, they will be removed from the Staff Senate

4) Meeting times and locations will be reserved and announced prior to scheduled meetings. (Note that the Executive Committee has distributed a Schedule of Meetings identifying meeting dates, times, and locations for the 2004-2005 year. The meeting location has been reserved for an hour before each Staff Senate meeting for Committees to meet.)

5) The Staff Senate will receive a formal charge from the Chancellor. This charge will be reflected in the bylaws

6) Staff Senate members will be available to attend “Staff Chats” when invited by departments on campus

7) The Staff Senate will make diversity a primary focus

8) A Presentation Committee will be formed to give the Staff Senate presentation at New Employee Orientation sessions. Later discussion led to the consensus among
Committee Chairs and Chairs-Elect that each Committee will assume responsibility for presenting the Staff Senate portion of the New Employee Orientation sessions on both campuses. Annie Fuller was asked to develop a schedule to distribute to Committees. Each Committee will assign Committee members to attend the New Employee Orientation session and present the Staff Senate PowerPoint presentation during the sessions assigned to the Committee by Annie.

9) The Staff Senate will build a bridge with SEANC and establish a means of communication. During later discussion, it was noted that Rick Yakubowski has a leadership role in SEANC and will be able to provide information regarding SEANC during 2004-2005 academic year.

10) The Staff Senate will sponsor a community service project

11) The Staff Senate will solicit involvement from non-teaching EPA employees and senior management

12) Staff Senate members will increase communication with co-workers in their division and department

B. **What expectations do you have of the Ex-Officio members?**

1) Ex-Officio members will support the Staff Senate and attend meetings

2) Consistent guidance will be given to the Staff Senate

3) Ex-Officio members will listen, guide, and help prioritize goals

4) Ex-Officio members will become more involved with senior administration when requested to do so

5) An Ex-Officio member from Classification & Compensation will be appointed to the Staff Senate

6) Ex-Officio members will assist in the removal of non-participating Staff Senate members

7) Ex-Officio members will provide at least one (1) new goal to their Committee’s list

8) Ex-Officio members will work more closely with the Executive Committee

9) Ex-Officio members will attend scheduled Personnel Roundtable meetings

C. **What expectations do you have of the Executive Committee?**

1) Open communication will exist between the Executive Committee and other Staff Senate members

2) The Executive Committee will discuss the purpose of its Committee

3) The Executive Committee will provide support to Staff Senate Committees

4) The Executive Committee will assure that the Staff Senate has equal involvement on University-wide committees

5) The Executive Committee will clarify the name of our organization (ECU Staff Senate, Chancellor’s Staff Senate, etc.)

6) The Executive Committee will keep the Staff Senate on track and assign tasks/responsibilities to appropriate Committees

VI. **Retreat Wrap-Up**

A. **Comments from the Chair, Rebecca Bizzell**

Rebecca thanked Alan Bailey for coordinating the refreshments; Amanda Turner for preparing and leading the “ice-breaker” bingo game (congratulations to Gwen Green!); Amanda Turner and Alise Rowan for providing the paper, flip charts, pens, etc.; and Kim Wilson for coordinating the lunch for the attendees. Rebecca gave a special thanks to all of the Retreat attendees for their time, hard work, and participation in the discussions. The meeting was adjourned at 12:00 noon and lunch was enjoyed from 12:00 until 1:00pm.

VII. **Announcements**

A. **Next Staff Senate Meeting:** Thursday, September 9, 2004. Location: Willis Building Auditorium. Time: 3:30 pm to 5:00 pm