East Carolina University
2004-2005 Staff Senate
September 9, 2004
Willis Building – Auditorium
3:30 – 5:00 pm

I. Attendance


**Absent** – Brenda Swain, Helen Cuthrell-Martin, LuAnn Sullivan, and Amanda Turner. **Ex-Officios:** Taffye Clayton, Robin McKinnon-Wilkins, Jim Mullen, and John Toller.

II. Comments from Executive Committee

A. **Comments from the Chair, Rebecca Bizzell**
   - Rebecca began by commenting on the success of the August retreat in which all Chairs, Chairs-elect, and previous Chairs were present-except one. She informed the Staff Senate that the Annual Report for the 2003-2004 Staff Senate had been completed and was forwarded to the Office of the President on behalf of the Chancellor as required. Rebecca reported that she had contacted the Chancellor's office to request the Chancellor attend a Staff Senate meeting. Unfortunately, the Chancellor's schedule will not allow him to attend one of the meetings through December. However, the Chancellor has agreed to continue the luncheon tradition. The luncheon is tentatively scheduled for all ECU Staff Senate members on October 21st in Mendenhall. She introduced new ex-officio Tandy Dunn, a personnel analyst with Classification & Compensation, who will support the Compensation & Benefits Committee. Rebecca announced that Robin McKinnon-Wilkins, a new member of the Human Resources Employee Relations Team, would serve as ex-officio on the Communications Committee. Finally, Rebecca shared that Amy Waters has accepted an Assistant Vice Chancellor position in the Division of Student Life. Amy will no longer be serving as a Staff Senate ex-officio on the Diversity Committee. Rebecca thanked Amy for her support of the Staff Senate on behalf of all of the members of the Staff Senate especially the Diversity Committee.

B. **Comments from the Chair-Elect, Kim Wilson**
   - Kim announced that the Pirate Perks web site is almost up and running. She thanked Ann Weingartz for all her help in the process and announced that Human Resources will be sending an ECU Official e-mail about the Pirate Perks program in 2-3 weeks.

C. **Comments from the Secretary, Rebecca Bizzell on behalf of Amanda Turner**
   - The new 2004-2005 ECU Staff Senate Folders were distributed to all ECU Staff Senate members. The folder contains the schedule of meetings for the year, a complete list of all Staff Senate members and a list of members by Committee. Also included in the folder of information was a letter from John Toller, Associate Vice Chancellor of Human Resources, welcoming everyone to a new and productive year of the Staff Senate. In Amanda’s absence, Lisa Graepel volunteered to take the minutes for today’s meeting.

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D. Comments from the Treasurer, Alan Bailey
- Alan distributed a status report on the Staff Senate accounts. The total amount available at the end of August was $2,306.86. Please see attached report for more details.

III. Approval of Minutes
A. June 10, 2004 Meeting Minutes
- There were no changes to the June minutes. The motion was made to approve and accept as written. The motion passed.
B. August 12, 2004 Retreat Minutes
- There were no changes to the minutes from the August retreat. The motion was made to approve and accept as written. The motion passed.

IV. New Business
A. Staff Senate portion of the New Employee Orientation Program – Annie Fuller
- Annie Fuller spoke concerning the New Employee Orientation Program. She recognized those who had given the Staff Senate presentations in the past. She went through the slide presentation and suggested that presenters open with an icebreaker. Annie handed out schedules for the upcoming orientation meetings. Each Committee was assigned a month to provide the speaker for the presentation.
- Alise Rowan suggested that each Staff Senate member be assigned a "constituency" to support. Thus, a new staff member will know whom to contact concerning the Staff Senate.
- Attached is the assignment schedule by month for each Committee to handle the Staff Senate portion of the New Staff Seminar Presentation.
B. Representation by Staff Senate on university-wide Committees – Rebecca Bizzell
- Rebecca recruited volunteers to serve on university-wide committees.
   1. Parking & Transportation Committee Brenda Swain and Alise Rowan volunteered to represent the Staff Senate on the 2004-2005 Parking & Transportation Committee.
   2. ECU Citation Appeals Committee Dennis McGee, Suzanne Rouse, and Richard Yakubowski volunteered to represent the Staff Senate on the 2004-2005 ECU Citation Appeals Committee.
   3. Grievance and Appeal Committee (Step III) Greg Miller discussed step III of the grievance process. An advocate for the employee is provided if requested by the employee. The advocate cannot be employed in the same division as the claimant. The Personnel Policies Committee will support this process. Greg will be providing more information on this.
C. New ITCS Password Security Issues – Brandy Piner
- Brandy Piner invited Margaret Streeter from ITCS, to speak to the Staff Senate about the new passphrase standard. Margaret Streeter is an IT Security Analyst in the Information Technology and Computing Services department reporting to Jack McCoy, Director of IT Security. She is responsible for identifying, developing, and implementing security plans for the protection of university information and information systems by collaborating with computer users. She also enforces IT policies, practices, and standards as well as makes recommendations for revisions to these statements to ensure that appropriate safeguards are taken to protect university information from unauthorized use, disclosure and alteration. Margaret is the leader of IT Security Policy and Compliance. In this role, she coordinates or assists with various projects and initiatives designed to ensure university compliance with state and federal laws pertaining to IT security and privacy.

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- Margaret informed the Staff Senate that ITCS is implementing a new passphrase standard on October 16th. ITCS anticipates that using a passphrase instead of a password will help protect the university network from hackers. HRMS and MVS will not be affected by the change in password requirements. She also told the group that technical assistance is available on a “walk-in” basis in the Austin Building. Attached to the minutes is a flyer about the new passphrase standard.

- Margaret advised that the new passphrase standard would be accepted if a password were updated before October 16th.

D. Name Recognition of the Staff Senate
- The Staff Senate unanimously voted to be recognized as the ECU Staff Senate rather than the Chancellor’s Staff Senate. Rebecca Bizzell will prepare a letter to the Chancellor notifying him of the Staff Senate’s decision and seeking his approval of the clarification.

VII. Committee
A. Committee Reports
1. Communications Committee – Ann Weingartz, Chair
- Ann Weingartz reported that the Benefits Fair is October 26-27th and volunteers were needed. The official name for the Staff Senate was discussed and voted upon. The official name that was approved is “ECU Staff Senate”.

2. Compensation & Benefits Committee – Pat Brown, Chair
- Pat Brown reported that the Pirate Perks program was in the works. Pat also asked that the Staff Senate members email her with any “freebies” to include on the website. New businesses and renewals will need to be worked into a schedule.

3. Diversity Committee – Petra Rouse, Chair
- Petra Rouse distributed the new Diversity calendar to all members. She requested that Staff Senate members take several back to their areas to distribute to staff.
- Amy Waters thanked the Staff Senate and the Diversity Committee for a great experience during her time of service.

4. Personnel Policies Committee – Brandi Piner, Chair
- Brandi Piner reported that the step III of the grievance process was discussed and volunteers solicited from the Committee to serve as Advocates. She also reported that the dress codes of the university would be collected and reviewed. Brandi also stated that the Performance Evaluation System (PES) was discussed and more information would follow concerning this closer to evaluation time.

5. Rewards & Recognition Committee – Lynn Burroughs, Chair
- Lynn Burroughs reported that 17 computers were on loan in the Computer Loan program. Two more are in the queue. The Employee Service Awards will be presented in a program in October for 25-40 year employees. Rebecca suggested that the committee facilitate a survey to poll the University Community to determine the current satisfaction level with the Employee Service Award.

V. Announcements
A. Greg Miller reported on the changes to the Grievance Policy. Below is a summary of the changes:

- **General Guidelines (Section III C.)** Supervisors can request documentation from the presiding official to determine of an employee’s request for time away from the workplace to prepare for the grievance is reasonable and warranted. This change will eliminate an employee having an expectation that he or she is entitled to time away from

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work just because they filed a grievance. From this point forward, the grievant will need to provide documentation that the time away is needed.

- **General Guidelines (Section III I)** Hearings will only be postponed if there is a documented medical emergency or a death of a family member.

- **General Guidelines (Section III J.** If the grievant fails to show for any of the Step II or III meetings/hearings, the grievance will be considered closed and documented as “withdrawn by the grievant”.

- **Employee Advocacy (Section IV b.)** If an employee would like assistance from an Employee Advocate, the employee must make the request in writing at least five (5) days before the Step #3 Hearing.

- **Procedures for Non-Discrimination Grievances (Section A)** Employees will need to complete the “ECU SPA/CSS Grievance and Appeal Request Form” in order to request a grievance. This form provides structured questions the grievant must answer relative to the reason for the grievance and the resolution the grievant would like to see as an outcome of the grievance. This will require the grievant to be specific with the reason they want to bring the grievance.

- **Procedures for Non-Discrimination Grievances (Section C)** In order to cut down on frivolous grievances, provisions were made to provide a screening of the grievances. The Chairperson for the Step#3 Grievance Panel will hold pre-hearing conferences with the grievant and management. If after reviewing the decisions from Step #1 and Step #2 and hearing a forecast of the evidence at the pre-hearing conferences, the Chairperson can recommend to the Chancellor that the grievance be denied. Reasons for denial of the may occur because:
  1. Even if the matters alleged by the grievant are found to be true, no grievance that can be remedied by the Chancellor has been stated, and/or
  2. The grievance appears to have been filed for the purpose of unlawful workplace harassment, is frivolous, is an abuse of the grievance process, or the grievant is ineligible to file a grievance because they do not meet the classification requirements as set out in Section II of this policy.

- **Procedures for Reporting Unlawful Workplace harassment (Section VI B2)** This section specifies that reporting of unlawful workplace harassment must be done in writing to the OOE Office.

- **Alternative Dispute Resolution (Section X)** Emphasis was added to highlight that ADR must be agreed upon by all parties.

B. Rebecca Bizzell distributed a copy of an August 31, 2004 memo from Chancellor Ballard regarding retired faculty parking permits.

C. **Next Staff Senate meeting:** Thursday, October 14, 2004. Location: Willis Building auditorium. Time: 3:30 pm to 5:00 pm.

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