East Carolina University
2004-2005 Staff Senate
November 18, 2004
Willis Building – Auditorium
3:30 – 5:00 pm

I. Attendance


II. Call to Order

Rebecca welcomed everyone and called the meeting to order at 3:30pm.

III. Approval of Minutes

A. October 14, 2004 Meeting Minutes

Rebecca Bizzell reported that the minutes from the October 14th meeting and several attachments were distributed to members on October 22nd and on Announce on October 25th. The minutes from the October 14th meeting were approved with one change to the comments made by Alise Rowan about the Parking and Transportation Committee meeting. The revised minutes from the October 14th meeting will be sent out with the minutes from the November 18th meeting.

IV. Special Order of the Day

A. Grievance Policy Training – Greg Miller, HR

Greg Miller, Supervisor of Employee Services with Human Resources, facilitated a Grievance Policy Training Session for all Staff Senate members outlining the changes to the Grievance Policy. This training is required for all Staff Senate members since Senators are asked to serve as Employee Advocates as needed. The changes to this policy include: Step I, employees will now have to fill out a form to file a grievance outlining in detail the grievance and Step 3, employees will have an opportunity to participate in Pre-Hearing Conferences to provide them with advice and help them prepare for their Grievance Hearing. Staff Senate members will be asked to serve as chairpersons for these conferences as needed. These changes will go into effect approximately two weeks from the date of this training session as required by the current Grievance Policy.

B. Health Benefits Survey Results – Jim Mullen

Jim Mullen, Asst Vice Chancellor/Director of Human Resources, presented the results from the Health Benefits Survey on behalf of John Toller, Associate Vice Chancellor of Human Resources. Across the entire UNC University System 12,380 responses were received which equates to approximately 34% of University Systems employees responded. From ECU, 1,975 responses out of 4,200 possible responses were received and 400 of the responses were submitted manually. The results showed that 57% of employees overall were satisfied with the current health care plan. This result is somewhat deceiving because it does include the “somewhat satisfied” response. The Health Benefits Committee is going to recalculate the results excluding this response to hopefully come up with a more accurate
satisfaction level. Of the 16 University Systems involved in the survey ECU was the 3rd lowest in the satisfaction level with the current health care plan. UNC and the UNC Healthcare Group were the least satisfied with the current plan. Focus groups are going to be formed early next year to obtain more feedback from ECU employees on the current health care plan.

C. Updates to the By-Laws – Rebecca Bizzell
Rebecca Bizzell distributed proposed resolutions to the by-laws to members on November 15th for review prior to November 18th meeting. The distributed information included a resolution number indicating year, month, and sequential number, title of the resolution, brief explanation of the resolution, and corresponding revisions to the by-laws. The Staff Senate approved each of the following proposed resolutions unanimously with two amendments noted below.

Resolution #04/05-11-1a: Executive Committee assume responsibility for the By-Laws
Resolution #04/05-11-1b: Establish a Membership Committee.
Resolution #04/05-11-1c: The Membership Committee is responsible for the nomination and election process.
Resolution #04/05-11-1d: Dissolve the By-Laws Committee
Resolution #04/05-11-2: Documenting the Election of Chair Elect
Resolution #04/05-11-3: Documenting the Election of Committee Chairs Elect
Resolution #04/05-11-4: Clarifying process to notify members who miss meetings

The proposed resolution was amended to read that All Senators and Alternate Senators need to subscribe to Announce to receive information . . .

Resolution #04/05-11-5: Extending term of an alternate filling a vacated seat

The proposed resolution was amended to read . . . in that seat, with the approval of the alternate, to stagger. . .

D. Membership Committee – Rebecca Bizzell
Rebecca Bizzell asked that any Staff Senate member who is interested in becoming a member of the Membership Committee e-mail her by Friday, December 3, 2004. The Membership Committee will also need a Human Resources ex-officio as well.

V. Comments from Executive Committee
A. Comments from the Chair, Rebecca Bizzell
Rebecca Bizzell introduced Lydia "Doreen" Strayhorn with Office of Alternative Licensure. Doreen will fill the Academics Affairs seat vacated by Brandy Piner and will serve on the Personnel Policies Committee.

Rebecca also shared that Helen Cuthrell-Martin resigned upon receiving a letter regarding her absence from the September and October meetings. Rebecca read Cuthrell-Martin’s resignation letter. She announced that the Health Sciences alternate Ed Medrano with Telecommunications will fill the vacated seat and will serve on the Diversity Committee.

Rebecca informed the Staff Senate that she sent a letter to Ruth Parish thanking her for attending the October 14th meeting to discuss services provided by the BSOM Pharmacy Services.

On November 17th, Mr. J. Bradley "Brad" Wilson, chairman of the UNC Board of Governors, visited ECU as a part of his visit to UNC campuses. He asked to meet with
representatives from the Staff Senate and Faculty Senate during his visit. Rebecca and Kim Wilson met him upon his arrival. Rebecca Bizzell, Amanda Turner, and each Committee Chair and Chair-elect – a total of 12 members – met with him later in the morning. Unfortunately, Alan Bailey was unable to attend. Rebecca thanked all of the members for taking the time to meet with Mr. Wilson. Rebecca shared that the Staff Senate made quite an impression in the number of members that attended and the questions and comments posed to Mr. Wilson.

B. Comments from the Chair-Elect, Kim Wilson

Kim reported that she had no comments at this time.

C. Comments from the Secretary, Amanda Turner

Amanda reviewed the attendance statistics from the October 14th meeting. There were 22 Senators present and 7 Ex-Officio members present. Amanda also announced to the Staff Senate that she will be resigning from the Staff Senate as Secretary and as a Health Sciences representative effective December 1, 2004 because she has accepted a new faculty position with the Department of Family Medicine as the Curriculum Coordinator/Clinical Instructor for their Residency Program. She thanked the Senators and the Executive Committee for the opportunity to work with everyone over the past few years as a Senator and as the Staff Senate Secretary. She also encouraged any Senators interested in the Secretary position to e-mail her if they want more information about the position.

In appreciation for her service on Staff Senate, Rebecca presented Amanda with a certificate. The certificate read

“For your service as the Secretary of the ECU Staff Senate, you are hereby recognized for your professionalism, reliability, and enthusiasm in serving the ECU Staff Senate.

As a member of the ECU Staff Senate, you are hereby recognized for your dedication and commitment in providing service for the East Carolina University community.

Your efforts are recognized and greatly appreciated.”

Rebecca and the Chancellor signed the certificate.

Rebecca addressed the Staff Senate again regarding the vacant Health Sciences Division seat and the election process for the Secretary position. She noted that both Health Sciences Division alternates have been called upon to serve (Chris Inniss for Christy Duke and Ed Medrano for Helen Cuthrell-Martin) and no other Health Sciences employees were nominated in 2005 election to appoint. Therefore, she asked Health Sciences representatives to share names of co-workers that may be interested in serving on the Staff Senate. She will contact them to confirm their interest before submitting their name to the Vice Chancellor for Health Sciences to confirm appointment. If no names are submitted or if recommended candidates decline, she will review cards collected at Benefit Fair for names of interested employees. Executive Committee hopes to identify new representative from Health Sciences Division by December 9th meeting.

Rebecca asked that nominations for Secretary be submitted to the Executive Committee by Friday, December 3, 2004. Elections for Secretary will take place at the December 9th meeting. During the December meeting, nominated members will be asked to speak to Staff Senate before the election.

D. Comments from the Treasurer, Alan Bailey

Alan Bailey discussed the luncheon with Chancellor Ballard on October 21, 2004. Approximately 30 Senators attended. Chancellor Ballard discussed his commitment to the staff at ECU and gave Senators a chance to share concerns and ask questions including the following:

ECU Staff Senate

... a representative body of employees to promote communication between staff and administration

www.ecu.edu/staffsenate/

11/23/04 AKT
- Increasing the loan amount for the Textbook Loan Program
- Why employees enrolled in classes here at ECU are required to purchase student insurance?
- Why students enrolled in D.E. classes must pay student activity fees (however they don’t – they pay technology fees)
- Expanding the tuition waiver program for employees and dependents
- Incentives for University employees to use medical services provided by BSOM

Alan also presented the Statement of Financial Position for the month of November 2004 (document attached).

VI. Monthly Updates
   A. Committee Reports
      1. Communications Committee – Ann Weingartz, Chair - Pat Tutino, Chair-Elect, presented in Ann’s absence the results from the Benefits Fair. She thanked everyone for his or her participation with the Staff Senate booth at the Benefits Fair. On East Campus, 171 employees stopped by the booth of which 128 had heard about the Staff Senate and 49 showed an interest in serving on the Staff Senate. The football ticket winner for East Campus was Kym Barnes from Greek Life and the Vending Snack Basket winner for East Campus was Monique Best with IPRE. On West Campus, 199 employees stopped by the booth of which 156 had heard about the Staff Senate and 49 employees showed an interest in serving on the Staff Senate. The football ticket winner for West Campus was Rick Smiley of Sponsored Programs, and the Vending Snack Basket winner for West Campus was Camilla Dawson of Patient Access Services. Bookmarks advertising the new Pirate Perks website were also distributed at both booths. Pat also mentioned that Wan-Yu Lee has offered to help Ann with maintaining and updating the website.
      2. Compensation & Benefits Committee – Pat Brown, Chair – Pat Brown reported that the Compensation & Benefits Committee is working with the Communications Committee to help make the Pirate Perks website and program even more beneficial to employees. She asked that any Senator who knows of additional businesses who are offering or are willing to offer discounts to ECU employees to please e-mail Pat contact information so the Committee can contact these individuals or businesses.
      3. Diversity Committee – Petra Rouse, Chair – Petra Rouse informed the Staff Senate that the Diversity Committee has met twice since the last meeting to make decisions about their current projects:
         - Diversity Poster: Committee members assigned (Petra Rouse and Linda Phillips): There was no update from Linda Phillips. Petra talked to Alan Bailey regarding the availability of funds for the poster and contest prize. The current estimates for the poster are as follow:
           - 50ea 12” x 18” will be $87
           - 100ea 12” x 18” will be $167
           Per Alan Bailey, the Staff Senate will provide the money for the poster, but not for the contest prize. In addition, he can provide the Committee with a contact for the printing of the posters (that might provide the Committee with a discount for the printing of the posters) and a contact for the UBE store. Ed Medrano will contact the Main Campus Student Store regarding sponsorship of a contest prize.
         - Diversity Committee Activities Link on the Staff Senate Web Page: Committee member assigned (Ed Medrano): Ed registered for the CommonSpot course on December 7, 2004. The Committee is waiting to hear back from Ann Weingartz regarding the access to the Staff Senate web site.
- Employee Appreciation Week Event: Committee member assigned (Leigh Ann Zuchelkowski): Leigh Ann emailed Virginia Hardy regarding the Student Association Diversity Week that will be held during the month of February (Health Sciences Campus). Mrs. Hardy is very happy to have the Staff Senate Diversity Committee participate in the event. At this time, the Committee is waiting on confirmation of date and responsibilities that the Committee will take on.

4. Personnel Policies Committee –Chris Inniss, Chair-Elect – Lisa Graepel reported that both her and Suzanne Rouse have been trained in the Step III Grievance Process to serve as Employee Advocates when needed. Lisa also reported that the Committee is still in the process of electing a Chair for this Committee. Rebecca and the Executive Committee agreed to help facilitate the decision by the December 9th meeting.

5. Rewards & Recognition Committee – Lynn Burroughs, Chair – Lynn Burroughs reported that no new Computer Loan Applications have been received. She also reported that the Committee is in the process of working on the proposal for Employee Appreciation Week 2005. The Committee has decided to move the week to an earlier date this year and has tentatively set it for the week of April 11-15, 2005. In addition, Lynn reported that the Rewards & Recognition Committee helped with the luncheon for the Service Award recipients with 25 or more years of service and served as Division Representatives providing assistance with distribution of the 5 - 20 year Service Awards to recipients.

B. Other
1. Parking & Transportation Committee – Alise Rowan/Brenda Swain (alternate) – Alise reported that she was not able to attend the meeting because it conflicted with the Staff Senate meeting.
2. ECU Citation Appeals – Dennis McGee/Suzanne Rouse/Richard Yakubowski – Denise, Suzanne, and Rick had nothing to report at this time.
3. SEANC – Richard Yakubowski – Rick passed out a flyer inviting everyone to the SEANC District 65 Holiday Social scheduled for Tuesday, December 14th from 5:30 – 7:00pm in the Willis Building. Members and non-members are invited to attend.
4. Faculty Senate – Alan Bailey/Rebecca Bizzell – Rebecca reported that neither she nor Alan were able to attend this month’s meeting.
5. Treasured Pirate Employee Award Program – Annie Fuller/Kim Wilson – Annie reported that they had their meeting the week of November 15, 2004.
6. New Employee Orientation Program – Annie Fuller – Annie reported that the Communications Committee will be facilitating the presentations in November and the Rewards & Recognition Committee will be facilitating the presentations in December.
7. Search committee for the Assistant to the Chancellor for Institutional Diversity – Petra Rouse and Rick Yakubowski – Petra reported that this search committee will meet for the first time on November 30, 2004.
8. Search committee for the Provost/Vice Chancellor for Academic Affairs – Rebecca Bizzell – Rebecca reported that the search committee has met with the Search Consultant and the ad and job description are complete.
9. Search committee for the Vice Chancellor for Research & Graduate Studies – Kim Wilson – Kim reported that the search committee has met with the Search Consultant and the ad and job description are complete.
10. Selection Committee for the Leadership Academy – Rebecca Bizzell – Rebecca reported that Dr. Eakin has asked her to serve on the Selection Committee for the ECU Leadership Academy.
VI. Old Business
A. “Constituency” List – Rebecca Bizzell – Rebecca announced that due to time constraints this topic would be addressed at the December 9, 2004 meeting.

VII. New Business
Dennis McGee raised a question regarding the accumulation of sick leave. Tandy Dunn shared that sick leave is under review. Rebecca Bizzell asked the Compensation & Benefits Committee to investigate the question and report back to the Staff Senate.

VIII. Announcements
A. Next ECU Staff Senate Meeting: Thursday, December 9, 2004 – Holiday Social. Location: Willis Building auditorium. Time: 3:30 pm to 5:00 pm
Rebecca announced that the December 9, 2004 meeting will be a Holiday Social and asked members to bring treats to share and canned goods to donate to Salvation Army Food Pantry. Business will be limited to election for Secretary and the “Constituency” List.

IX. Adjournment
The meeting was adjourned at 5:00pm.