East Carolina University 2004-2005 Staff Senate

January 13, 2005 Willis Building – Auditorium 3:30 – 5:00 pm

I. Attendance
Ex-Officio Officers: Tandy Dunn, Annie Fuller, Gwen Green, Greg Miller, Robin McKinnon-Wilkins, Becky Smith, and John Toller.
Absent: Alan Bailey, Ethel Greer, Dennis McGee, Mitzi Williams, and Leigh Cobb.
Ex-Officio Officers: Taffye Clayton, Damon Davis, Angela Moye, and Jim Mullen.

II. Call to Order
Rebecca Bizzell welcomed everyone and called the meeting to order at 3:30pm.

III. Approval of Minutes
A. December 9, 2004 Meeting Minutes – Joanne Tyson reported that the minutes from the December 9th meeting were distributed to members and to the University community via Announce and Announce – Health Sciences on December 15th. The minutes were approved with the change to include under Approval of Minutes – “The minutes where approved with no changes”. The revised minutes from the December 9th meeting will be distributed with the minutes from the January 13th meeting.

IV. Special Order of the Day
A. Faculty Senate Resolution #04-36 on smoking – Rebecca Bizzell
– During the December 7, 2004 meeting of the Faculty Senate, the Faculty Senate passed Resolution #04-36 on smoking (see attached). Rebecca distributed an email on January 12th advising Staff Senate members that she received a memo from the Chancellor regarding Faculty Senate Resolution #04-36 indicating that he has not approved this resolution until he receives formal input from SGA and Staff Senate regarding support of the Resolution. Rebecca asked Staff Senate members to review the Resolution in anticipation of discussion during January 13th meeting. She advised that she would be asking if the Staff Senate supports the Resolution as passed by the Faculty Senate. During the January 13th meeting, Rebecca made a motion that the Staff Senate supports the Resolution as passed by the Faculty Senate. Per discussion, the motion was modified to three statements to reflect Staff Senate members' opinions of the Resolution as passed by the Faculty Senate and to formulate a response to the Chancellor: 1) Support the Resolution as passed by Faculty Senate and note questions regarding enforcement in response to the Chancellor; 2) Do not support the Resolution as passed by the Faculty Senate and recommend that the Resolution be revised to reinforce existing smoking restrictions rather than focusing on restrictions in areas described as “high traffic areas”; 3) Do not support the Resolution

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as passed by the Faculty Senate or any other resolution on smoking until the existing rules restricting smoking are enforced specifically noting smoking inside buildings and smoking at entrance ways to Health Sciences Campus buildings. A majority of Staff Senate members voted that statement 3 reflected their opinion of the Resolution. Rebecca called on Staff Senate members to email the Executive Committee comments and insight explaining why they voted that statement 3 reflected their opinion by January 20, 2005 to prepare response to the Chancellor. Rebecca will draft a response to the Chancellor based on discussion, vote outcome, and comments received.

The Resolution indicates that the Chancellor will establish a task force to work with administration to further implement this resolution. As such, Rebecca spoke with Catherine Rigsby, the Chair of the Faculty Senate, regarding the make-up of the task force. She anticipates the task force will be made up of 2 representatives from faculty, staff, students, and administration. In the email, Rebecca advised that she would be seeking volunteers to serve on the task force. Dennis McGee volunteered to serve on the task force. With no other volunteers, Staff Senate will be represented on the task force by Rebecca and Dennis.

B. Health Benefits Survey Results – John Toller
- John Toller spoke about the UNC Health Care Initiative. He encouraged everyone to share the information and be on the look out for additional information to be distributed shortly. The power point presentation can be viewed at http://www.hr.ecu.edu/programs/unc_health_ecu.ppt. Any comments or questions about the health care initiative can be directed to John Toller at tollerj@mail.ecu.edu or Kitty McCollum at kmccollum@northcarolina.edu. John will forward the power point presentation to Rebecca for distribution to Staff Senate members. (Rebecca distributed the power point presentation was distributed to Staff Senate members on January 14th.)

V. Comments from Executive Committee
A. Comments from the Chair, Rebecca Bizzell
- Rebecca informed the Staff Senate that Becky Smith would no longer serve as an ex-officio member due to her upcoming increasing involvement with the implementation of Banner. Rebecca thanked her for her service to the Staff Senate and the Compensation and Benefits Committee. Greg Miller will serve in her place on the Compensation and Benefits Committee.
- Rebecca announced that Mitzi Williams with the Department of Surgery will fill the Health Sciences Division seat vacated by Amanda Turner and will serve on the Rewards & Recognition Committee in the seat vacated by Joanne Tyson upon assuming the role of Secretary.

B. Comments from the Chair-Elect, Kim Wilson
- None.

C. Comments from the Secretary, Joanie Tyson
- None.

D. Comments from the Treasurer, Alan Bailey
- Absent.

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VI. Monthly Updates

A. Committee Reports

1. Communications Committee - Ann Weingartz, Chair
   - Ann indicated that the Staff Senate website was up to date. They are
     working on adding some new categories for the Pirate Perks site.

2. Compensation & Benefits Committee - Pat Brown, Chair
   - Wanda Scarborough, Director of the Student Bookstore, joined them at
     their meeting to explain the details of the textbook loan
     program. Committee members inquired as to why the loan program
     could not be added to the 1 Card. This is because the loan program is
     supported by the student bookstore, not the University, which supports
     the 1 Card program. If the 1 Card was used, the funds would route
     through the cashiers office, as well as appear as taxable income for the
     individual. There are exceptions to the deadline for the textbook loan
     program. If you miss the deadline, you need to go talk to someone at the
     bookstore. They thanked Ann Weingartz for her work in getting their
     information on the website. The following will be new entries for the
     Pirate Perks page: Jos.A. Bank, Everyday Wealth, Metrocall Wireless,
     NCASAP, Smart One Tax Service, and Stratford Arms Apartments.
     They have sent letters to other companies asking them to participate in
     Pirate Perks and are waiting for responses.

3. Diversity Committee - Petra Rouse, Chair

   Blood Drive Update: Rick Yakubowski and Petra Rouse met with
   Jennifer Angevine, from the American Red Cross, on 6 January to
   review final coordinating instructions for the Blood Drives on 20 and 26
   January. The 20 January Blood Drive will be held at the Brody School
   of Medicine from 10:00 am – 4:00 pm in room 2W-40 and the goal is to
   receive 55 units of blood donations. The 26 January Blood Drive will be
   held on Main Campus in the Mendenhall Building, 1st floor multipurpose
   room and will run from 12:00 noon – 6:00 pm, with a goal of 150 units
   of blood donations. The ECU Staff Senate is the university sponsor for
   both drives and the Diversity Committee will be responsible for
   communicating information regarding each drive, through posters,
   handouts, and announce email, as well as, assist the American Red Cross
   staff with greeting donors. (The committee will request volunteers from
   the Staff Senate at large to assist as well). The American Red Cross will
   be giving Free Car Washes from Adam’s Car Wash and Free Sandwiches
   from Chick-fil-A to all donors.

   Diversity Poster Update: Petra Rouse updated the committee on the
   status of the Diversity Poster Contest announcement. The announcement
   has been posted within the Art School and distributed to the art students.
   The deadline for contest registration is 21 January. To date, there have
   been no entrants and the committee discussed an alternative plan to
   extend the contest offer campus-wide if enough entrants are not received
   from the Art School student population.

   Diversity Committee Web Page Update: Ed Medrano updated the
   committee on the status of the web page project. He has recently
   completed the university’s class on web page design and the committee

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can now work on the web page. Each committee member was tasked with developing ideas for web page content between now and the next sub-committee meeting. Ed has also conducted preliminary coordination with the Staff Senate Communication Committee for placing the Diversity Committee’s web page link on the ECU Staff Senate web page.

**Diversity Committee Participation in Campus Events Update:** Leigh Ann Zuchelkowski updated the committee on her efforts to coordinate with main campus representative regarding upcoming diversity related events on campus. Gaining information has been slow at best and is hampered by lack of timely response from campus points of contact. She will continue her work in this regard and keep the committee updated.

**Request for a new ex-officio officer:** The committee discussed the issue of the consistent absence of the ex-officio officer and made the decision to make a formal request for a new ex-officio officer in the monthly Staff Senate meeting. Petra asked Executive Committee to follow-up during January 13th meeting.

4. **Personnel Policies Committee - Chris Inniss, Chair**
   - Chris Inniss reported they will have two events during the Spring 2005 semester: Gwen Green will do a presentation on the PES system sometime in the month of March and a motivational presentation. One of the speakers mentioned a price. Chris advised that he needs to speak with Alan about the procedure, if there is one, to allocate the necessary funds.

5. **Rewards & Recognition Committee - Lynn Burroughs, Chair**
   - Lynn Burroughs reported that the committee is co-sponsoring the Faculty/Staff Easter Egg Hunt this year. It will be held on Sunday, March 20th at 3:00 pm on the mall area. The fraternity asked for donations of plastic eggs, wrapped candy, and $1 prizes. They request that each Staff Senate member bring one of those items to the next Staff Senate meeting. They are moving forward on the Employee Appreciation Week. It will be scheduled the week of April 11th – 15th. There are no computer loan applications at this time. The fraternity had asked for ideas for their MLS fundraiser and the Committee will provide them with a list of ideas.

6. **Membership Committee - Ann Weingartz, Chair**
   - The Membership Committee has developed a schedule for nominations and elections. The schedule is as follows:

   February 3, 2005 – Nomination forms to replace the Staff Senators with terms ending this semester will be mailed out to campus

   February 17, 2005 – Nomination for the Staff Senators positions are due

   March 3, 2005 – Ballots for Staff Senators serving during the 2005-2007 term will be mailed to employees in the respective divisions.

   March 17, 2005 – Ballots are due.
April 14, 2005 - A meeting of the Staff Senate will be held to recognize the Senators leaving the Staff Senate. Following the recognition ceremony, the new Staff Senators for the 2005 – 2007 term will be installed. The Staff Senate Chair will present an overview of the roles and responsibilities of the Executive Committee positions will be accepted for two weeks after this meeting.

May 12, 2005 – Nominees for the Executive Committee positions will be given the opportunity to share background information on themselves with the Staff Senate prior to elections. Elections for the Executive Committee positions will take place at the meeting. The sub-committees with elect a chair-elect for each committee.

August 2005 – A planning retreat will be held with the Executive Committee and the sub-committee chairs and chair-elects.

The Membership Committee distributed lists indicating who is eligible and who is not eligible to be nominated of the Staff Senate members currently serving on Staff Senate. The following are eligible for re-nomination because they have only served one term: Alan Bailey, Pat Brown, Ethel Greer, Gwen Peaden, Linda Phillips, Jane DeSomma, Ellen Finch, Lisa Graepel, Petra Rouse, Leigh Ann Zuchelkowski, Alice Martin, and Lynn Burroughs. Alternates that are not appointed to fill a vacated seat before the end of the term are eligible for nomination; at this point, Stery Moore and Wayne Reeves are eligible for nomination. The following Staff Senate members are not eligible because they have served two consecutive terms: Dennis McGee and Joanne Tyson.

B. Other
The Other reports were not presented to allow time for Special Order of the Day.

VII. Old Business
Alise Rowan requested a status report on items brought to the Chancellor's attention during the Staff Senate luncheon. Rebecca Bizzell asked John Toller to respond.

VIII. New Business
IX. Announcements
A. Next ECU Staff Senate Meeting: Thursday, February 10, 2005.
   Location: Willis Building auditorium. Time: 3:30 pm to 5:00 pm

X. Adjournment
Rebecca Bizzell thanked everyone and adjourned the meeting at 5:05 pm.

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Faculty Senate Resolution #04-36
Approved by the Faculty Senate: December 7, 2004
Approved by the Chancellor: pending

Proposed Resolution on Smoking

Whereas, Cigarette smoke contains over 4,700 chemicals, over 200 poisons, and over 50 human carcinogens; and

Whereas, The Environmental Protection Agency has classified environmental tobacco smoke as a “Group A” Carcinogen – a substance known to cause cancer in humans; and

Whereas, In 2004 there will be about 173,770 new cases of lung cancer in the United States: 93,110 among men and 80,660 among women.

Whereas, In 2004 about 160,440 people will die of this disease: 91,930 men and 68,510 women; and

Whereas, The Center for Disease Control and Prevention estimates at least 440,000 deaths attributable each year to cigarette smoking; and

Whereas, Lung cancer kills more people than breast cancer, colorectal cancer, and prostate cancer combined; and

Whereas, More than 20,000 nonsmokers, predominantly female, are diagnosed with Lung Cancer in the United States every year; and

Whereas, Secondhand smoke is the third leading preventable cause of death in the United States; and

Whereas, The five-year survival rate for someone diagnosed with Lung Cancer is 15%; and

Whereas, Exposure to the hazards of environmental tobacco smoke can be prevented by appropriate smoking regulations.

Therefore Be it Resolved, that East Carolina University adopt a campus-wide nonsmoking policy that would prohibit smoking in high traffic areas including entrances to buildings, all exterior stairwells, stairs, stairwell landings, elevator landings, and partially enclosed corridors outside of classrooms such as those in the new Science and Technology building. Such areas should have no-smoking signs, and faculty, staff and students should be made aware of nonsmoking policies.

Be it Further Resolved, that the University designate smoking areas well away from high traffic areas with signage that states “designated smoking area”.

Be It Further Resolved, that the Chancellor establish a Task Force, to include the Chair of the Faculty, the Staff Senate Chairperson, and the Student Government Association President, to work with administration to further implement this resolution.

References

Link to the Center for Disease Control and Prevention http://www.cdc.gov/tobacco/datahighlights/Page4.htm

Link to the American Cancer Society http://www.cancer.org/docroot/lrn/lrn_0.asp

Link to the Women Against Lung Cancer http://www.4walc.org/risk.cfm

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