East Carolina University
2004-2005 Staff Senate
February 10, 2005
Willis Building – Auditorium
3:30 – 5:00 pm

I. Attendance:
Ex-Officio Officers: John Blackmore, Tandy Dunn, Annie Fuller, Gwen Green, Robin McKinnon-Wilkins, Greg Miller, and Jim Mullen.
Ex-Officio Officers: Taffy Clayton, Damon Davis, Angela Moye, and John Toller.

II. Call to Order
Rebecca Bizzell welcomed everyone and called the meeting to order at 3:35pm.

III. Approval of Minutes
A. January 13, 2005 Meeting Minutes
Rebecca Bizzell reported that the minutes from the January 13, 2005 meeting were distributed to members and via Announce on January 27, 2005. The minutes from the January 13, 2005 Staff Senate meeting were reviewed during the February 10, 2005 meeting and the following addition prepared by Rebecca Bizzell was approved by the Staff Senate to be included in the minutes from the January 13, 2005 meeting:
The minutes from the January 13, 2005 Staff Senate meeting need to be revised to avoid any misinterpretation of the request for a new ex-officio by the Diversity Committee. The Diversity Committee is supported by two ex-officio's from Office of Institutional Equity and Human Resources. The representative from the Office of Institutional Equity is considered the primary ex-officio for the Diversity Committee. Unfortunately, the positions in the Office of Institutional Equity and Human Resources that serve as these ex-officioes have experienced turnover during the course of the 2004-2005 academic year. The position in the Office of Institutional Equity that serves as the primary ex-officio for the Diversity Committee was vacant from September 2004 when Amy Waters accepted Assistant Vice Chancellor in the Division of Student Life until Damon Davis joined the Office of Institutional Equity as an Equal Opportunity Analyst on November 22, 2004. Mr. Davis was contacted regarding his role on Staff Senate on November 30th. The position in Human Resources that serves as the other ex-officio for the Diversity Committee has also been in transition. In August 2004, Angela Moye was assigned to serve as Interim Director for Employment and Clinical Support Services. When Angela accepted the position of Director of Employment and Clinical Support Services effective November 15, 2004, the position that serves as the other ex-officio...
became vacant until John Blackmore joined Human Resources on January 18, 2005. Mr. Blackmore was advised of his role on Staff Senate later in the week. Angela continued to actively support Staff Senate as ex-officio during the transition in her role in Human Resources. Fortunately, Angela has offered to continue to support the Staff Senate as an “at large” ex-officio.

The Executive Committee has determined that the request for a new ex-officio is not warranted and does not reflect the consistent and ongoing support provided by representatives of Human Resources and the Office of Institutional Equity to the Staff Senate as ex-officios.

The Diversity Committee will continue to be supported by two ex-officios from Office of Institutional Equity and Human Resources. Damon Davis, who was introduced at the December 9, 2004 meeting, and John Blackmore will serve as ex-officios on the Staff Senate assigned to the Diversity Committee. The Executive Committee is confident that the Diversity Committee will be well supported by Damon Davis and John Blackmore.

Correct typo of “where” to “were” under approval of minutes in the minutes from the January 13, 2005 meeting.

The minutes were approved as revised. The revised minutes from the January 13th Staff Senate meeting will be reissued when the minutes from the February 10th meeting are issued.

IV. Special Order of the Day
A. “Culture of Giving” program encouraging ECU faculty and staff to support ECU mission – Rebecca Bizzell

Rebecca Bizzell distributed the following email to Staff Senate members on January 28, 2005 regarding this Special Order of the Day item for members to prepare for discussion.

“Recently, Dr. Shelton, Vice Chancellor of the Division of University Advancement, contacted me to discuss an upcoming ‘culture of giving’ initiative. As you can imagine, ‘gifts from alumni and friends are fundamental to sustaining the quality of our academic programs and to ensuring that students are afforded a rewarding and enriching experience.’ In an effort to include members of the University community in this effort, Dr. Shelton asked me to share our conversation with the Staff Senate. In addition to contacting me on behalf of the Staff Senate, Dr. Shelton has contacted University Boards and the Chair of Faculty Senate to seek input and support for this upcoming initiative. The goal of the initiative is to engage members of the University community including staff and faculty and ‘to garner support and secure resources that will enhance East Carolina’s unique place in higher education.’ In addition to increasing the contribution base, the Office of University Development anticipates that this effort will encourage alumni, friends, and members of the community to contribute if they see comparable support and enthusiasm from within the University community.”

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“Dr. Shelton stressed that the initiative will be completely voluntary; employees will not be forced to contribute. He anticipates that the campaign will be held in Spring 2006.”

“Staff and faculty may direct their gift ‘in a manner that is meaningful.’ As such, Dr. Shelton asked for suggestions for the use of the funds contributed by staff i.e. fund Staff Senate efforts, fund scholarships for staff dependents, fund any college, school, or program, etc.”

“I advised Dr. Shelton that I would speak to the Staff Senate during the February meeting and would seek input from the members about how to make this initiative a success and what options should be made available to staff regarding the direction or use of their contribution. I look forward to your ideas and suggestions on Thursday, February 10th.”

Rebecca reviewed the information distributed in the email with members and opened the floor for discussion. Comments and feedback from Staff Senate discussion:

- Very important to make sure that this campaign is strictly voluntary.
- See this as an insult to ask employees for contribution when employees have received so little in raises; again it is very important that this be promoted as strictly voluntary. There may not be good response until employees are more comfortable with their pay.
- Recommend a large promotion like the State Employees Combined Campaign but without gifts. Support different time frames for the campaigns.
- The State Employees Combined Campaign is supposed to be voluntary but employees are expected to give. Again, make sure that this campaign is a truly VOLUNTARY campaign.
- Anticipate that it would be better received if the campaign is handled more centralized rather than decentralized at the department level.
- Why will this fund raising effort not be included in the State Employees Combined Campaign as an option for all State employees to donate to ECU?
- Need to create a substantial incentive for employees and/or their families to entice employees to contribute such as discounted tuition, employee scholarships, etc.
- Recommend campaign provide options making it easy for an employee to designate how the contribution should be used i.e. scholarships, departments, development programs, etc.
- What is the goal or purpose of this campaign?
- Important for the University to be accountable for the money. Contributors should receive a financial report indicating how the money was used. Recommend posting on the web.

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• A member noted that the University held a similar campaign about 1991. The member recalled that the campaign was not successful and shared that employees had received raises during the early nineties.

• Be straight forward in the promotion of the campaign; if it is a fundraiser call it a fundraiser.

• It is important that employees see that contributing will lead to a tangible result and that employees understand who is responsible for managing contributions.

Rebecca will draft a response to Dr. Shelton based on comments and feedback shared by Staff Senate members during the discussion.

B. Faculty Senate Resolution #04-36 on smoking – Rebecca Bizzell
Rebecca Bizzell reported that with input and review from the Executive Committee, John Toller, and Greg Miller, she drafted a response to the Chancellor based on discussion and vote outcome during January 13, 2005 meeting and comments received following the meeting. Attached letter dated January 28, 2005 was forwarded to Chancellor Ballard in campus mail. The letter was also distributed to Staff Senate members, Catherine Rigsby, Chair of Faculty Senate, and Bob Morrison, Faculty Senate member who initiated proposed resolution, by email on January 28, 2005.

V. Comments from Executive Committee
A. Comments from the Treasurer, Alan Bailey
Alan distributed a status report on the Staff Senate accounts. The total amount available at the end of January was $1,823.22. Please see attached report for more details. Please send any request for funds for the remainder of the year in writing to Alan Bailey before the March meeting.

VI. Monthly Updates
A. Committee Reports
1. Communications Committee – Ann Weingartz, Chair
The Staff Senate Annual Reports will be available on the website. The nomination forms have been mailed out and are posted on the Staff Senate website.

2. Compensation & Benefits Committee – Alise Rowan, Chair-elect
Added new items to Pirate Perks(http://www.ecu.edu/cs-admin/staffsenate/PiratePerks.cfm) to include: Kean Chiropractic (consultation, examination and up to two spinal x-rays for $27; Ironwood ($3000 initiation fee waived for all ECU employees purchasing full or links only membership); and Enterprise Car Rentals (20% off rentals). The committee was asked to review a life insurance proposal and send comments to Greg Miller.

3. Diversity Committee – Petra Rouse, Chair
Blood Drive Update: Rick Yakubowski informed us that we had very successful blood drives on both campuses. School of Medicine collected 59 pints, the goal was 50 pints. Main campus collected 134 pints, the goal was 155 pints, 187 people were screened. Thank you letters were sent to Ledo’s

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Pizza for donations at both blood drives, and to Greek Life for their volunteering to pass out flyers on main campus.

**Diversity Poster Update:** Petra Rouse informed the committee that we have had no response to date from art students regarding the flyer we had emailed and posted. Petra is going to contact the Art dept again regarding the distribution list, and try to find out why we haven’t received any response. She will email the committee with results. If we still cannot obtain any responses, possibly open contest up across campus.

**Diversity Committee Web Page Update:** Ed Medrano suggested that the committee have an additional meeting and bring all of our web site ideas and build from there. Petra is going to send out some meeting dates to the committee members.

**Diversity Committee Participation in Campus Events Update:** Leigh Ann Zuchelkowski is going to contact Reservations at Mendenhall Student Center to see about getting some space to have an International desserts tasting in conjunction with State Employee’s Appreciation Week, which is April 11-15. She will get back with the committee once she obtains details regarding reservation policy.

4. Personnel Policies Committee – Lisa Graepel
   The committee is planning speakers for future meetings. Setting up presentations for the following topics:
   1. PES System
   2. True Colors by Bruce Maxwell
   The committee is working on a service project to complete sometime in May.

5. Rewards & Recognition Committee – Leigh Cobb, Chair-Elect
   There are no new computer loan applications. The Easter Egg Hunt has been scheduled for Sunday, March 20th at 3:00 on the Mall. If members were unable to bring an item today for this event there is time to bring something to the next meeting. If members are interested in volunteering they will need to be at the Mall by 2:00 on the day of the event.

The committee has received approval from Austin Bunch to fund the Awards Day during Employee Appreciation Week. It will be held on April 12th from 1:30 – 3:30. Nominations for this award are due in by February 18th. On April 13th, the committee will host a Fitness Walk at the Student Recreation Center at 12:00. The committee needs volunteers to help with this event and participate in the event. On Thursday, April 14th, the committee is planning a family fun night at Mendenhall Student Center with discounted bowling and billiards. There will not be a movie shown that night. Friday, April 15th, the committee will sponsor a Health Day at the Brody School of Medicine.
6. Membership Committee – Ann Weingartz, Chair
The nomination forms are due back to Human Resources by February 17th.
We will send out a reminder email before the deadline. The committee will
meet again to count ballots by March 3rd.

B. Other
1. Parking & Transportation Committee – Alise Rowan/Brenda Swain
(alternate) The committee met. It was approved to increase by $5.00 a ticket
for parking in the wrong parking zone.
2. ECU Citation Appeals – Dennis McGee/Suzanne Rouse/Richard Yakubowski
The committee met. It is interesting what individuals will say to get out of a
parking ticket.
3. SEANC – Richard Yakubowski
The General Assembly is now in a full session. SEANC will hold a
Legislative Breakfast Roundtable. This event will be held on Saturday, 12
March at the Mooselodge in Winterville. It will begin at 9:00 am and dress is
casual. Breakfast will be provided at no charge to those who attend. The
event is open to SEANC members and State employees who are not SEANC
members. The purpose of this event is to gather State employees and their
representatives in a casual setting to discuss issues impacting State
employees this year. For more information, contact Rick by email
(yakubowskir@mail.ecu.edu) or phone (744-1255).
4. Faculty Senate – Rebecca Bizzell
No one from the Executive Committee was able to attend this meeting.
5. Treasured Pirate Employee Award Program – Annie Fuller
There will be a kick off celebration for the Treasured Pirate Employee Award
Program on April 28th at 3:000 in Mendenhall Student Center Great Rooms 1
and 2. Refreshments will be served beginning at 2:30. The nomination
process will be available in March.
6. New Employee Orientation Program – Annie Fuller
The Diversity Committee is on schedule for March.
7. Search committee for the Assistant to the Chancellor for Institutional
Diversity – Petra Rouse and Rick Yakubowski
A video conference was held to interview 10 candidates. The committee
narrowed the candidates down and they will be invited to campus for an on-
site interview in mid March.
8. Search committee for the Provost/Vice Chancellor for Academic Affairs –
Rebecca Bizzell
A video conference was held to interview 8 candidates. The committee
narrowed the candidates down to 4 and they will be invited to campus for an
onsite interview in early March.
9. Search committee for the Vice Chancellor for Research & Graduate Studies –
Rebecca Bizzell
A video conference was held to interview candidates. The committee
narrowed the candidates down and they will be invited to campus for an on-
site interview in February and March.
10. Leadership Academy Selection Committee – Rebecca Bizzell
Rebecca congratulated Gwen Green. She was selected to participate in the Leadership Academy.

11. Task Force to develop policy to implement Faculty Senate Resolution #04-36
– Rebecca Bizzell and Dennis McGee
Rebecca shared that she has received no information regarding the task force yet.

12. Installation Committee – Rebecca Bizzell
The Staff Senate’s job is to coordinate transportation for the delegates on Wednesday and Thursday. Student Transit will be responsible for providing transportation and Staff Senate will coordinate the effort. Rebecca will have more information at the next meeting and will be requesting volunteers. We will not know how many delegates will need transportation services until the delegates register.

VI. Old Business
A. Status of items discussed with Chancellor during luncheon – Jim Mullen
Jim Mullen shared the following information regarding topics discussed with the Chancellor during the luncheon with Staff Senate:

Increasing the loan amount for the Textbook Loan Program...
Talked with Scott Buck about the textbook loan program. We fund the Textbook loan program from vending proceeds. We have exhausted our financial ability to do anymore. I suggest that other auxiliaries such as MFPP, Housing, etc. contribute to expand the program. Business Services is committed to this great benefit for our employees and will continue to support. Just need some help from other units.

Why employees enrolled in classes here at ECU are required to purchase student insurance?
International are the only “students” required to carry insurance and theirs is not the student insurance we offer. Jolene Jernigan wonders if the confusion is related to the health fee. ECU employees that take the one “free” class do not pay the health fee and are therefore not eligible for services as students. They are however eligible under our “faculty and staff services” policy and would pay a fee for visit.

Why students enrolled in D.E. classes must pay student activity fees?
The fees are technology fees.

Expanding the tuition waiver program for employees and dependents...
This is a legislative issue, out of the University control. There are initiatives by the UNC Faculty Council to pursue this with the legislature. The Board of Governors has as one of its Non-Budget legislative initiatives to expand the Tuition Waiver Program to include:

a. Increased number of allowed courses from two to three
b. Provide for an exception to the 12-month residency requirement for full-time employees of the University of North Carolina to allow them to pay in-state
rates for their dependent children and spouse immediately after establishing residency.

c. 25% tuition reduction for dependents and spouses of UNC employees
d. Study a tuition waiver exchange program between UNC and the NCCCSs.

Incentives for University employees to use medical services provided by BSOM...
Ruth Parrish, Director of Pharmacy Services offered the following:
Increased Brody Pharmacy availability:
Installation of Integrated Voice Response for both pharmacies:
Development of Logician Desktop for pharmacies
Creation of ECU email for both pharmacies
Prescriptions may be requested by phone, fax, email, or logician flag.
Family Practice: (p) 744-4680; (F) 744-3804; PharmacyFPC@mail.ecu.edu;
Logician: Refill, FPC Pharmacy
Brody Outpatient: (P) 744-2721; (F) 744-1800; PharmacyBrody@mail.ecu.edu;
Logician: Refill, Brody Pharmacy
Extended Hours:
Both pharmacies now stay open through lunch expect for one day (last Wed.) of each month. Family Practice Center is now open on Saturdays from 9:00 am to 1:00 pm. Brody Outpatient Pharmacy is now open until 5:30 and will begin staying open until 6:00 on February 1, 2005.

Dr. Darrows is working on ways to offer services for the clinics.

VII. New Business

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

IX. Adjournment
   - Rebecca Bizzell thanked everyone and adjourned the meeting at 5:00 pm.
MEMORANDUM

January 28, 2005

TO: Chancellor Steve Ballard

FROM: Rebecca Bizzell
      Chair, 2004-2005 Staff Senate

SUBJECT: Response on Faculty Senate Resolution

RE: Memo dated January 4, 2005

During the January 13, 2005 Staff Senate meeting, I made a motion that the Staff Senate support Resolution #04-36 as passed by the Faculty Senate. The resulting discussion led to the modification of the motion into three statements to reflect Staff Senate members’ opinions of the Resolution as passed by the Faculty Senate and to formulate a response to your memo dated January 4th:

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 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. Attached are comments from Staff Senate members sharing insight into the majority vote. The Staff Senate Executive Committee would greatly appreciate the opportunity to meet with you briefly to further explain and expand on the nuances of the Staff Senate members’ concerns.

I hope that the response of the Staff Senate is not misinterpreted as obstructing the intent of the Resolution. Be assured that the Staff Senate strongly supports efforts to restrict smoking on University property to designated areas. Unfortunately, these intentions did not translate into support of the Resolution as passed by the Faculty Senate. I believe the opinion of the Staff Senate reflects the importance of educating members of the University community on policies and procedures and the value of impartially enforcing such policies and procedures. To assist in such efforts with regard to smoking restrictions, Dennis McGee and I will serve on the Task Force as representatives of the Staff Senate. Speaking on behalf of the Executive Committee, I believe that the Staff Senate looks forward to contributing to the development of a University-wide policy that is fair and consistently enforced.

Enclosure

cc (w/encl.): Staff Senate members and ex-officios, Catherine Rigsby, Bob Morrison

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"My 'no' vote was based on several things:

- I don't feel that the resolution provides equal opportunity for smokers. The resolution should be out of the question until sheltered smoking facilities are made conveniently available for smokers. Even though smoking isn't a federally protected status, these are ECU employees and students and deserve decent treatment. The hospital has very strong smoking policies, but provides sheltered smoking areas in several locations around the building.

- Current, less strict smoking policies are not being enforced. Why should I believe that any new resolution will be reinforced? Who will serve as the "smoking police"? I don't believe we should spend valuable Faculty or Staff Senate time reviewing and voting on a resolution that has no solid basis in current practice."

"I voted for the majority option of not approving and resolution, until existing bans on smoking across the campus are properly enforced. I know on the west campus, the bans are not completely enforced and in most instances, the main violators of the policy are faculty and staff. Further, given all of the published information and statistical data regarding the harmful effects of smoking and inhalation of second hand smoke, I believe that the Chancellor is completely within his span of authority to unilaterally direct smoking bans on campus and ensure they are enforced. This is an issue that does not need to go through every major representative committee. Students, Faculty, and Staff. If we can place a high level of energy on enforcing the parking policy, I don't understand why we cannot do the same for smoking policy. Those whom do not like the smoking ban policy would, over time, be invited to find another university to either attend, teach, or work."

"Some staff members have brought to my attention concerns about the proposed smoking ban policy the Faculty Senate presented. In reading the information liked it appears to me that the resolution is actually headed towards more trouble. Apparently, by NC General Statutes, we cannot ban smoking even in buildings, and that 20% of the space has to be set aside for smokers. The legislation also shows that it can be banded at Brody and maybe even in Rivers and Belk because these buildings are where health services education are presented. The legislation in #6 goes on to show other areas where smoking can be banned but indicates that other arrangements have to be made.

Therefore, it may be that banning smoking inside is completely against North Carolina law and the University could potentially be opening themselves up to bigger problems it some sort of punishment, fine, or personnel action is taken against violators.

Linked is NC State's smoking policy. It follows the legislation. I have not been able to find an actual policy for ECU and do not know if one exists.

http://www.ncsu.edu/policies/campus_enviro/health_safety_welfare/REG04.20.3.php
http://www.ncga.state.nc.us/EnactedLegislation/Statutes/HTML/BySection/Chapter_143/CS_143-597.html"

"I wanted to share my view of why I do not support the resolution from the faculty senate regarding the smoking issues. Currently, we have individuals who smoke in their offices, in particular the Erwin building. This person is a faculty member. The department chair and dean have been informed of this employee smoking in their office to no avail. Environmental health even is aware of this person and their smoking habits inside the building. If this was a staff member, they could be written up for insubordination, and even eventually could be fired. However, since this is a faculty member, it appears that it's "okay" for them to do as they wish. Rules are applied differently to staff than they are to faculty, and until that is solved, I cannot support this resolution. As a member of the staff senate, I feel that it is my duty to stand behind the staff and to see that we are treated equally and fairly (the same as faculty) when it comes to following the same rules."

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