East Carolina University  
2007-08 Staff Senate  
Minutes of January 17, 2008  
Willis Building Auditorium

I. Attendance:  
Present: Andrea Bristol, Jamie Charles, Harold Coleman, Angelo Daniels, Michael Dixon, Lisa Dozier, Shonda Drake, Carolyn Dunn, Johnnie Eastwood, Kay Evans, Rosalie Farley, Phil Hulsey, Karen James, Vickie Johnson, Roy Newton, Diane Norris, Lisa Overman, Amanda Pantelidis, Jackie Petway, Christa Radford, Diane Raines, Wayne Reeves, Mike Rowe, Terri Stansbury, Ann Taft, Audra Thomas, Teresa Tripp, Amanda Turner, Michelle Wallace, Mary Susan Williams, Richard Yakubowski, Joani Zary

Absent: Paula Daughtry, Jennifer Johnson, Angela Marshall, Judy Melendez, Mark Parker, Verna Taft

Ex-Officio Advisors Present: Catherine Adams, Sara Lilly, Chris Turner

Ex-Officio Advisors Absent: LaKesha Alston, Taffye Clayton, Robyn Galloway, Lee Ann Goff, Angela Moye, Jim Mullen, Karen Summerlin, John Toller, Ashley Worthington

II. Call to Order
Senator Reeves welcomed everyone and called the meeting to order at 3:30 p.m.

III. Roll Call
Senator Williams called roll.

IV. Approval of Minutes

A. Minutes of November 15, 2007 and December 6, 2007

Senator Williams reported that the minutes from the November 15, 2007 and December 6, 2007 meetings were distributed to members and via Announce & Health Sciences Announce. The minutes were approved as written.
IV. Guest Speaker

A. Mr. Bill Koch, Associate Vice Chancellor for Environmental Health, Safety, Parking & Transportation

Mr. Koch reported that the current campus wide smoking policy is no smoking inside buildings or within 25 feet of buildings. Health Sciences campus is currently observing the same policy. The Brody School of Medicine currently has designated smoking areas. There is currently a Health Sciences Task Force. The Task Force has proposed designated smoking areas to the administration and is currently awaiting approval. If the proposed designated areas are approved a final written policy will be completed with the ACT-WELL Committee to include all ECU Campuses. Also, consideration is being given to no smoking in vehicles and must follow rules at other sites when on university business. Mr. Koch discussed with the group the timeline that was associated with the current policy and distributed a smoking policy update handout to the senators.

B. Dr. Lathan Turner, Assistant Vice Chancellor, Student Life Intercultural Student Affairs and Ms. Catherine Adams, Program Specialist, Office of Institutional Diversity.

Dr. Lathan and Ms. Adams discussed the results of the Campus Climate Survey and distributed a handout to all the senators. They reported that Chancellor Ballard is committed to moving forward with creating a campus culture that reflects the world we live in. In Fall 2006 Chancellor Ballard created the Chancellor’s Diversity Council and charged them with evaluating the climate at ECU and present the findings that are found to be important within the ECU Community. A survey instrument was created and the entire ECU Community was invited to participate. Currently the results and findings are being distributed. Suggestions and ideas from colleges, departments and students are welcomed. ECU is currently working on a plan of action as to how to address findings of Climate Survey.

V. Comments from the Executive Committee

A. Comments from the Chair, Wayne Reeves

1. Senator Reeves commented to the senators that everyone needs to play an active role in conversation with our constituents about the climate survey in order to find out how to make the environment at ECU a better place for all.

2. Senator Reeves recognized our newly appointed senator, Ms. Lisa Dozier from the HS Division, College of Nursing.

3. Senator Reeves informed the group that three recent resignations had been accepted; Vickie Glover, Bruce Maxwell, and Sharon Letchworth.

4. Senator Reeves informed the group that three staff senators had been selected to attend the Chancellor’s Leadership Academy; Senator
Paula Daughtry, Senator Audra Thomas and Senator Michael Dixon. Leadership Academy will begin on January 26, 2008. Senator Reeves commented that the Leadership Academy will be ongoing and encouraged the senators to apply.

5. Senator Reeves met with Chancellor Ballard in December. John Toller, Senior Associate Vice Chancellor was also present. Discussion was around the ECU Employee Survey Results and the Campus Climate Survey. The Task Force found that there were similar trends in the employee results of the Climate Survey and the Employee Survey. They are currently working on ways to address these issues.

6. Senator Reeves represented the Staff Senate at the Chancellor’s Forum

7. Senator Reeves reported that on January 15, 2008 the Chancellor’s Dialogue on Diversity and Equity was held. This session was centered around the finding of a noose on campus. It was clearly stated that there was no room for hatred in the ECU Community and ECU will not tolerate or allow hatred on ECU Campus. Dr. William Barber II, President of NAACP for North Carolina spoke about racism in NC and various communities in Eastern NC.

8. Senator Reeves commented on the HR Task Force Report. He recognized Senator Christa Radford for her efforts in collecting comments. Senator Reeves encouraged Staff Senate to provide comments on personnel management system. Final report will go to the BOG in February 2008. Final report from BOG to Joint Legislative Education Oversight Committee is due by March 24, 2008. Senator Reeves commented that Sara Lilly and John Toller will be available for questions or comments. Deadline for Senate comments will be January 23rd.

9. Senator Reeves made mention it was a good time to be a Pirate, commenting on the Pirates recent Bowl Game win. Senator Reeves also commented on Lady Pirates Basketball who raised a Conference USA Banner for their conference win last season.

10. Senator Reeves reported that he will continue to meet with the Chancellor throughout the Spring.

B. Comments from the Secretary – Mary Susan Williams
   Senator Williams deferred comments

C. Comments from the Treasurer – Amanda Turner

VI. Monthly Updates and Reports
A. Committee Reports
   1. Communications & Market Committee—Michael Dixon, Chair
      See Attached Committee Minutes

   2. Diversity – Audra Thomas, Chair
      See Attached Committee Minutes
3. Human Resource Services Committee – Richard Yakubowski, Chair Elect
   See Attached Committee Minutes

4. Rewards & Recognition - Amanda Pantelidis, Chair
   See Attached Committee Minutes

5. University Child Care Committee – Senator Terrie Stansbury

VII. Old Business
    A. Employee Survey Results
       Deferred to later date

VIII. Announcements

Next Staff Senate Meeting will be held on Thursday, February 21, 2008 from 3:30
- 5:00 p.m., at Brody 2W40. Guest speaker will be JC Boykin, Chair, UNC Staff
Assembly.

***Staff Senate Meeting Location and Time Changes
March 20, 2008
Mendenhall Student Center Multi-Purpose Rm    2:00–4:00 p.m.

April 17, 2008
Mendenhall Student Center Multi-Purpose Rm    2:00–4:00 p.m.

X. Adjournment
Senator Reeves thanked everyone for coming and adjourned the meeting at 5:00
p.m.
SMOKING POLICY UPDATE

- 1993 – legislature passed law prohibiting smoking in health-related buildings, auditoriums, etc.;
  - required 20% of interior space within many ECU buildings set aside for smoking
  - ECU determines that creating smoking areas is too expensive and would not properly protect non-smoking employees – ECU prohibits smoking in buildings
- December 2004 – Faculty Senate resolution created to move smoking from building entrances
- March 2005 to August 2005 – Non-smoking Task Force formed and completed preliminary recommendations
- September 2005 – Task Force Chair (Bill Koch) reviewed existing law and task force’s preliminary concept with Chancellor & University Attorney – approved concept
- October 11, 2005 – reviewed recommendations with Faculty Senate - approved
- October 20, 2005 – reviewed recommendations with Staff Senate – approved with concern about faculty vs. staff enforcement
- November 21, 2005 – reviewed recommendations with SGA – approved w/concern @ security
- December 2005 – Health Education & Promotion receives grant from Health & Wellness Trust Fund (HWTF) to provide marketing, education and smoking cessation guidance for project
- December 2005 to April 2006 – finalized task force plan & coordinated timelines, tasks and materials with HWTF grant group
- April 2006 – ACT-WEL agreed to continue work of overseeing smoking policy and providing education and smoking cessation guidance
- May 2006 to September 2006
  - developed plans and signage for designated areas vs. general
  - coordinated tasks with HWTF grant group
  - developed cost estimates and reviewed plan with Facilities Services, VCs and ACT-WEL (Campus Wellness Advisory Committee) – designated areas vs 25 feet from building
- July 2006 – started working with UNC-General Administration on changing 1993 smoking law
  - Put on ECU list of recommendations for the 2007 Non-budget legislative agenda
  - Coordinated legislative education efforts with University Attorney, UNC-GA, Appalachian State, UNC-G, HWTF and others
- September 2006 – final plan (smoking allowed 25 feet from Buildings) provided to Faculty Senate
  - Administration and Faculty Senate did not want to use our limited resources to encourage smoking by creating designated smoking areas
- March 2007 – ECU Executive Council approves “no smoking inside or within 25 feet of buildings”
- April 2007 to August 2007 – started education process and created banners and signage
- July 2007 – House Bill 24 and Senate Bill 862 passed by NC legislature and signed by Governor
  - HB 24 – prohibits smoking within state buildings
  - SB 862 – UNC buildings and grounds (within 100 ft) may be designated as non-smoking
    - Owned, leased, occupied; HSC may prohibit campus-wide
- August 1, 2007 – implemented policy on main campus; HSC already in compliance
- Students in Health Education and Promotion are assessing compliance & providing suggestions
  - August 2007 – installed signs in all main campus buildings; articles in Daily Reflector, TEC and POE
    - Identified and proposed Health Science Campus (HSC) designated area (2006, 2007)
  - Fall 2007 – HSC Smoking Task Force formed to review new law & recommend policy change

**CURRENT STATUS:** Campus-wide policy is no smoking inside buildings or within 25 feet of buildings. HSC is in compliance with policy: HS Building – 25 feet; BSOM – designated area. HSC task force has proposed designated areas to administration and is awaiting approval. Once approved, final written policy will be completed through ACT-WEL to include all campuses. Also, considering no smoking in vehicles and must follow rules at other sites when on university business.
Members present: Mike Dixon (Chair), Johnnie Eastwood, Andrea Bristol (Chair Elect), Michelle Wallace

- We are still working on updating all Pirate Perk entries on the web site.
- New topic: finding solutions on reaching the entire staff body. Johnnie proposed that each senator be assigned actual departments within their division, and that each staff senator make an effort to physically visit with staff members in those departments. They would communicate news from Staff Senate, collect concerns and questions for the Staff Senate, and any other information that may be handled or collected by the Staff Senate.

Discussion followed and it was agreed by the committee that this would be a good idea to move forward and be announced during the main Staff Senate meeting committee reports. It is hopeful that we get this item added to a new business segment of a future Staff Senate meeting so that senators can discuss and motion possibly be brought up and passed.
Staff Senate Human Resources Services Committee – January 17, 2008

Present: Roy Newton, Christa Radford, Diane Rains, Teresa Tripp, & Richard Yakubowski

New Business

- Vickie Glover has resigned from Staff Senate. Richard Yakubowski will step in as Committee Chair. Committee needs to select a new Chair Elect. Members are to think about this and discuss at the February meeting.
- Committee will begin looking at Personnel Survey Comments and select items that can possibly be addressed through the Staff Senate. Committee members will review comments and narrow them down to a Top 10 to discuss at the February meeting.
- Committee members should remind all their constituents to send in their comments on the HR Task Force Final Report by 5:00 pm Wednesday, January 23, 2008.
Rewards and Recognition Committee
January 17, 2008
Willis Building
2:30 – 3:30

In attendance: Amanda Pantelidis (Chair), Charles, Jamie (Chair-Elect), Harold Coleman, Vicki Johnson, Jackie Petway, Mike Rowe (A), Christopher Turner (Ex-Officio), and Joani Zary.
Absent: Verna Taft

Proceedings:
- Meeting called to order at 2:35pm by Chair, Amanda Pantelidis.
- Last Month’s meeting minutes were approved.
- The committee approved (4) computer loan applications.
  - The committee received a note from a very grateful employee after receiving her computer.
- The committee has been charged with drafting a proposal for Employee Appreciation Week costs for the Chancellor. Items that were discussed in detail:
  - ARAMARK Pricing Quote
  - Potential for 8hrs of Vacation Leave
  - Carnival – NC State Univ
  - Door Prizes from local vendors
- The committee continues to solicit local vendors for door prizes.
- Service Awards are forecasted for April. More information will be forthcoming.
- Centennial Awards nominations are Due February 8, 2008 by 5pm.

Minutes submitted by Chair, Amanda Pantelidis on January 22, 2008.
Staff Senate
Diversity Committee
Minutes

Date: January 17, 2007
Time: 2:30 p.m.
Location: Willis Building

Members in attendance: Terri Stansbury, Ann Taft, Audra Thomas,
Kay Evans, Angelo Daniels, Catherine Adams, Shonda Drake, Lisa Dozier

Discussion Items:
- Committee was briefed by Catherine Adams on the 5 major issues from the Climate Survey
- Committee discussed the date options for the January 2008 retreat and the agenda.
- Committee reviewed events that were happening on January 17, 2008 and January 21, 2008 for MLK recognition.
- Committee discussed which team members would be in attendance for the Chancellors Diversity Committee meetings for the Spring Semester.

Action Items:
- Committee retreat date: January 24, 2008 2:30 p.m. – 5 p.m.
  Retreat location will be sent to team members
- Committee will assist the Office of Institution Diversity with the presentation of the Climate Survey to campus