East Carolina University
2008-09 Staff Senate
Minutes July 15, 2008
Health Sciences Building Room 1150
2:30 – 5:00 pm

I. Attendance:

Present: Cornell Allen, Lucia Brannon, Andrea Bristol, Harold Coleman, Tamara Congdon, Paula Daughtry, Tim Daughtry, Shonda Drake, Robbie Dunbar, Carolyn Dunn, Johnnie Eastwood, Michelle Gibbs, Lisa Graepel, Phil Hulsey, Karen James, Vickie Johnson, Jon Lancaster, Scott Lane, Barbara Little, Mimosa Hines, Jean Merenda, Duywuna Millner, Amanda Pantelidis, Mark Parker, Gloria Potter, Christa Radford, Diane Raines, Towanna Rouse, Mike Rowe, Kay Thomas, Teresa Tripp, Michelle Wallace, Rick Yakubowski, Jennifer Yandle, Ken Yarnell, Joani Zary

Absent: Leigh Cobb, Kimberly Corbett, Michael Corso, Angelo Daniels, Lisa Dozier, Rosalie Farley, Melissa Francis, Andre Franklin, Del Kingsland, Angela Marshall, Joyce Platt, Verna Taft, Audra Thomas, Mattie Wallace, Kim Walters, Mary Susan Williams

Ex-Officio Officers: Present: Robyn Galloway, Gwen Green, Wayne Reeves, John Toller, Chris Turner, Ashley Worthington

Ex-Officio Officers: Absent: Catherine Adams, LaKesha Alston, Taffye Clayton, Lee Ann Goff, Sara Lilley, Angela Moye, Jim Mullen, Karen Summerlin

II. Call to Order
Senator Paula Daughtry welcomed everyone and called the meeting to order at 2:30 p.m.

III. Roll Call
A roll call was performed by Senator Amanda Pantelidis to ensure accurate attendance records.

IV. Approval of Minutes
Senator Amanda Pantelidis reported that the minutes from the May 15, 2008 meeting were distributed to members via Announce and Health Sciences Announce. The minutes of May 15, 2008 were approved as written.

V. Financial Report
Senator Amanda Pantelidis presented two financial reports:
A. June 2008 closed out with $2,068.78 remaining in the State account and $363.84 remaining in the Chancellor’s Discretionary account.
B. July 2008 started a new budget year so $2,500.00 is available in the State account and $1,500.00 is available in the Chancellor’s Discretionary account.

VI. Special Order of the Day
A. Executive Committee election for Secretary – Senator Paula Daughtry reported that Senator Rosalie Farley has resigned as Secretary. Nominations were submitted for Mary Susan Williams and Christa Radford. Senator Williams declined the nomination and Senator Radford is unable to serve in this roll due to Alternate status on the Senate. Senator Daughtry opened the floor to nominations. No nominations were submitted. Senator Daughtry proposed a change of office by moving Senator Amanda Pantelidis from Treasurer to Secretary and nominating Senator Andrea Bristol as Treasurer. This was approved by the Senate.

2008-2009 Secretary – Amanda Pantelidis
2008-2009 Treasurer – Andrea Bristol

B. HR Update from Associate Vice Chancellor John Toller.
1) John Toller reported that the Chancellor approved to increase the salaries of employees that were below $25,000. A $500 adjustment was applied to their annual salary effective June 30, 2008. Due to funding restrictions employees making $24,137 and above actually received the adjustment, 250 employees. Kim Wilson, Staff Senate Chair 2005-2006, brought this initiative to Chancellor Ballard’s attention. At that time approximately 650 employees needed to be addressed. After this year’s adjustment and Legislative Increase the University has only 120 employees that need to be addressed. At this time ECU is the only institution remaining in the UNC System with this type of initiative. Toller also reported that pending approval, $150,000 was tentatively placed in the University Budget for 2008-09 in order to address additional employees. Due to this initiative HR will be raising the minimum of offer to $25,000 for all new hires.

2) SPA Exempt Policy – the adjustment that was made was to clarify that there is no compensatory time for Exempt level SPA/CSS employees. The work week is a minimum of 40 hours. There is an exception in the policy that allows for unusual circumstances and those should be approved by Human Resources. Compensatory time that was accumulated prior to the implementation of the SPA/CSS Exempt Policy should be used before all other leave. The hours will expire 12 months from the date they were earned. Clarification was given on the hours that are accrued should be used within a 2 week timeframe. The 2 weeks is a guideline and additional time is subject to approval. For those employees who feel that working more than 40 hours becomes a pattern and they wish to either be reimbursed by time or money should first speak with their supervisor. Depending upon the type of situation the supervisor can contact Karen Summerlin’s area about policy issues.
and/or if the issue is more Career Banding focused can contact Nonie Garcia’s area for further information.

3) **Flex Schedule** – University policy is to allow employees and supervisors to come to an agreement of work schedule that does not violate any other rules. A flex schedule is open for approval anytime during the year, just not during summer months. Employees demanding a flex schedule or supervisors making it mandatory are not advisable interpretations by Human Resources.

**VII. Comments from the Executive Committee**

A. Comments from the Chair, Senator Paula Daughtry.

1) **Direct Deposit** – The University is encouraging that all employees (EPA, Non-EPA, SPA, CSS, Temp, Graduate Student, and Student) enroll in direct depositing of paychecks. Additional information will be distributed to employees currently receiving paper checks.)

**VIII. Standing Committee Updates**

A. Child Care Committee update will be sent via email to all senators.

B. **Standing Committee Sign-Up** – Senator Johnnie Eastwood briefed the Senate on the process of committee assignments and called upon a spokesperson from each committee to give a brief description of each committee. Sign-up sheets were passed out. The committee assignments will be disseminated via email prior to the next Staff Senate meeting.

**IX. Old Business**

A. **Top 10 Employee Survey Comments**

   ✓ Topic #1 – Lack of Understanding about Career Banding

   - Have employees asked their supervisor and/or Human Resource representative about existing information?
   - Suggested that Human Resources create a video of John Toller explaining Career Banding
   - Suggested an open forum be held
   - Suggested that a Power Point presentation be made available on the Human Resources website ([http://www.ecu.edu/cs-admin/hr/Career_Banding_2.cfm](http://www.ecu.edu/cs-admin/hr/Career_Banding_2.cfm))
   - More Career Banding workshops
   - Suggested that job duties and competencies need to be individualized
   - A comment was made that individual employees can’t relate Career Banding to themselves

**X. New Business**
A. Proposed 2008-09 EPA/SPA LI Salary Increase

Senator Amanda Pantelidis reported that the discrepancy in salary increase amounts for EPA vs. SPA is due to the salaries being funded from two separate budgets. The EPA increase is funded by the UNC General Administration Budget and the SPA increase is funded by the Governor’s Budget. The Ad-Hoc committee that was formed met and discussed how the Staff Senate should respond to the comments and concerns of our constituents. Also, the committee wanted to inform the ECU community on how to properly contact State Officials. The committee was informed that ECU work time and property (phones, faxes, copiers, email, etc…) should NOT be used to contact State Officials about the Legislative Increases. An alternate resource is SEANC.

B. ECU Staff Senate Shirts

Senator Andrea Bristol presented new style shirts for consideration of the Senate. The new style is an Oxford style button shirt either in short sleeve or long sleeve. The color is purple and will have an approved ECU logo. Senators approved the style change and Senator Bristol will be sending a size chart via email to senators.

XI. Announcements

1) Refreshments will no longer be provided at the Monthly meetings.
2) Next meeting will be held on Tuesday, August 12, 2008 at the Health Sciences Bldg in room 1150 from 2:30pm – 5:00pm.

XII. Adjournment

Senator Paula Daughtry thanked everyone for coming and adjourned the meeting at 5:00 p.m.
Top 10 Employee Survey Comments

(These are not ranked in priority order)

1. Lack of understanding about Career Banding

2. Lack of supervisor and manager performance and accountability in personnel management. (Completing annual evaluations, regularly reviewing work plans and job descriptions).

3. Salary inequities:
   - New hires earn more than veterans.
   - Additions to permanent work responsibilities without a salary adjustment.
   - No process for merit raises.


5. Need an easier method for dismissing non-performing staff.

6. Equity in the hiring process. (More advancement and promotion from within the University).

7. The Staff Senate needs to be a more informed and stronger voice; there is not enough interaction between Staff Senators and the staff.

8. The cost of employee parking.

9. Classism and racism are more deeply rooted than most people either want to think or admit.

10. Review employee benefits (Tuition assistance for family members and domestic partner insurance).