Attendance:


Absent: Tamara Congdon, Kimberly Corbett, Tim Daughtry, Rosalie Farley, Melissa Francis, Andre Franklin, Lisa Graepel, Karen James, Vickie Johnson, Scott Lane, Mark Parker, Joyce Platt, Mike Rowe, Verna Taft, Mary Susan Williams, Ken Yarnell

Ex-Officio Officers: Present: Robyn Galloway, Wayne Reeves, John Toller, Ashley Worthington

Ex-Officio Officers: Absent: Catherine Adams, LaKesha Alston, Taffye Clayton, Lee Ann Goff, Gwen Green, Sara Lilley, Jim Mullen, Karen Summerlin, Chris Turner

I. Call to Order
Senator Paula Daughtry welcomed everyone and called the meeting to order at 3:29 p.m.

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

III. Approval of Minutes
Senator Amanda Pantelidis reported that the minutes from the October 16, 2008 meeting were distributed to members via ECU Staff Official. The minutes of September 18, 2008 were approved as written. Motioned by Gloria Potter and seconded by Del Kingsland.

IV. Guest Speaker
A. Leigh Cobb – Bernstein Clinic Pharmacy: Educated the Senators on ECU Physicians comprehensive prescription services available from (4) pharmacy locations for ECU Physicians patients, and ECU employees and their family members. Please visit their website for more information www.ecu.edu/ecuphysicians/patient-care/pharmacy.cfm

B. Bill Koch, Associate Vice Chancellor of Environmental Health, Safety, and Parking & Transportation and Jack Tawney - Parking & Transportation: Educated the Senators on two parking proposals.

a) The first is a policy which provides A permit parking priority for assistant vice chancellors, directors, chairs and staff considered part of the Chancellor’s Office (e.g. attorneys, policy analyst, etc.). Attached is the policy that has been approved by Executive Council. The Executive Council has struggled with the need to provide parking for directors, chairs and administrators that are required to attend many meetings, but are not at the level to be eligible for reserved parking. Not wanting to elevate these key administrators to reserve parking, thus expanding reserve the parking roles and irritating faculty and staff even more over this special parking benefit, they asked me to help solve this problem. Although Parking & Traffic has a history of keeping everyone on the same priority level for parking – first come, first served – this does not meet the needs of an expanding university and expanding administrative roles. For instance, we have a new director of sustainable tourism and university attorney, whose jobs require a lot of travel in a personal vehicle sometimes not returning to the office until late at night or early morning (sometimes 2 AM for the attorneys) and they have to park in the B lot and walk. The B lots are furthest away for those in Spilman because we cannot carve out B parking in the TRUNA neighborhood north and west of campus. This A permit priority policy would allow chairs, directors, assistant vice chancellors and the chancellor’s office units to move to the front of the A list and immediately get an A permit. Most of these people already have an A permit and there would only be a few requests per year so I believe we can do this without reducing the number of A permits already sold to faculty and staff, thus there should be no real impact on faculty/staff parking. This policy has been discussed with the Parking & Transportation Committee, an advisory committee of faculty/staff/students, but there was no quorum to vote on it. Koch would expect they would not favor this policy since it would not improve their parking, but he sees it as an operational necessity. In addition, our chairs, assistant vice chancellors and directors are very busy, deal with a lot of challenging issues and this would be one small benefit for them.

b) The other proposal involves a parking fee increase. (See attached Parking Fee Proposal.) ECU has not raised parking fees for 6 years (since July 1, 2003), but the state has lost a lawsuit that will
require ECU to transfer $3.9 million (one time) in reserves and about $400,000/year in fine revenue to the K-12 school systems. With talks of a deck on each campus and a master plan study getting ready to start that will determine our future parking expansion; ECU needs to increase the fees to start replenishing the reserves. ECU uses reserves to cover operating and capital needs whether we pay directly for lot construction and upgrade or go to the bond market for financing. Attached is Parking & Transportation financial plan and other supporting documents. Koch has already spoken with SGA and Chancellor’s Executive Committee and they understand the need. No one wants a fee increase, especially in these economic times, but it comes out to an increase of $0.50 or $1/pay period based on the permit and it has been 6 years with no increase in fees. ECU is still well below the other mid to large UNC institutions. (See UNC Parking Fees Comparison attached.)

V. Old Business

A. Top 10 Employee Survey Comments List – Senator Rick Yakubowski

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

   a) Evaluations are time consuming and hold no value.

   b) Evaluations do not lead to merit raises so what is the point?

   c) Problems with evaluations:

   1. The original goal from Office of State Personnel of evaluations is no longer viable in this current time period. (merit raises)

   2. Process and signature mean nothing. Employees can complete their own evaluations and their supervisor then signs it. There is no checks and balances on the supervisor to complete the employees evaluations. Employees should not be asked to complete the evaluation process for their supervisor on themselves.

VI. New Business

A. Staff Senate By-Law Changes – Senator Johnnie Eastwood

   1. Please see attached by-law changes proposed by the Executive Committee. Please send all comments and questions to Johnnie Eastwood. The Senate body will vote on these changes at our Jan 15th meeting.
VII. Comments from the Executive Committee were deferred to accommodate time.

VIII. Monthly Committee Updates and Reports were deferred to accommodate time.

IX. Announcements

   A. Next Staff Senate meeting will be on Jan 15, 2008 from 3:30 – 5:00 pm, Willis Building. Committee meetings will be from 2:30 – 3:30.

X. Adjournment at 5:03 p.m. Motioned by Joani Zary and seconded by Audra Thomas.
Communications and Marketing Committee

11/20/08 Minutes

- Members present were Mimosa Hines, Michael Corso, Mattie Wallace, Jean Merenda, Duywana Millner, and Kay Thomas.

- Mimosa presented the group with a draft of the e-mail flyer to send out to new hires. The overall consensus of the group was positive, so the materials will be passed on to Michael so he can start to actually build it.

- We were provided the master list of ECU employees to begin discussing how best to break it up among senators. There were around 3000 staff members on the list, and there are approximately 48 senators. We discussed options as far as dividing the list alphabetically, by division, etc. We talked about pros and cons of each option, but didn’t decide on one.

- Jean volunteered to work on sorting the list so we can more easily discuss the best way to go about this. The idea would be that once we break down the list and assign each senator their group, the senators would then be responsible for creating an email list by which they would communicate senate matters to their assigned constituents.

- Also brought up was drafting a generic letter for senators to use when communicated with their constituents. Senators would personalize this letter by inserting their name, division, etc., and then send it out to their assigned group.

- We discussed meeting again outside of the senate schedule to finish discussing the breakdown of the list.
Rewards and Recognition Committee

November 20, 2008
2:30-3:30 pm

In attendance: Joani Zary, Michelle Wallace, Gloria Potter, Jennifer Yandle

Absent: Leigh Cobb, Melissa Francis, Harold Coleman, Verna Taft, Scott Lane, Tim Daughtry, Vicki Johnson

• Computer Loan Program:
  o 4 loan applications were approved

• Employee fitness walk will be held as part of the Employee Wellness Day on October 22, 2008 around Lake Laupus
  o 40 people registered for the walk
  o Door prizes were given out during the walk
  o The Student Rec Center staff to led the walk
  o Weather may have had an adverse effect on the number of people participating.

• Employee Appreciation Breakfast will be held during Employee Appreciation Week April 13th – 17th, 2009
  o Vicki Johnson updated the list of previous donors. The list was be distributed via email to committee members and review during the meeting.
  o Tent permit will need to be discussed with Paul Clifford, alumni director to discuss where they want to place the tent.
  o We are hoping to have the breakfast on Tuesday April 14, 2009
Present: Dawn Gibbs, Mark Parker, Christa Radford, Diane Rains, & Richard Yakubowski

Old Business

- Senator Hulsey is working to create an anonymous online “Drop Box” in OneStop where staff members will be able to post questions/concerns. The application will have drop down menus with major comment topics such as parking, benefits, etc.

New Business

- The committee has been asked to assist HR with publicizing the Retiree Benefit Program. “How can the Staff Senate communicate retiree benefits such as OneCard and email? The initial group of retirees to be targeted is those whose retire dates are June 30, 2008 – present. The list of retirees will be monitored annually. The committee will work with Judy Tucker on this project.