

ECU Staff Senate Minutes

Date: September 10, 2020

Time: 3:00pm to 5:00pm

Location: Webex

**Call to Order:** Senator Todd Inman

**Roll Call:** Kristin Wooten

**Guest Speakers:**

**Interim Chancellor Ron Mitchelson** – University Update

While we put forth our best efforts to facilitate on campus instruction, the infection rate rose significantly, and the decision was made to send students home. Despite challenges with COVID, our enrollment this fall was the third largest in history. Graduate and transfer student enrollment have increased, and we have steady enrollment at the undergraduate level.

Pirate Promise, a co-admission agreement with over 30 community colleges, is now starting to pay dividends and ECU was renamed by Princeton Review as one of the best colleges in America. This is our second year in a row being named by the Princeton Review and we were named by Washington Monthly as one of the best “bang for the buck” in the Southeast. This has been a great year in terms of research funding, sponsored programs, and funding activity to exceed 55 million dollars, our second largest in history. We are continuing to grow our Honor’s College which now has over 800 students. We now admit transfer students into the Honor’s College which contributes to our reputation as a great school with tremendous value. We are continuing to grow our campus with new landscape in the downtown Greenville area which will make the area more attractive for current and future students.

The Chancellor search was on hold due to COVID, but the committee has resumed its work and will meet on September 11th to narrow down applicants. Once the best candidates have been selected, the committee will hold teleconference interviews with these individuals. The goal is to have a new chancellor in place by January 2021.

**Rob Weatherly and Malorie Yeaman** – HR/OED Speech & Expression

As noted in the employee handbook, employees are expected to conduct themselves in an ethical, professional, respectful, and collaborative manner at all times. Employees are also expected to comply with departmental and university expectations, policies and procedures. Students, faculty and staff have the right to express themselves freely as permitted by the first amendment however, they must behave in a manner that is respectful to others and does not interfere with the rights of others and/or the mission of the university. When posting on social media, employees are encouraged to indicate that their views are not the views of the university to avoid conflict. In addition, employees are reminded that political activities are not permitted during work hours and community service leave cannot be used for paid political activities. Employees are encouraged to review University PRRs if they have questions.

**Executive Committee Presentation**

Chair – Senator Todd Inman

* There are vacant seats for senator and alternate positions in certain divisions, there will be an email sent out regarding the number of open positions.
* The Janet B. Royster Scholarship deadline is quickly approaching. An email will be sent out again with all the information needed to apply and the application needs to be submitted by September 30th.
* A survey was sent out regarding the UNC Racial Equity Task Force. All staff are asked to complete the survey by September 30th, it is a great opportunity to share your thoughts.
* The Executive Committee is working to increase awareness of the senate across the university and be more transparent. We will also work to improve onboarding for new senators by possibly implementing a mentorship program.
* Guidance for the Fiscal Sustainability will be forthcoming however, we are looking for 3 to 4 individuals who are interested in serving. If you know anyone that would be a good fit for this role, please send names to the Staff Senate email.
* The Parliamentarian position will be a little different this year. The role will go to a student that has experience with Robert’s Rule of Order. Aisha is currently working with her department to find students who may be interested.

Chair Elect – Hector Molina

* Goal for Staff Senate- serve as a liaison between staff, Chancellor Mitchelson, Board of Governors, Faculty Senate and Staff General Assembly, and UNC Staff Assembly.
* Senator Roles and Responsibilities- promote participation in the university community through support of activities and service projects. Also, assists in the communication of issues and activities involving staff.
* Staff Senate Signature- all senators can add the senate signature in their email, a copy of the presentation will be provided after the meeting which has an example of the signature.

Vice Chair – Aisha Powell

* The Executive Committee will ensure a cabinet member is available at each meeting to answer questions and address employee concerns.
* The UNC Board has created a racial equity task force which will hold town meetings in which people can express their concerns.
* In terms of work and leave provisions, there are accommodations put in place to assist employees during the pandemic. Employees are encouraged to communicate with their supervisor if accommodations are needed.
* Staff Senate committees include: Communication & Marketing, Membership, Diversity, Leadership & Professional Development, Bylaws, Human Resources, Rewards & Recognition, and Scholarship. Senators were asked to share their experiences on their respective committee.
* Committees are expected to accomplish a yearly goal created by the Executive Committee in addition to establishing 1 or 2 goals. A chair, chair-elect, and secretary must be elected, and committee members are expected to attend all meetings scheduled by their chair. The chair (or another member from the committee) will provide committee updates at the monthly meetings.
* A survey will be sent to all senators after the meeting. Senators must respond to the survey by September 17th the submit their committee request and all senators will be informed of committee assignment on September 24th.

Treasurer – Senator Lisa Ormond

* The Senate received the normal budgeted amount of $2500 this year and there was a credit from last fiscal year.
* Discretionary funds have not rolled in this year however, this is not unusual because it does take a couple of months to roll. Due to COVID and the cancellation of Staff Appreciation Week, we have a fairly large balance in this account. These funds typically cover items such as t-shirts, promotional items and food.
* Children of SHRA scholarship has a balance of $6964, Gale Jordan Memorial scholarship has a balance of $5298 and the Staff Senate Priority Fund has a balance of $3501.
* The priority fund is used to deposit our fundraising money and does not have the same restrictions that state funds have. This money is generated from fundraising meaning we need to work baseball/basketball concessions to raise this money. We need senators to work at least one game to increase our funding.

Secretary –Kristin Wooten

* The Staff Senate meets monthly on the 2nd Thursday of each month, in the event the senate cannot meet on the 2nd Thursday, then meetings will be held on the second Tuesday of the month. As of now all meetings will be held via Webex/Teams until further notice. Attendance at meetings is required and excessive absences will be reviewed by the executive committee. Please notify the Executive Committee if you are unable to attend a meeting.
* All employees can attend senate meetings and the agenda/minutes will usually be sent out to senators 7 days prior to the meeting. Minutes were delayed due to the vacant secretary seat however, minutes from previous meetings will be sent for approval prior to the next meeting.

**OED 2020-21 Mini-Grant Program - Aisha Powell**

This is a great opportunity to gain additional funds to facilitate discussions about diversity and inclusion as well as explore our bias. We will select a book which will be purchased with the funding and distributed to all senators. After reading the book we will discuss as a group to give everyone an opportunity to share their thoughts. The grant is due by September 14.

**Open Discussion**

* Have HR Committee work on a document to provide guidance regarding possible furloughs and unemployment
* Remind employees that early voting begins October 15th and ends October 31st. It will take place at the Willis Building and anyone registered in Pitt County can vote at that location. Please feel free to reach out to Alex Dennis if you have questions.

**Announcements: Next Meeting – October 8 via Microsoft Teams**

**Meeting Link & Password:**

<https://ecu.webex.com/recordingservice/sites/ecu/recording/playback/0eea543062e24e879048f3cb9f578e4b>

dJvshw@4