

ECU Staff Senate Minutes

Date: November 11, 2021

Time: 3:00pm to 5:00pm

Location: Teams

**Call to Order:** Senator Hector Molina

**Approval of Minutes:** Kristin Wooten

October minutes were approved

**Guest Speaker:**

**Assistant Vice Chancellor Stephanie Whaley** – Enrollment

Faculty and staff can further their education by taking advantage of the tuition and fee waiver program. Any permanent SHRA, CSS, or EHRA employee working 30 or more hours per week for nine months out of the calendar year, is eligible to take three credit bearing courses in an academic year at no cost to the employee. The deadline to submit the waiver is by 5pm on the last day for registration and schedule adjustments (drop/add) per the calendar year. Employees must be academically eligible for the course and must wait until the end of drop add to register for the course. There is a $75 application fee and high school transcripts are required for an employee that has less than 24 college credit hours. Admission deadlines can be found at <https://admissions.ecu.edu/>

Helpful websites include: <https://www.ecu.edu/prr/07/35/03>; <https://financialservices.ecu.edu/wp-content/pv-uploads/sites/86/2018/05/Faculty-Staff-Tuition-and-Fee-Waiver-Online-Procedures.pdf>; and <https://financialservices.ecu.edu/waiver-reporting/>

**Executive Committee Comments**

Chair – Hector Molina

* Thank you to all our veterans! Your service to our country is greatly appreciated.
* In collaboration with the Faculty University Environment Committee, we have scheduled a Q&A next Wednesday focusing on pancreatic cancer and the cases found in Brody. It will be recorded for those who cannot attend but would like to view later.
* Patrick Mitchell has accepted a position outside of the university. The Treasurer seat is open, and we are looking for a Senator to fill that seat. In the meantime, Lisa has agreed to assume these duties.
* Dr. Virginia Hardy’s group has been promoting the 2022 Leadership Academy. It is a great opportunity to meet leaders on campus and strengthen your leadership skills.
* The Staff Assembly leadership has changed. Garrett Killian has stepped down as Chair and Crystal Woods, from the NC School of Science and Math, has assumed this role. We thank Garrett for his service.
* The DEI Commission had their first Meeting on October 1st to strategize for the next two years. Subcommittees are being formed now and the first area of improvement will be student success.

Chair Elect – Aisha Powell

* The provost search has ended. Four candidates were selected, and Staff Senate had the opportunity to meet each candidate and discuss issues pertinent to staff. It is hoped that the position will be filled within the next few months. We would like to thank our Interim Provost Grant Hayes for his service.
* Executive Committee will be meeting with Faculty Senate and SGA leaders at the end of November to discuss collaboration initiatives. We will share updates during our December meeting.

Vice Chair – Lisa Ormond

* We have one football game left after this season, asking for volunteers to work that game which will be the Friday after Thanksgiving. We also have a schedule for the basketball games which is available in Teams. We have collected about $1300 in concessions and these funds are needed for our scholarships.
* In December we will hold breakout sessions during the meeting to discuss issues on campus and return to the main meeting to share as a group. Questions will be sent out prior to the meeting, and we ask that you discuss these with your constituents.

Treasurer – Lisa Ormond on behalf of Patrick Mitchell

* A discrepancy from last month was found on the report. Lisa is working to correct this and will send out next week. We do have about $20,000 in discretionary funds which will be used for spring events.

Secretary – Kristin Wooten

* Currently planning the Holiday Drive for the ECU Community School which will begin after Thanksgiving. We will collect items until December 14th and deliver items to the school on December 16th.
* Michelle Bone is the Staff representative on the Campus Rec and Wellness Advisory Council. The council meets monthly and it’s her job to bring issues/concerns/feedback to them from the staff. With Covid and budget issues there have been quite a lot of changes at the rec, and surely there will be more to come. If at any point you have anything that needs to get passed along, please forward those to Michelle at bonee19@ecu.edu.

Parliamentarian – Olivia Cottrell

* SGA is wrapping up a few things before the Thanksgiving holiday. Also working on some legislature but more information will be provided.

**Committee Updates**

* Scholarship (*Erica Hoyt*)- Will hold another percentage day at Mellow Mushroom on November 15th. Participants can dine in or take out and 15% of the proceeds will go towards our scholarships. Working to schedule another percentage day or night within the next couple of months. Scholarship applications are now open, please share with others. People can apply through AcademicWorks.
* Rewards & Recognition (*Susan Eckert*)- In the process of planning Staff Appreciation Week and brainstorming different ideas. Will most likely be the week of April 18th but subject to change. In addition, we will open nominations for Outstanding Staff Awards late February. More details are forthcoming.
* Diversity Committee (*Amy Bright*)- The virtual panel for Women Leaders at ECU is November 18th at 1:30pm. Working on planning another event for the spring.
* Leadership & Professional Development (Kristin on behalf of Janet Turner)- The BALL event will be April 19th from 2-4. The committee reserved ball room C in the main campus student center. Dr Rebecca Rogers along with Garrett Blackwelder from Grover Gaming are potential speakers, just waiting to get official commitments from one of the two before moving on to other possible speakers.
* Communication & Marketing (*Matt Smith*)- completed some flyers and promotional materials specifically for the Scholarship Committee and the Diversity Committee. Currently working with the Membership Committee to complete the Staff Senate video.
* Bylaws (*John Southworth*)- The committee met on Tuesday and is working on collaboration between the Staff Senate and Faculty Senate. Will update the bylaws to include language regarding an ex-officio faculty senate seat on the Staff Senate.
* Membership (*Joseph Moore*)- working on filling vacant positions within the senate. Also working with Exec to communicate with Vice Chancellors of divisions who do not have potential senators. Hoping to finalize the video within the next month.
* Human Resources Committee (*Loretta McDaniel*)- Irina Swain has accepted another position outside of ECU and Loretta McDaniel has taken over has Chair. Working to meet with Stephanie Coleman to discuss funding for the Employee Emergency Assistance program. Before Irina left, a telework pros and cons document was developed and sent to HR for review. The Bereavement Policy is being worked on by Lisa Ormond and she is working with Garrett Killian to see where the policy is at the Staff Assembly.

**Open Discussion**

* Question about the faculty/staff tuition waiver being used for children of employees. The policy currently does not permit children of employees to utilize the waiver. This would have to be changed at the legislative level since it is a system wide policy. Suggest working with HR committee to lobby for this change.
* The new Life and Science Biotechnology building opened today, and the grand opening was this morning. Several departments must move in prior to being open for public viewing.
* Need volunteers for the football game on November 26th. People can sign up using the link in Teams and can also begin signing up for the basketball games.
* Concerns about high turnover within the University. Leadership is working to assess the reasons for turnover and methods to attract and retain employees.

**Announcements: Next Meeting – December 9, 2021, 3pm-5pm via Microsoft Teams**

**Meeting Link:** <https://web.microsoftstream.com/video/6b6a3a87-42eb-481e-86ef-3f25c5c9de94>