

Minutes approved on 9/11/13.

# Staff Senate Minutes

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**Thursday, August 8, 2013**

## **Call to Order:**

Meeting was called to order at 3:01 pm.

## **Guest Speakers:**

**Dr. Ron Mitchelson**, Vice Chancellor, Research & Graduate Studies spoke on the topic of the ECU Mission Statement (see attachment).

Dr. Mitchelson expressed gratitude to the Staff Senators for their service and communication on behalf of staff. Research and Graduate Studies is a small division and he wished those Senators many thanks for their service.

He stated that missions are important and when he was asked to be involved in this project, he was reading a book called "Dog Company". This was a company that got all the tough jobs. A group of 30 soldiers were ordered to take Hill 400 from 300 Germans. Take Hill 400 is the mission, they were told.

So commitment to missions is important. The Board of Governors for UNC developed a new strategic plan that was adopted in February. The plan is called, "Our Time, Our Future". President Ross then wanted the universities to look at their mission statements to align them with the strategic plan. Chancellor Ballard appointed a committee of eight people composed of administrators, faculty and staff. They drafted a new mission statement, however it was really just tweaking the existing mission statement because the old one was very well received. The draft was put out for public comment. The committee conducted focus groups; met with various committees of the university; put out an electronic survey with the result of 60% feeling it was a good draft. There was a lot of commentary through out this process and the committee took all of it and tried to mold it into something that pleased everyone. There were some things that had to be included in new mission statements, driven by SACS, such as a reference about having distance education. Student success needed to be in there, as well as budget cuts driving a statement about efficient use of resources, etc. There was a lot to consider as a Mission Statement provides identity and provides our purpose for being. The charge from Chancellor Ballard was that it should be distinctive, authentic, bold and cohesive. It should provide guidance for when times are tough – one should go back and read the mission statement. The draft Mission Statement was then read to the Senate. Most of the campus thinks it is good however there were questions such as where was research? How about athletics? And so on. The draft will be proposed to the Board of Governors on Nov. 8<sup>th</sup> and also to consultants who are looking at all UNC system mission statements. Time for Questions:

Q - Bullet 3 talks about inspiring positive change. How are we going to measure inspiration? A – Each of these has a set of sub-items that do reveal measurable traits. Some statements will have to be developed to go along with this to identify the measurable areas.

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A Senator comment thanked Dr. Mitchelson for including athletics.

Q – Regarding measurable goals, the second bullet references a global society – would there be something in the statement about being globally competitive? A – The first part of that bullet talks about student preparation, which would make our students competitive in all markets.

Garrett stated that the Board of Trustees made a motion to endorse the mission statement and Garrett asked if the Senate was interested in a motion to support this mission statement?

Q - A Senator commented that the Statement references being a national model, mentions regional transformation, but then talks about a global society. The Senator raised the point of the Statement talking about only regional versus a further reach and wondered if it was nearsighted to mention “regional transformation”? A – The committees thinking was that what we do locally we do so well, and people pay attention to what is done really well. ECU is not the flag ship university of the UNC system, however, we impact things greatly in the region because of what we do so well such as addressing poverty, providing access to care, etc. and others learn from it.

Senator Rick Smiley moved that the Staff Senate show support and endorse the Mission Statement, seconded by Senator Penney Doughtie. **Motion Passed.** Dr. Mitchelson thanked the Senate and said the more support of the Mission Statement draft that he could bring when he presented it would say a lot for leaving it untouched and not tampered with by the Board of Governors.

**Lynn Caverly**, Campus Living Communications/Public Relations Specialist spoke on the topic of Pirate Boarding Crews setup and expectations:

Senator Lisa Ormond was instrumental in wanting to gather a group of volunteer Senators to help with student’s move-in day and Lynn was introduced by Lisa Ormond. The Boarding Crew has been in existence for about a decade and has lots of volunteers across the university. The Crew uses volunteers to help families move in. The main focus is to help with the residential halls without elevators. The volunteers can answer questions, open doors, help with the move in and provide a welcoming atmosphere. This year’s move-in days are scheduled for Aug. 15<sup>th</sup> thru the 19<sup>th</sup>; shifts are from 9:00 am-noon, 12:00 pm – 3:00 pm and 3:00 pm – 6:00 pm. Boarding Crews is providing t-shirts to wear and the volunteers can keep them. Volunteers can check with HR about how one’s work time would be accounted for and volunteers are not required to lift anything that is too heavy to lift. If interested, Senators can take one of her business cards and get in touch with her.

The Senate volunteer group could be together in one hall for helping to move things, or Senators could just welcome students and families and provide handouts.

Q - Are there specific days that freshman, sophomores, etc. move in? A - No, everyone moves at the same time. It is well organized all over College Hill. Focus is again on the halls that do not have elevators; if there is an overflow of volunteers, then they can be dispersed to the other halls.

Q - If staff wanted to volunteer, what kind of leave time would they be using? A – provided by Karen Summerlin who said that staff couldn’t use community service time, maybe could use flex scheduling, however she would check on that to see that if one has supervisor approval, it could be considered part

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of one's job. A comment was made by Senator Mark Metcalf that how could the task of helping students move in not be considered part of one's job!

A meeting is being held Monday, August 12th at 4:00 pm in Mendenhall to go over things. Lynn asked Senators to spread the word with other civic organizations and churches that might be looking for a charity project and suggest that they could come and help with the move.

There is a sign up sheet on the back table for the Senators. Just the group leader should come to the meeting on Monday and bring the shirt sizes.

### **Roll Call:**

Senator Judy Havermann, Secretary, called the Roll and a quorum was present.

### **Attendance:**

See attached attendance sheet.

### **Approval of Minutes:**

Senator Kim Higdon made a motion to approve the minutes of July 11, 2013, seconded by Senator Kendra Davis. **MOTION APPROVED.**

### **Executive Council Comments:**

#### **Chair Garrett Killian Comments**

At the September meeting elections will take place for alternate delegates for Staff Assembly. The current alternates are Senators Jenny Gregory and Deri Stormer. The three delegates are Senators Mandi Lancaster, Garrett Killian and Bill Edwards. The elected alternates will attend General Assembly meetings if one of the delegates cannot. Alternates can attend the video-conferences and also some of the meetings held in Chapel Hill. There might be some help from our budget for travel expenses, but Garrett will have to look into that. Garrett asked Senators to think about it if interested. Alternates serve for a one-year term.

A volunteer opportunity is coming up in October. Easter Seals is holding a bicycle race in Washington and we will have someone coming to speak about the race and what preparation needs to be done at a future meeting. If Senators know of any other opportunities, please let Garrett or Martina know.

Senators Julie Fowler and Penney Doughtie went to the Board of Trustees meeting in July. The next meeting is September 19<sup>th</sup> and 20<sup>th</sup> in Mendenhall. It is a 2-day meeting with the first day focused around the committee meetings and then the second day is the general meeting. The meeting schedule is on the website if anyone wants to take a look.

Senator Beth Martin resigned on July 23rd. She changed divisions and that leaves the seat vacated. We don't have any alternates in AF, so if anyone knows of someone interested let Garrett know.

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The General Assembly approved some changes in the state personnel act and some key points are:

- Changed 11 holidays to 12
- Made a lot of changes to grievance policy and streamlined it
- OSP changed named to Office of State Human Resources

Karen Summerlin clarified that currently ECU's probation period is six months, but can be no more than 9 months (under the old rules), and it is now changed to 24 months. Q - How does it affect years of state service and retirement? A - Don't know, but don't think it will affect that as currently it is not affected. For supervisors this will be a change right now, HR is looking at how to administer this change. Q - When does this become effective? A - Effective date is when it becomes law. Something will be coming out soon and these changes will happen unless the governor does not sign it. Q - Can ECU choose less than 24 months? A - Don't know if we can choose. Before, OSP allowed us to choose the length. Current staff on probation would be grandfathered in the under the old probation period.

There are no raises for staff in this budget, however, one week of vacation bonus was granted and will expire June 30<sup>th</sup> of 2014. Staff could use those days for Christmas leave. Q - Can employees still choose to use at their discretion? Answer is same rules apply, so yes. Please note, budget is for 2 years, vacation is for this year only.

#### **Chair-Elect Bill Edwards Comments**

At the July meeting committees met to determine officer positions, meeting times, etc. Final list has not been sent out as some decisions were still changing. Bill announced the chairs of some of the committees. List will be sent out and posted in appropriate places. Membership committee is formulated with all the chair elects and the secretary of the Executive Committee. The committee oversees attendance, reports on absences to Senate and oversees the elections each year and will be pulled together for the coming month.

#### **Treasurer Lisa Ormond Comments**

As of July 31, 2013, fund balances are:

- State account: \$2,500 – Had one expense, the mailing of scholarship letters and the balance is \$2,493.10
- Chancellor's Discretionary Fund: \$2,500 – Had an expense for t-shirts of \$488.25, and the balance is \$2,011.75
- Gail Jordan Scholarship Fund Balance - \$25,082.69
- Children of SPA Employees Scholarship Fund Balance - \$3,094.75. Also, \$2,000 in scholarships was awarded this summer.

For Senators missing their name tents, they are printed in Printing & Graphics. We need to have more than one to have them printed. Since we now have several that are needed we will be getting them soon.

#### **Secretary Judy Havermann Comments**

None

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## **Committee Reports**

Based on the committees formed, the permissions on Sharepoint have been established.

### **By-Laws Committee**

Goals:

1. Emails on Absence Policy: Senator Harold Robinson, Chair-elect, will coordinate with the Membership Committee to gather additional information needed. Senator Kendra Davis will coordinate with past members to provide feedback on some questions. Senator Suzanne McDonald is researching what other institutions are doing.
2. Establish the Scholarship Committee as a standing committee in the By-Laws and review document to see if it needs updating.
3. Determine who votes during the May officer elections – will seek Senate input.
4. Draft a resolution on Senators transferring to another division and being able to fill a vacant seat in the new division – will seek Senate input.

### **Communications and Marketing Committee**

Goals:

1. Increase Pirate Perk vendors.
2. Improve collaboration with Staff Senate committees
3. Posting committee minutes to SharePoint in a timely manner; have information from committee reports to post on Facebook/Blog/Website.
4. Increase views of Facebook/Blog/website and keeping them current
5. Have a request for information each month from each committee added to the Staff Senate agenda.

### **Diversity Committee**

Goals:

1. Keeping all goals from last year
2. Helping with some of the Senate projects

Senator Becky Merrick, Chair-elect, announced that the ECU Council on Family Relations is have a Back to School Drive on Aug. 24<sup>th</sup> and they are asking for school supply donations for the African/American Girls Operation Sunshine. Becky is collecting for HS Campus and asked for someone to do the Main Campus. Q – Can surplus items be used? A – Since it is a non-state group, surplus items cannot be used. A comment was made that since such a Drive benefits local community efforts, the way surplus is used should be changed.

The American Indian faculty/staff resource group meets the second Tuesday of every month a noon, however, the location changes.

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### **Human Resources Committee**

Goals:

1. Staff forum Fall October '13 - 6 month goal: Date will be Monday 14<sup>th</sup> (Can't do 16<sup>th</sup> or 17).  
Topic(s) to be decided.  
Times - 9am-11am in Hendrix, (maybe great room); 1:30pm -3:30pm in Brody.  
Location(s) Hendrix and Brody OR ECUHI Auditorium.  
Speakers on KRONOS possibly.
2. Staff forum spring will have more details to follow. We will probably base the topic on crowd input from the fall '12 forum.
3. Multisource Feedback 6 month goal. Connect with HR and ITCS (Sara Lilley and/or Gwen Green et al.) to find out more details about the plan. Will it actually be used to affect changes in promotion/demotion, position requirements changes?
4. Kronos 3-6 months goal. Find out details before it goes public, and make sure we are ready to answer questions and/or direct them to the appropriate people.
5. Holiday Schedule 3-6 months goal. Ensure that it is correct on the Website (it is), and get involved in this year's holiday schedule.

### **Leadership and Professional Development Ad-Hoc Committee**

Goals:

1. Implement a minimum of two sessions outside of Staff Senate meetings (in development)
  - a. Self-Knowledge and Interactions with Others
  - b. Leading Where You Are
2. Implement various exercises in Staff Senate meetings to develop leadership and professional development skills
3. Develop two additional sessions to implement in 2014-2015

### **Membership Committee**

Will be formulated and start meeting.

### **Scholarship Committee – Ad-Hoc**

They have not met yet. The Committee needs to be established as a standing committee of the Staff Senate. The work the committee will be doing is to:

1. Review the application process
2. Review the applications for the scholarship
3. Improve all processes to make it as simple as possible.

### **Rewards and Recognition Committee**

Goals:

1. Health Fitness Walk - development more opportunities for vendors and more awareness
2. Staff Appreciation – development opportunities/perks that are available during the week
3. Family Night – possibly try to begin to implement a yearly event for Staff families, example, movie night.

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## Old Business

- None

## New Business

### **Erskine B. Bowles Staff Service Award Nominations:**

Chair Garrett Killian talked about the award that has been given for only the past two years and this will be the third year. The Staff Assembly wants each university to nominate one candidate and asked for nominees.

Senate discussed submitting the nominees electronically to SA and then supplying more information at a later date. Senator Mandee Lancaster reviewed the number of nominations from other institutions. Nominees need it to be submitted by late August or early September. Chair Garrett would really like to have someone nominated from ECU. Email Garrett with suggested candidates and if we have too many, a survey would be done and all Senators would vote electronically.

### **Discussion on communication methods:**

Chair Garrett receives questions about how do we communicate with the constituents? He is seeking input on a good way to communicate with constituents across a division that we represent. Many divisions are spread out. Some of them are using Facebook and the Blog. Some don't use Facebook. Chair Garrett is a fan of the Blog – RSS feed subscription. He does send emails to ECU Official/Announce, but tries to be selective about how much is sent using that method. There was some thought last year about dividing up constituents into email lists. Some issues that may bring up is if some people don't want to receive the emails; what about as the list changes; needs to be maintained; etc. Or we could take the Blog that we use to frequently post any information. Chair Garrett asked for any ideas:

Senator Teresa Tripp said that we should all use our email signatures to include information that we are Staff Senators. Senator Mark Metcalf thought that was "brilliant" and a major thing that we can do.

Senator Tripp - all of us should "like" the Staff Senate Facebook page and invite friends to do the same.

Senator Tripp – post minutes to SharePoint site in a timely manner and develop a way of then getting various items to the Blog. Important to let the work of committees be shared with staff.

Senator Bill Edwards - Q – Is there a way to know how many are using blog? A - No way to determine how many subscribe. Our Facebook page does include all the ways of communication.

Senator Chrystal Morgan – wondered about the use of electronic communications, as a lot of staff don't have access. Perhaps post to bulletin boards?

Sometimes information does not make it to all constituents even though it is supplied. The Senate did have a newsletter, but it is retired as a thing of the past. It took a lot of time to compile – the Blog is quicker.

Suggestion to take Blog information and paste into a document and post to bulletin boards.

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Suggestion to take Senator Lisa Ormond's "What the Senate Does" drawing, expand it, make posters and then post all over the university. The drawing lists all media and what the Senate does.

Suggestion – Should a template be developed for Senators email signatures so all signatures are the same? Senator Mandee Lancaster commented that Outlook accommodates creating multiple signatures for various uses. Small divisions can get updated contact list easily, the larger divisions are more difficult.

Senator Kendra Davis – The University has TV's mounted throughout the campuses and wondered if the Senate could use them? Or would it take an act of Congress? Senator Dave Forrest -SA marketing does the programing of the content and Dave will check into it.

Senator Melissa Eakes – We could create an email distribution list and then could we get weekly reports to keep the distribution list updated. But it would be a lot of work for someone to maintain.

Senator Renee Safford-White- It is a great idea but would take a lot of legwork to get up and running which makes it difficult; maintaining it is worse. She handled announcements to send out for HS campus and it took up 30% of her time.

The University has ECU Announce lists already setup that we can all use. Why not use that list if the Senate going to email everything?

Senator Suzanne McDonald brought up use of the Blog and there was discussion about how to access the Blog. Chair Garrett Killian discussed the use of Outlook and the RSS feed. For MAC users, it could be a problem.

Chair-elect Bill Edwards– questioned if we should expand use of the Blog and maybe solicit subscriptions. Maybe send out one email announcement about subscribing to the Blog.

Senator Mandee Lancaster read the information/criteria about the Bowles Staff Service Awards and read about last year's recipient. She reminded everyone to submit candidates by Aug. 30<sup>th</sup>.

Senator Penney Doughtie asked who won the hockey stick? Chair Garrett said he did not know if it has been awarded yet.

Question was asked about how we move forward with this information/discussion on communication methods? Chair Garrett responded that the Executive Committee wants to digest all the ideas.

## Announcements

Next meeting: The next Staff Senate meeting will be held September 11th, in the ECHI Auditorium.

## Adjournment

Motion to adjourn made by Senator Cindy Reaves, seconded by Senator Theresa Tripp. **MOTION APPROVED.** The meeting adjourned at 4:51 pm.

Respectfully submitted,

Senator Judy Havermann, Secretary, Staff Senate



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## STAFF SENATE MEETING ATTENDANCE

August 8, 2013

### ALTERNATES BY DIVISION

#### ACADEMIC AFFAIRS

#### PRESENT

*Sherry Bingham*

0 excused -  
vaca

#### ATHLETICS

*Harold Robinson*

1

#### HEALTH SCIENCES

*Bobbie Harris*

1

*Mary Schiller*

1

#### RESEARCH/GRADUATE

*Christina Kennedy*

1

*Suhail Guzman*

1

#### STUDENT AFFAIRS

*Suzanne McDonald*

1

#### UNIVERSITY ADVANCEMENT

*Renee Safford-White*

1

TOTAL 7

### SENATORS BY DIVISION

#### ACADEMIC AFFAIRS

Cyndee Mueller

1

Julie Fowler

1

Kim Higdon

1

Crystal Morgan

1

Jeffrey Netznik

1

Lu Ann Sullivan

1

#### ADMINISTRATION AND FINANCE

Kendra Davis

1

Penney Doughtie

1

Melissa Eakes

1

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Woody	Edwards	1
Garrett	Killian	1
Chance	Kornegay	1
Beth	Martin	1
Becky	Preston	1
Travis	Taylor	1

**ATHLETICS**

Greg	Pierce	0
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**CHANCELLORS**

Derri	Stormer	0	excused
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**HEALTH SCIENCES**

Beth	Bengala	1	
Arlene	Bowling	0	
Paulette	Brown	0	
Martina	Christie	0	excused
Bill	Edwards	1	
Lisa	Graepel	1	
Nedra	Harris	0	
Judy	Havermann	1	
Tamara	McKeel	1	
Mark	Medcalf	1	
Rebecca	Merrick	1	
Lisa	Ormond	1	
Cindy	Reaves	1	
Alicia	Simpson	1	
Teresa	Tripp	1	

**RESEARCH/GRADUATE**

Rick	Smiley	1
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**STUDENT AFFAIRS**

Dave	Forrest	0
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**UNIVERSITY ADVANCEMENT**

Tricia	Reidinger	1
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TOTAL	28
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PLUS ALT.	7
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