

Staff Senate Minutes

Minutes approved at November 14, 2013 meeting.

Thursday, October 10, 2013

Call to Order:

Meeting was called to order at 3:05 pm. Senator Kim Higdon made a Motion to change the agenda order, seconded by Senator Kendra Davis. **MOTION APPROVED.**

Roll Call:

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

Attendance:

See attached attendance sheet.

Approval of Minutes:

Senator Arlene Bowling, made a motion to approve the minutes of September 11, 2013, seconded by Senator Kendra Davis. **MOTION APPROVED.**

Executive Council Comments:

Chair, Senator Garrett Killian Comments

Senator Bill Edwards resigned as Chair-Elect. He is not resigning from the Staff Senate, only duties as Chair-Elect. Senator Garrett Killian has sent out emails regarding Policy, Rules and Regulations – One PRR is about updated policies for surveys and the second is about an interim PRR for the weapons policy. Senators should review and get back to Garrett with your comments. Thanks to Senator Mark Metcalf for the work done on the Forums. Attendance was not great, but we had some good comments and feedback. Senator Garrett is on the University Committee for Fiscal Sustainability that looks at how to manage ECU resources and funds. A Survey will be coming out asking for any ideas that faculty/staff have to increase revenue/reduce costs. Survey is opening 10/15 and closing 10/29. The Committee is looking for input. Next Wednesday is the Health Fitness Walk. All Senators should make an effort to come out and support this event.

Chair-Elect Comments

No Report

Treasurer Lisa Ormond Comments

As of September 30, 2013, fund balances are:

- State account: Balance: \$1761.03
- Chancellor's Discretionary Fund: Balance: \$1943.85

- Gail Jordan Scholarship Fund Balance - \$25,082.69 remains the same. Interest is accrued once a year.
- Children of SPA Employees Scholarship Fund Balance - \$3,094.75. Also, \$2,000 in scholarships was awarded this summer.

Secretary Judy Havermann Comments

None

Committee Reports

By-Laws Committee

The committee met on 10/2 and looked at goals, also focused on email language concerning absences, but will coordinate with the Membership Committee on that. Policies from other universities were gathered for a total of 13 that were reviewed. Three had no policy; 1 allowed for senators/alternates to attend meetings via remote; one allowed for removal of an alternate/senator for non-performance of duties, but we are looking only at absences; one allowed the EC to decide who would be removed. It was interesting that not every university Senate meets every month; some meet only three or four times a year, so their policies were based on how frequently they met. Senator Suzanne will take the lead on this and gather more information to bring back to full body. Senator Mandee will be asked to help with surveys.

Committee also reviewed the need for a resolution to establish the Scholarship Committee as a standing committee and plans to have it done in a couple of months. Senator Kendra will contact prior members of the committee and take the lead on this.

The issue of May elections and voting rights among the outgoing/incoming Senators was discussed. More research needs to be gathered. Also discussed the issue of a Senator transferring to another division but being allowed to stay on as a Senator in the division to which they were elected and the possible need for a Resolution. Senator Renee will take the lead and also will have a survey developed. The committee feels Senators should be allowed to stay on and continue. Committee also is looking at the process by which resolutions are signed by the Chancellor. Senator Jeff is going to look into that. Senator Garrett suggested contacting the attorney's office about this subject as the signature requirement might depend on content.

Communications and Marketing Committee

The committee met last Wednesday and is finishing up calling vendors and updating perks on Sharepoint and updated the website posting of the Senate roster. Three new pirate perks were posted to the website. Decals are going to be mailed out within a week or so. Vendors can put them in their windows. Senator Beth Bengala asked if the committee has looked into a yoga studio as a vendor? A – Senate can't go to them, but Beth could ask them to contact us.

Diversity Committee

Senator Martina welcomed Toya Jacobs, program specialist for OED and updated information was posted to Blog and Sharepoint as October is disability month. Ride Without Limits event was held this past weekend and Senator Martina thanked all the volunteers from the Senate.

Feedback from the volunteers was:

- disorganized
- coordinator was not very nice
- too long of a time for so few people
- no food for volunteers until late afternoon

Suggestion is to have one rest stop staffed by 8 senators; assign shifts among the volunteers. A thank you will be written to Griffins farm that allowed their property to be used. Perhaps the Senate could set up guidelines as to our expectations and choose a site.

Holidays are approaching and volunteer projects were discussed. Perhaps the committee could organize a campus wide food drive. A second project just for Senate members could be to find a family that we would sponsor for Thanksgiving and put together hygiene and food donations, or food store gift cards, etc. Family might come from social services or come from a church group. Suggestion was made by Senator Melissa Eakes to sponsor a child with the name provided by a particular organization. Senator Jeff Netznik suggested perhaps food needs be identified, purchased and then let the family pick up the items already boxed by the store. Or maybe give them a menu and then they pick what they like.

Human Resources Committee

The committee was occupied with the Forums. There were lots of questions about the master plan; parking; and changes to SHP. Attendance was about 40 in the morning and 20 in the afternoon session. In the future perhaps more advertising; more posters, etc. could be done. Committee will be sending out thank you notes to the speakers and will have the videos posted to the website so they can be viewed.

Suggestion was that the committee should focus seeing what we can do to add in a crosswalk over to Treybrook from HS campus on Fifth St. Senator Mark felt that we should keep talking about it; keep the issue alive. Committee is also working on getting computer access for staff that do not have immediate access to computers – staff can feel disconnected with Announce emails. Committee volunteer opportunities - they are going to the Hope Lodge for cancer patients and serve food on 12/4; also they are wrapping presents for the Humane Society in December. Discussed the new learning management system for faculty and staff.

Leadership and Professional Development Ad-Hoc Committee

Committee has not really met since the first meeting but working on the sessions. The first Leadership Development Session will be held on Nov. 19th. There will be two sessions one from 9:00-11:00 am and then a second from 2:00-4:00 pm. Senator Mandee Lancaster will lead both sessions. An email will be coming out with more information. During the months of Jan/Feb the second installment will be given and “Leadership Begins with You” is the title.

Membership Committee

Committee will be organized shortly and have a meeting.

Scholarship Committee – Ad-Hoc

No report.

Rewards and Recognition Committee

Committee worked on finalizing everything for the Fitness Walk. All Senators should please come out and attend. There are about 30 vendors and businesses participating; there are two \$100 gift certificates for Watersports; Staff Senate shirts to give out, although at a limited number. This is a university-sponsored event. Senator Garrett will send out one more email about it.

Parking/Transportation will relax rules in the parking lot closest to Jimmy John's. Dr. Cunningham will give the opening remarks.

Old Business

- None

New Business

Nomination/Election for Chair-Elect: Senator Garrett stated there are no nominees. A common theme he has heard is that staff does not have time to do the work with all the added responsibilities. We really need a Chair-Elect to continue the leadership of the Senate for next year. One option is to open up position to alternates with a change to By-Laws; second option to consider is co-chairs to help spread the work out some. He would prefer not to wait for elections in May because the Chair-Elect does not have time to work with Senate and learn some of the ropes prior to becoming Chair. Discussed the allocation of \$15K to the department to hire a temp or utilize other tools to help the Chair during that year. Senator Beth asked if By-Laws could be changed for the current Chair to run again? Senator Kim discussed resource management and suggested that, due to the lack of resources and the significant time commitment, the Chancellor be asked to consider allowing positions time out of their jobs. Karen Summerlin will look into the possibility of some relief from job time. A suggestion was to see what other institutions are doing to handle this issue. Another suggestion was to offer a stipend. Karen Summerlin said she would advocate with a supervisor if they were not supportive. Senator/Alternate Mary Schiller volunteered to run for Chair-Elect. Senator Rick Smiley brought up the issue of how alternates are elected with a lower number of votes and so it suggests that the person is not the first choice of a division. Issue was discussed. Senator Kendra made the suggestion to look into a resolution temporarily waiving the By-Laws rules on alternates. The Senate decided to do this and approve the resolution at the November meeting and then also hold the election.

Guest Speakers:

- Karen Teynor, IPAR

Strategic Planning Process: The history was reviewed and in the summer of 2013 the mission statement was revised. Fall of 2013 saw the launching of the strategic planning process that defines organizational strategy and direction; determines what resources we have to get there. We need to know what the threats are – budget, space, economy and political trends. Work is underway with the UNC GA Strategic Plan. Trying to align all efforts together relative to goals and strategies. Need to set performance funding goals for 2012-14 – targets that we are going to meet. Dr. Beth Velde is setting up systems to measure the goals. Read the mission statement. Goal is to have an integrated model with a collaborative approach. This is where staff input is needed. Our Mission Statement is with the UNC GA for final approval. Strategic Plan is to have six directions; VC had to develop 3-4 goals for each of the directions. They will come back to Senate for input on these goals and will work with Senator Mantee to create a survey for input. There is a timeline to manage this process. Chancellor Ballard's charge is to have broad-based input, create buy-in, and have a model of shared governance. Senator Martina Christie – Q -what if a certain section in a division fails to provide input? Will there be ramifications. A –

If you don't contribute, then can't really complain about the goals. The committee will take all the input and then put it together. We are asking for input, but we are not mandating someone be part of the planning process and cannot force someone to participate. Each college will also have their own goals and strategies that should align with the ECU Strategic Plan and Mission Statement. Senators should encourage all staff to give feedback. Senator Garrett suggested that when looking at strategic planning, look at 50 thousand-foot level as each divisions strategic plan will feed into the ECU Strategic Plan. Discussed the importance of all being involved and how all our jobs affect student performance and ultimately the universities success. Strategic Plan is "Our Time, Our Future Goals".

Announcements

Next meeting: The next Staff Senate meeting will be held November 14th, in the ECHI Auditorium.

Adjournment

Motion to adjourn made by Senator Dave Forrest, seconded by Senator Kendra Davis. **MOTION APPROVED.** The meeting adjourned at 5:03 pm.

Respectfully submitted,

Senator Judy Havermann, Secretary, Staff Senate

STAFF SENATE MEETING ATTENDANCE

for October 10, 2013

EX-

OFFICIO

Present

Karen Summerlin	1
Amy Waters	0
Mandee Lancaster	1

ALTERNATES BY DIVISION

ACADEMIC AFFAIRS

PRESENT

A & F and CH - no
alternates

0

ATHLETICS

<i>Harold</i>	<i>Robinson</i>	1
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HEALTH SCIENCES

<i>Bobbie</i>	<i>Harris</i>	1	v
<i>Mary</i>	<i>Schiller</i>	1	

RESEARCH/GRADUATE

<i>Christina</i>	<i>Kennedy</i>	1
<i>Suhail</i>	<i>Guzman</i>	1

STUDENT AFFAIRS

<i>Suzanne</i>	<i>McDonald</i>	1
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UNIVERSITY ADVANCEMENT

<i>Renee</i>	<i>Safford-White</i>	1
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TOTAL	7
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SENATORS BY DIVISION

ACADEMIC AFFAIRS

Cyndee	Mueller	1
Julie	Fowler	1
Kim	Higdon	1
Sherry	Bingham	0
Jeffrey	Netznik	1
Lu Ann	Sullivan	1

excused -
medical

ADMINISTRATION AND FINANCE

Kendra	Davis	1	
Penny	Doughtie	1	
Melissa	Eakes	1	
Woody	Edwards	1	
Garrett	Killian	1	
Becky	Preston	0	excused - work
Travis	Taylor	1	

ATHLETICS

Greg	Pierce	1	
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CHANCELLORS

Derri	Stormer	0	excused - work
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HEALTH SCIENCES

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

RESEARCH/GRADUATE

Rick	Smiley	1	
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STUDENT AFFAIRS

Dave	Forrest	1	
Jennifer	Harris	1	

UNIVERSITY ADVANCEMENT

Tricia	Reidinger	1	
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