

## Staff Senate Minutes

Approved December 17, 2013

Thursday, November 14, 2013

### Call to Order:

Meeting was called to order at 3:04 pm.

### Guest Speaker:

- Trish Goltermann of Student Veteran Services

Trish thanked Senators who are veterans for their service to the country. The SVS Office opened their office in February, 2013. A committee was created and formed to determine services provided to veterans. Trish gave a brief overview of her background and she has spent many years working with the military. SVS is housed in a suite of offices in Brewster. They developed their identifier and now have a military portal. SVS provides information, resources and mentoring to Pirate Veterans, as well as a safe and friendly location. They do supply drives to send to troops overseas. They want students to know that ECU is a veteran friendly institution that provides a welcome environment. SVS does Green Zone training that covers a variety of subjects related to military service and deployment issues. SVS reaches out to organizations outside the campus and provides business related services such as resume writing. They also do some research to understand best practices for student veterans. Staff is encouraged to go through Green Zone Training. ECU does not really know how many vets we have on campus unless they use the GI Bill. On the first Wednesday of every month SVS offers free donuts and staff is available for vets to talk with and perhaps provide resources for them. SVS has a Facebook page and they recently conducted an education summit at the Hilton.

### Roll Call:

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

### Attendance:

See attached attendance sheet.

### Approval of Minutes:

Senator Kendra Davis, made a motion to approve the minutes of October 10, 2013, seconded by Senator Penney Doughtie. **MOTION APPROVED.**

### Executive Council Comments:

#### Chair, Senator Garrett Killian Comments

Staff Assembly: Staff Assembly indicated that the legislature in the spring session might add back into staff benefits the allowance to take a third class. Also data is being collected to see how much involvement all the institutions have with the Board of Trustees. President Ross wants all institutions to be involved and possibly have some representation at the BOT meetings. There is a new grievance policy that is being drafted and it will be very similar to state policy, however a couple of changes are being proposed.

Have a Heart Campaign is being discussed for February and also the possibility of changing the name to Service NC with a focus toward a month of service and have staff use their community service time. SA has a scholarship fund they are trying to establish. They are planning to have a golf benefit with each university to have hole sponsor and ECU will be looking for a sponsor and to increase participation in that event.

Senator Penney Doughtie commented on payroll: The December pay dates will be 12/13 and then 12/23. University is closed on the 23<sup>rd</sup>. For anyone not on direct deposit, a check will be mailed and it is important that the mailing address be correct. If the information is incorrect, staff will not be back in the office until Jan. 2<sup>nd</sup>, so it is important for that message to get out to all staff. The December pay dates are listed on the payroll website.

At the prior meeting, Senator Mark Metcalf had asked the question, "Can Community Service leave be used to participate in helping the Pirate Boarding Crews during move-in day. Answer was it couldn't be used. Senator Garrett approached the Chancellor about Staff Senate sponsored activities and giving Senators 30 hours per year of community service time that could be used during the workday. The Chancellor is in favor of the proposed 30 hrs.

Strategic Planning: Important for the Staff Senate to be involved. The plan is being developed for the next 5 years. Senator Garrett serves on a couple of the strategic planning committees. The ECU Mission Statement was approved. Strategic Planning Committee is putting together forums to be held on Nov. 25<sup>th</sup>, 12/2 and 12/4. It is important for Senators to attend. IPAR wants to talk with Senators and is considering doing either a breakfast or a lunch & learn. Senate felt that 8 am in the morning would work best with most schedules. Garrett will get back with further information.

Senator Mandee is developing a survey that will be available starting on Nov. 20<sup>th</sup> and be open for 2 weeks. It will go out to faculty/staff/students to give feedback on goals and strategies that involve the Mission Statement.

Michelle Morris, Human Resources, discussed the probation period status change to 2 years probation. The legislation was ratified in August but was not received from the Office of State Human Resources until the end of October. New hires are being informed of the new probation period. CSS probation period did not change and it is still 6 months. Law enforcement positions remain at 12 months. Positions can accrue and use sick and vacation leave during the 24 mos. probation. Karen Summerlin is developing guidelines.

Information is coming slowly from OSHR. Some issues will go back to the personnel commission in Dec.

Q - Does the 2-year probation restart with a change of position? A - It does not if there is no break in service or status rank.

Q – Is there a different salary while on probation? A – No, the position will be paid the career-banding rate.

Q – If someone on probation asks for time off and they are denied, what recourse do they have? A – They should contact Employee Relations.

Q – If an SPA employee is on probation for 8 months and then goes to a CSS position, are they automatically off probation? A – The status can possibly change depending on the circumstance and various scenarios were discussed. Further information on SPA Personnel Policies is on the website.

Budget cuts – The total to the UNC system was 95 million, net cut was 65 million. From these cuts, four of the campuses eliminated 8 programs. ECU eliminated 1 program; ECU did not eliminate any filled positions, but did eliminate some vacant unfilled positions.

In December the Senate will have a short meeting followed by a holiday social. Senator Garrett asked if Senators want to bring things? Or order from Aramark or some other organization? Might be a combination of both and more information will be sent out.

Thanks to those who attended the VC of Human Resource interviews. Hoping for a decision by early December.

### Chair-Elect Comments

No Report

### Treasurer Lisa Ormond Comments

As of September 30, 2013, fund balances are:

- State account: Balance: \$1344.53.
- 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

Met on 11/6 to write a resolution regarding the Chair-Elect position and Alternates and the committee approved Resolution #13.3. Senator Renee Safford-White read the resolution. The Senate voted and the **Resolution was approved.**

### Communications and Marketing Committee

The vendor decals were mailed. Two new approved Pirate Perks are Pet Frenzy and Marvel Optics.

### Diversity Committee

The committee met today and continued discussion on sponsoring the chosen family for Thanksgiving. The committee extended the collection time to next Wed. 11/20. Call Senator Martina Christie at 744-3517 if you want to donate food or money. She is getting a gift card and anyone can sign the card. Senator Nedra Harris will take the donations to the family. Other volunteering opportunities include wrapping packages for the Humane Society outside of Victoria's Secret at the mall. Senators can call Martina and she will send volunteers the times available. Project will be from 12/7 thru 12/24 and 2-hour shifts will be happening all day long. Information is also on their website.

### Human Resources Committee

The committee met today and talked about the Forums and what might be done differently in the future. Perhaps the Forums should have more publicity and be scheduled earlier. They will have a survey sent out

regarding what the staff wants to hear about at the Forums. Another committee goal is to become involved in the crosswalk issue with Treybrook and 5<sup>th</sup> Street. Committee wants to keep the issue in the forefront.

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

Senator Mandee Lancaster said an email was sent as a reminder to register for the Leadership sessions from 9-11 am and 2-4 pm next Tuesday. About 18 people are signed up. She will send out calendar invites for those registered.

### **Membership Committee**

The committee met in November and Senator Beth Bengala thanked Senator Martina Christie for her notes from the previous year. Senator Mandee will help with setting up the balloting in Qualtrics again this year.

### **Rewards and Recognition Committee**

The committee is writing thank you notes to vendors that participated in the Health Fitness Walk. Senator Travis Taylor discussed various items that came out of the survey for next year. Date for Staff Appreciation Week is April 7-12<sup>th</sup>. During that week the Senate will also do the Health Fitness Walk on east campus. More planning will be done at the next meeting. Senator Travis stepped down as Chair and Senator Beth is now Chair.

### **Old Business**

Nomination/Election for Chair-Elect:

Senator Garrett announced that there are three candidates for Chair-Elect and opened the floor for additional nominations. There were none. Nominees were Lisa Ormond, Mary Schiller, and Renee Safford-White. Each gave a brief biography and their interest in the position. Ballots were counted and Mary Schiller is the new Chair-Elect.

### **New Business**

None

### **Announcements**

Next meeting: The next Staff Senate meeting will be held December 17th, in the ECHI Conference Room.

### **Adjournment**

Motion to adjourn made by Senator Martina Christie, seconded by Senator LuAnn Sullivan. **MOTION APPROVED.** The meeting adjourned at 4:35 pm.

Respectfully submitted,

Senator Judy Havermann, Secretary, Staff Senate

**STAFF SENATE MEETING ATTENDANCE**

for November 14, 2013

<b>EX-OFFICIO</b>		<b>Present</b>
Karen Summerlin		0
Amy Waters		0
Mandee Lancaster		1

**ALTERNATES BY DIVISION**

<b>ACADEMIC AFFAIRS</b>	<b>PRESENT</b>	<b>Acad and CHNO Alternates</b>
		0
<b>ATHLETICS</b>		
Harold Robinson		1
<b>HEALTH SCIENCES</b>		
Bobbie Harris		1
Mary Schiller		1 v
<b>RESEARCH/GRADUATE</b>		
Christina Kennedy		1
Suhail Guzman		1
<b>STUDENT AFFAIRS</b>		
Suzanne McDonald		1
<b>UNIVERSITY ADVANCEMENT</b>		
Renee Safford-White		1
<b>TOTAL</b>		<b>7</b>

**SENATORS BY DIVISION**

<b>ACADEMIC AFFAIRS</b>		
Cyndee Mueller		1
Julie Fowler		0
Kim Higdon		0 excused-will debate
Sherry Bingham		1
Jeffrey Netznik		0 excused@work
Luan Sullivan		1
<b>ADMINISTRATION AND FINANCE</b>		
Kendra Davis		1
Penny Doughtie		1
Melissa Eakes		1
Woody Edwards		1
Garrett Killian		1
Becky Preston		1
Travis Taylor		1
<b>ATHLETICS</b>		
Greg Pierce		1
<b>CHANCELLORS</b>		
Derri Stormer		0 excused@work
<b>HEALTH SCIENCES</b>		
Beth Bengala		1
Arlene Bowling		1
Paulette Brown		0
Martina Christie		1
Bill Edwards		1
Lisa Graepel		1
Nedra Harris		1
Judy Havermann		1
Tamara McKeel		1
Mark Metcalf		1
Rebecca Gilbird		1
Lisa Ormond		1
Cindy Reaves		1
Alicia Simpson		1
Teresa Tripp		0 excused@possibly
<b>RESEARCH/GRADUATE</b>		
Rick Smiley		1
<b>STUDENT AFFAIRS</b>		
Dave Forrest		1
Jennifer Harris		1
<b>UNIVERSITY ADVANCEMENT</b>		
Tricia Reidinger		1