

Staff Senate Minutes

Thursday, January 9, 2014

Call to Order:

Meeting was called to order at 3:04 pm.

Senate Address: Senator Penney Doughtie introduced Letty Lalu, Payroll Director, who was speaking on the new NC-4 form and the request to have the Staff Senate fill out a survey. The goal of the office is to provide outstanding customer service and this forum gave them the opportunity to get feedback on how they are doing. Request was made for Senators to complete the survey regarding the communication and training pieces that went out to staff about filling out the NC-4 form. The State came out with the mandate to complete the new form on Nov. 12th and so it left little time to react given the holiday period. Payroll tried to make it as seamless as possible and really wanted it to be online to reduce the risk of personal information being exposed by use of paper. They had a response of 72% of staff using Self Service. Staff could also change their W-2 form in the same location. Discussed how to get all staff to use online access to tax documents. Problem is many staff do not have access to computers and do not always get the email messages. Another issue is staff not keeping their addresses up to date and paper W-2's are not going to the correct address. So there are advantages to getting the W-2 online. There was a lack of good state information about the impact of one's choice regarding the NC-4 form selections, so it caused concern. However staff can change that status throughout the year.

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 December 17, 2013 as corrected, seconded by Senator Jeff Netznik. **MOTION APPROVED.**

Guest Speaker: Rhonda Anderson, Benefits – Human Resources spoke on the topic of Community Service/Child Involvement Leave. (CIL)

Most questions relate to CIL and Rhonda gave a general overview. Staff have to use this time annually or lose it, so they should take advantage of this leave. It is available to all full time or part time staff with 50% work time. Staff earn 2 hours per month and it can be used for volunteering in events that benefit citizens of NC and not other countries or states. Individual departments determine how much documentation is required for this leave. CIL clause is part of the Customer Service Leave – can use hours to participate in teacher conferences or school academic events (no sports) from the age of child day care through high school, however college age no longer qualifies. If staff member choose to become a Mentor, then they waive the CSL leave of 24 hours and earn 3 hours per month. This type leave requires documentation. If staff have signed up as a mentor and then change their mind, they can change back to CSL leave and the hours used as mentor will be deducted from CSL leave. Child

Involvement Leave is generally just for the parent, however it depends on the situation of one is a grandparent. If a parent wanted to attend a birthday party at school, they can use the CIL. A grandparent would not be able to do that. However, if a grandparent volunteered to help for the party, then it is CSL leave. For Athletics events attended just to watch, CSL/CIL cannot be used. However if one volunteered at the event, then it would qualify. Chaperoning a school group to an event would qualify. However volunteering with other groups depends on how it is classified by the IRS. Generally cannot use CSL to participate in church sponsored events, but if church is fundraising for domestic violence event then it qualifies. Examples of groups that don't are Shriners, Moose, Chambers of Commerce, Lions, Kiwanis, social clubs, veteran's organization, credit union. Organization of schools has to be able to operate under laws of NC, also childcare programs, homeschool these do qualify. Charitable group has to be a 501c3 organization or non-profit that is licensed and accredited for citizens with special needs. Q - Is travel time included in the CSL to get to the event? Yes, however travel time has to be reasonable. Some examples that help to clarify this leave are listed on the State website.

Executive Council Comments:

Chair, Senator Garrett Killian Comments

Senator Garrett introduced Melissa Bard, new assistant VC of HR. Comes to us from Penn State University. She looks forward to working with the Staff Senate and gave her background. She has experience in both academia and the private sector. She encouraged all to contact her if they have questions. Q - With the change in the probation status from 6 mo. to 2 yrs., how does that impact the tuition waiver program? Tuition waiver cannot be used while on probation, so now staff has to wait until they are off of probationary status. This is State policy, not ECU policy. There is also the issue of whether staff can apply for another position after 6 mos. of probation. HR is taking some of the benefit questions tied to this long probation period to the office of state personnel for clarification. Issue was raised if the Staff Senate should pass a resolution regarding this subject? Senator Garrett will follow-up on the staff assembly level.

Senator Martina said that there is policy that Staff can take leave as accrued while on probation, but some departments will not let staff take time off while on probation. Can HR put something out there letting people know that staff can take their leave? Answer was that there is no policy that says that, and if staff are in that situation they need to call HR.

Senator Garrett was asked about any updates on Kronos, but he does not have any updates right now. That Committee still deciding and meeting, however, there are about 400 people that are currently using Kronos.

Dr. Ballard sent out an email about the Severe Society as a reminder that nominations are being accepted. Staff are eligible if they have volunteered 100 or more hours during the calendar year. Awards are handed out in the spring.

In February the Staff Assembly does a volunteer effort and the name for this year is "UNC Staff Impacting Our Community Through Service. Staff Assembly encourages all campuses to use their customer service leave to participate.

Some emails were received from staff about parking lots around the campus that have poor lighting or no blue light emergency phones. The plans are for those lots to receive upgrades but that hasn't happened yet. Staff can always call the Police for escorting if needed.

Chair-Elect, Senator Mary Schiller Comments

None

Treasurer Senator Lisa Ormond Comments

As of December 31, 2013, fund balances are:

- State account: Balance: \$1344.23.
- Chancellor's Discretionary Fund: Balance: \$1,691.41
- 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

Will be presenting a series of resolutions over the coming months. Membership Committee will meet next week and the goal is to meet with them and discuss attendance issues. Information from that meeting will be discussed in the By-Laws committee and then with the full Senate.

Communications and Marketing Committee

Approved two new pirate perks, Giftblooms and Costume Discounter. Denied were Flowershop Deals and Online Printing Tools. Committee met with Jenny Gregory to discuss ways to promote The Children of SPA Employees Scholarship. The library is developing a flyer to post on the Staff Senate website. Facebook and Blog will also post the flyer and other information.

Diversity Committee

Senator Martina sent out an email today regarding Senators reporting hours of Customer Service time and whether it was performed on or off the clock. Also looking into volunteer opportunities for February. Upcoming speakers Hill Harper and Julian Bond were highlighted with dates of their performances given and how to get tickets. Committee needs to find out how to have access to films for big screens. Suggestion was that perhaps Senator Dave Forrest could help.

Human Resources Committee

Committee met on 1/24/14 and set the following priorities:

1. To have a productive and informative Staff Forum (provisionally scheduled for the week of April 14th - 17th).
2. Ensure that facilities and housekeeping personnel have access to check their email on a regular basis.

3. Facilitate the drafting and passage of a Senate resolution requesting that the tuition waiver be reinstated for full-time employees after 6 months of continuous service instead of the recently lengthened 2-year wait.

4. Facilitate discussion on the installation of a crosswalk between the health sciences complex and a large apartment complex (Treybrook.)

Leadership and Professional Development Ad-Hoc Committee

No Report

Membership Committee

Met and established the timeline for the nomination and election process. Discussed sending out a flyer type announcement about the upcoming elections to increase staff interest in running for the Senate. Established future meeting dates as well.

Rewards and Recognition

Committee met today and discussed and determined the list of vendors that participated in the Health Walk. They will be contacted regarding the Staff Appreciation week to be held April 7-11th. A spreadsheet will be sent to Senators listing all the companies and the committee would like every Senator to contact one additional company to solicit some type of participation.

Scholarship Committee

Application window will be opening up within a couple of weeks. Applicants can be either SPA or CSS employees, but EPA employees are not eligible. CSS eligibility was in question last year and decision was made at the last minute to include CSS status employees so information on the Scholarship did not include this segment of employees. Fliers will be made up and CSS will be added on the fliers.

Old Business

None

New Business

By-Laws Committee: Resolution #14.1 was read by Senator Kendra Davis. Resolution is to make the Scholarship Committee a standing committee of the Staff Senate instead of an ad-hoc committee. There was discussion on the reason for such a change. Also discussed the possible need for language about conflict of interest and the need for a member to recuse oneself if such a conflict occurred. Senator Jeff Netznik called the question. A vote was taken on the procedural move with one dissension however more discussion ensued. Senator Kendra Davis moved to approve Resolution #14.1 as written, second was Senator Penney Doughtie. **MOTION APPROVED UNANIMOUSLY.** Senator Garrett will put on the agenda for the next meeting under Old Business to continue the discussion on conflict of interest issues. Scholarship Committee will discuss and come back to the Senate with recommendations.

Announcements

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

Adjournment

Motion to adjourn made by Senator Tamara McKeel, seconded by Senator Kendra Davis. **MOTION APPROVED.** The meeting adjourned at 4:51 pm.

Respectfully submitted,

Senator Judy Havermann, Secretary, Staff Senate

STAFF SENATE MEETING ATTENDANCE

January 9, 2013

EX-

OFFICIO

Present

Karen Summerlin	1
Amy Waters	1
Mandee Lancaster	0
Melissa Bard	1

ALTERNATES BY DIVISION

ACADEMIC AFFAIRS

PRESENT

A & F and CH - no alternates

ATHLETICS

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

RESEARCH/GRADUATE

<i>Christina</i>	<i>Kennedy</i>	0	excused - medical
<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	5
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SENATORS BY DIVISION

ACADEMIC AFFAIRS

Cyndee	Mueller	1
Julie	Fowler	1

Kim	Higdon	0	excused - medical
Sherry	Bingham	1	
Jeffrey	Netznik	1	
Lu Ann	Sullivan	1	

ADMINISTRATION AND FINANCE

Kendra	Davis	1	
Penney	Doughtie	1	
Melissa	Eakes	1	
Woody	Edwards	1	
Garrett	Killian	1	
Becky	Preston	0	
Clinton	Smith	1	
Travis	Taylor	1	
John	Waters	0	excused-medical

ATHLETICS

Greg	Pierce	0	excused - work
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CHANCELLORS

Derri	Stormer	1	
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HEALTH SCIENCES

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

RESEARCH/GRADUATE

Rick	Smiley	0	excused - work
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STUDENT AFFAIRS

Dave	Forrest	1
Jennifer	Harris	1

UNIVERSITY ADVANCEMENT

Tricia	Reidinger	1
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