

# Staff Senate Minutes

Tuesday, February 11, 2014

## Call to Order:

Senator Garrett Killian called the meeting to order at 3:04 pm.

## Roll Call:

Senator Kim Higdon called the Roll and a quorum was present.

## Attendance:

See attached attendance sheet.

## Approval of Minutes:

Senator Cindy Reaves made a motion to approve the minutes of January 9, 2013, seconded by Senator Teresa Tripp. **MOTION APPROVED.**

## Executive Council Comments:

Chair, Senator Garrett Killian Comments

Senators will receive an invitation for lunch with the Chancellor and his Executive Council. The date for the luncheon is March 20<sup>th</sup>. Senators will need to RSVP so Garrett can give Aramark a head count.

Chancellor's Sustainability Committee: The update will come out soon. Garrett will be happy to pass on any suggestions Senators have for the committee to consider. He needs these suggestions by March 4<sup>th</sup> and they can be anonymous. A report will come out around the end of March for review and comments from the University. The Chancellor will ultimately prioritize the changes.

## Chair-Elect, Senator Mary Schiller Comments

Senators have multiple opportunities to represent the Staff Senate. We have a group that always responds and you know who you are and thanks. There is also a group that we don't see. We would really appreciate it if more people would get involved. There are plenty of opportunities, especially for events like the Board Of Trustee's meetings. We will continue to email you as they arise.

## Treasurer Senator Lisa Ormond Comments –

As of January 2014, fund balances are:

- State account: Balance: \$1270.15
- Chancellor's Discretionary Fund: Balance: \$1,658.41
- 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**

Senator Kendra Davis: working on information for Senators that change divisions.

### **Communications and Marketing Committee**

Senator Teresa Tripp: AT&T questions have arisen. They have multiple plans and the discount is still in effect.

Gift Blooms – taken off Pirate Perk Page.

### **Diversity Committee**

Senator Martina Christie provided a hand out for volunteer opportunities. Please email her at: [Christiem@ecu.edu](mailto:Christiem@ecu.edu) and let her know when, where, and how long you volunteered and whether or not you used community service leave.

Easter Seals: Requested one table by Griffin House on Market St in little Washington. Staff Senate will be the only ones manning the table. We can work out a shift schedule.

The Great Glow run will be on May 3<sup>rd</sup> and begins in the Greenville Town Common. Race starts at 8:00pm.

Humane Society Canine Crawl and Run will be held on April 5<sup>th</sup>.

The Tunnel of Oppression will not be held this year. We will contact Student Affairs to see what type of event will be held.

### **Human Resources Committee**

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

Senator Mande Lancaster: March 13<sup>th</sup> 1-3 Leadership Development by Kellen Mills in Human Resources. The assessment documents will be sent out beforehand to be completed. The meeting is an interactive and applied program. Calendar invite will be sent. Kellen Mill is certified in True Colors.

### **Membership Committee**

Chair Garrett Killian: getting ready to open up nominations for the spring.

### **Rewards and Recognition**

Chair Garrett Killian: We have approval from Dr. Niswander to have the same expenditures as last year. Looking to get more local business involved.

### **Scholarship Committee**

Jenny Gregory overview: currently managing two scholarships the Staff Senate/Gail Jordan Memorial Scholarship Endowed Fund. The current balance is \$25,243.19 as of Jan. 2014 and needs to reach \$2500 before it can be awarded. Once a scholarship gets endowed it has to gain interest of 10% of the base value before it can be awarded. Children of SPA and CSS employees: given to us by Human Resources. Fund agreement covers who is qualified and any specific parameters. Fought to include CSS along with SPA it was approved since CSS didn't exist when the scholarship was developed. The Scholarship Committee built an application process off of the original fund agreement. It's a Qualtrix application. Fund agreement: 1<sup>st</sup> undergraduate degree, 3.0 or projected gpa. Demonstrated leadership ability, extracurricular activities and

any other criteria determined by the Scholarship Selection Committee. The scholarship has been around since 1997 with a current balance of \$30,895. The award must be \$600 a year (\$300 each semester) or as deemed appropriate by committee. The committee developed a scoring matrix and scored each person with a numerical value based on the criteria. The committee had two top candidates that scored within a point of each other. For audit purposes we have documentation on each score and numerical values. Jenny will get totals next month from financial services. Last year just the interest was \$1400. Scholarship will be in existence until Foundation deems it unusable. Senator Kendra said the committee put the packet together and took it to the Foundation for review before they approved it and awarded the scholarship. Senator Jenny writes up a draft from each meeting and what took place so all data and evidence is available for review. Application process is open now. Winner of the scholarship can reapply. Candidates must be child or dependent of full time employees. Application period closes end of March.

People can still donate in small amounts. The Staff Senate/Gail Jordan Memorial Scholarship is part of the Faculty/Staff campaign. It didn't get endowed until mid-year last year. A lot of work needs to be put into raising the core balance so it can be awarded. At current rate it will be 6-8 years. More money would need to be raised to award earlier.

Need to educate staff across campus. Senator Garrett: need to work to increase that endowment.

## Old Business

### New Business

#### 2014 Winter Break

Chair Garrett Killian met with Chancellor Ballard and Dr. Niswander. They are both open to changes for the winter break calendar if we have some suggestions. The current plan calls for Main Campus to close December 22<sup>nd</sup> -26<sup>th</sup>, reopen December 29<sup>th</sup> – 31<sup>st</sup>, and close again January 1<sup>st</sup> for New Year's. The current idea is that we suggest instead working on December 22<sup>nd</sup> – 23<sup>rd</sup> and close Main Campus from December 24<sup>th</sup> – January 2<sup>nd</sup>.

We received a lot of positive responses last year. This would keep us consistent using three days of leave. It would also save the university money to close for this length of time. If we make the proposal we need to be clear that this would only modify the Main Campus schedule and the Health Sciences Campus schedule for CSS employees would remain the same.

Need to clarify leave with CSS vs SPA and how it affects people on both campuses. Laupus Library follows Main Campus Schedule.

Last thing: Tax Service offering free tax service for ECU - handouts are available.

## Announcements

Next meeting: The next Staff Senate meeting will be held Thursday, March 13<sup>th</sup> in the ECHI Auditorium.

Melissa Bard: Good Friday Holiday: Faculty Senate approved the holiday to be used as a date to make up for adverse weather and open the university. Options are to use the holiday at end of the year, extra day at Thanksgiving or as a floating holiday. It must be taken by December 31, 2014. You could also take the Good Friday off if your supervisor approves. Discussions are still underway.

Chair Garrett Killian: Faculty Senate met and they have days set as flexible days-Good Friday is one of those days. Senator Bill Edwards reminded us that clinical calendars are set six months in advance.

Melissa Bard: Tuition waiver: Now that SPA positions have a 24 month probation period it was decided that a person is eligible for tuition waiver upon hire as of the next semester. The only requirements are that they are an active employee and contribute to retirement. Textbook loan program (funded by vending machines around campus) will be available this summer.

Melissa Bard: Applying to a new position within the 24 month probationary period. Current practice is not to allow someone to apply for new position until after probationary period ends. A committee is looking at options such as reducing it to 3 months. Comments are welcome. Probationary period requires review on quarterly basis but the form is only one page. Unemployment benefits can kick in at any time and are available depending on the rationale for dismissal. A PRR will be put together. Senator Kendra Davis: if you did change period before a person could apply (current is 3 months) would their current performance be a factor? Answer: hasn't been discussed yet but it could. Senator Bill Edwards discussed an issue with hiring an employee and having them accept another position after six weeks. It was a higher paying position also at ECU so they accepted. SPA is moving to 24 months...CSS will remain 6 months probation.

Bill Koch: adverse weather: not to be used for employees having difficulty reporting to work. It has to be based on campus conditions. Forecasts are not 100% accurate. ECU is a storm ready university. They watch the weather 24/7 and are trained storm watchers by (NWS) National Weather Service. They drive the campus roads, look at sidewalks, and parking lots. Safety is always a factor.

Essential/Emergency designation: working on a way to tag those employees. ECU daycare looking for something in writing about what ECU supports remaining open. Specifically identifying essential/emergency employees and what services are required to open even when the university closes. Senator Teresa Tripp: if they close at 3 :00 pm, then the folks that work from 3-12:00 don't get paid. Also when announcement is made at 7:00 am the staff from out of town is already here. But they don't get paid for that time. Senator Renee: with the messages you click on the link and no information appears or you call the number and nothing. I end up with multiple phone calls from employees. Bill Koch: We have done some training and gotten that working now. Senator Penny: it needs to be on hotline, text, email and news. Bill Koch: the more snow storms we have the better we will get. Senator Lu Ann: scroll on TV shows ECU as closed. Bill Koch: that is an issue with the news services. They have to put it into their systems so it's usually just opened or closed. It's a part of the alert service. Senator Mary: anyway we could get an FAQ on the HR website. Melissa Bard: that's a good idea I think we could do something like that. Senator Mary: even if we have bullets and not a link to the entire policy. Bill Koch: we have a group discussing that right now. We can look at building something like that between EH&S, HR and Communications.

## Adjournment

Motion to adjourn made by Senator Kendra Davis, seconded by Senator Penney Doughtie . **MOTION APPROVED.** The meeting adjourned at 4:59pm.

Respectfully submitted,

Senator Kim Higdon

## STAFF SENATE MEETING ATTENDANCE

for February 11, 2014

EX-

**OFFICIO**

**Present**

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

### ALTERNATES BY DIVISION

**ACADEMIC AFFAIRS**

**PRESENT**

A & F and CH - no alternates

0

**ATHLETICS**

*Harold Robinson*

1

**HEALTH SCIENCES**

*Bobbie Harris*

0 excused

*Beth Bengala*

0 excused

**RESEARCH/GRADUATE**

*Christina Kennedy*

0

*Suhail Guzman*

1

**STUDENT AFFAIRS**

*Suzanne McDonald*

1

**UNIVERSITY ADVANCEMENT**

*Renee Safford-White*

1

TOTAL

4

### SENATORS BY DIVISION

**ACADEMIC AFFAIRS**

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

**ADMINISTRATION AND FINANCE**

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

**ATHLETICS**

Greg	Pierce	1
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**CHANCELLORS**

Derri	Stormer	0
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**HEALTH SCIENCES**

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

**RESEARCH/GRADUATE**

Rick	Smiley	0
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**STUDENT AFFAIRS**

Dave	Forrest	0 excused
Jennifer	Harris	0 excused

**UNIVERSITY ADVANCEMENT**

Tricia	Reidinger	1
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