

ECU Staff Senate Minutes

Thursday, July 10, 2014

Call to Order:

Meeting was called to order at 3:05 p.m. by Chair Mary Schiller

Guest Speaker:

Dr. Todd Jackson, ECU Pharmacy Services Director

Joined ECU October 2013, not affiliated with ECU Student Health, shared ECU Pharmacy flyer and Registration for Delivery form.

Four Pharmacy locations:

- ECU Pharmacy, Moye Blvd
- Leo Jenkins Cancer Center
- Family Practice Center Pharmacy
- Bernstein Pharmacy

Pharmacy Services:

- Convenience of on-campus delivery for ECU faculty and staff and delivery service or drive thru
- Discounted generic medications (some as low as \$4, \$6, \$9, \$10 dollar prescriptions prices)
- Extensive inventory of cost-saving over-the-counter and prescription medications
- Auto-refill is available
- Dedicated staff to get preapproval from insurance
- New automated technology is forthcoming
- Searching for east campus location

Senator Tamara McKeel asked about veteran's prescription benefit has 90 day supply for the price of one month via mail order. Senator Woody Edwards expressed the importance of showing ECU id. Ex-Officio Garrett Killian asked about online prescription refills; Dr. Jackson stated that ECU Pharmacy auto-refill is available.

Roll Call:

Senator Penney Doughtie, Secretary, called the roll and a quorum was present (see attached attendance sheet).

Approval of Minutes:

- Senator Lisa Graepel made a motion to approve the minutes of May 15, 2014, as amended, seconded by Senator Renee Safford-White. **MOTION APPROVED.**

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Executive Council Comments:

Chair Mary Schiller:

Unofficial Legislative Increase sources are stating \$1,000 raise and five days bonus leave.

Many Senators and employees have concerns about the two year probation term, the concerns are not on new employees but on veteran employees that may change departments and be subjected to the new two year probation period requirements. This probation period of two years is a law, not an ECU rule. Senator Julie Fowler asked why CSS employees were established. Chair Mary Schiller provided the answer as to provide personnel flexibility due to recruitment challenges. ECU Human Resource VC Melissa Bard stated clinical employees at other NC Universities are designated as SPA. Senator LuAnn Sullivan asked about the possibility of changing this ruling from CSS to SPA. It is not likely per Chair Mary Schiller because the ECU Physicians support the CSS designations due to the difficulties of recruiting and maintaining clinical support staff.

Chair-Elect Lisa Ormond Comments:

None

Treasurer Senator Arlene Bowling Comments:

Extra binders are available for senators that did not attend the Staff Senate Orientation; please let me know if you would like one and I will bring it to our August Staff Senate Meeting. Also, if you have not received a purple Staff Senate Shirt, or a magnetic name badge, please see me after our meeting today and I will get them for you.

As of 6/30/2014, fund balances are:

- State account: Balance: \$313.25
- Chancellor's Discretionary Fund: Balance: \$244.80
- Gail Jordan Scholarship Fund Balance - \$25,082.69 remains the same. Interest is accrued once a year.
- Children of SPA Employees Scholarship Fund Balance - \$1,694.75

Secretary Penney Doughtie Comments:

As we are thinking about and discussing committees, please remember that each committee will need to appoint a secretary to take minutes and add them to the Staff Senate Sharepoint Site. These minutes should be professional, detailed and posted within a reasonable time each month.

Committee Overviews:

(Committee overviews will be presented in lieu of Committee Reports)

Communications and Marketing, Senator Teresa Tripp

This committee handles the promotion of Staff Senate information and events via website, FaceBook and Blog. This committee is responsible for the website management using the University's CommonSpot application. The committee reviews and approves or denies Pirate

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Perk applications. This committee also works with administration to devise effective strategies to educate employees on key topics and/or policies.

By-Laws Committee, Senator Harold Robinson

This committee exists to review and update the by-laws to remain consistent with the Senate actions as they are deemed necessary. This committee will receive resolutions and bring them to the floor for discussions, implement resolutions and inclusion into the updated by-laws document.

Diversity Committee, Senator Becky Gilbird

This committee exists to contribute to the welfare of university staff and to foster the interaction, integration, and representation of different races, ethnicities, cultures, national origins, abilities, religions, sexual orientations, intellectual positions and perspectives throughout our university community. This committee also organizes volunteer events for Staff Senators and tracks volunteer hours.

Human Resource Services Committee, Senator Arlene Bowling

This committee works directly with ECU Human Resources and serves as a voice for constituents, providing feedback regarding compensation, benefits, Kronos implementation and annual holiday schedules. This committee also manages and monitors the Staff Senate suggestion box.

Rewards and Recognition Committee, Senator Garrett Killian

This committee plans recognition programs for the staff, including the Health Fitness Walk and Staff Appreciation Week. Duties include: making reservations, collecting prizes from campus, advertising, and encouraging the community to join the celebration.

Scholarship Committee, Senator Julie Fowler

This committee facilitates the scholarship awards process of the SPA/CSS Employee Scholarship and the Gail Jordan Memorial Scholarship. This committee is active January thru May during the scholarship application process and selection, and concentrates on raising money for the Gail Jordan Memorial so that scholarships can be awarded in the future.

EPA Non-Teaching Faculty Committee (Ad-hoc) Senator Mary Schiller

EPA Non-Teaching Faculty is included in New Faculty Orientation (NFO), however many do not attend because the orientation session is only offered in the Fall and many EPA non-faculty have already been employed in their positions for months before the orientation date. NFO would like to create a video presentation that could be available via Blackboard (or the web) in order to offer the EPA Non-Faculty an electronic orientation session that would coincide with their start date. This committee will last 3-4 months and will create a video presentation that provides information and promotion of the ECU Staff Senate.

Leadership and Professional Development (ad-hoc) Senator Rick Smiley

This committee focuses on building a program of opportunity for Senators to develop professional leadership skills for the Staff Senate. Through increased leadership development, members of the Staff Senate will be able to lead more effectively within their respective Divisions.

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Membership Committee, Senator Mary Schiller

The Executive council and Chairs-Elect from each of the standing Staff Senate committees serve as members of the Membership Committee. The committee's purpose is to conduct the annual nominations and elections of new Staff Senators. This committee is also responsible for membership issues including addressing members not attending meetings, assigning alternates to assume missing members' seats, nominating staff for the Governor's Award for Excellence and other UNC System and ECU specific staff awards.

New Business

Chair-Elect Lisa Ormond discussed committee involvement, defined the Committee Selection Process by the guidelines of the Staff Senate by-laws and shared the committee "How to Guide." She also explained the committee selection process before senators were given their Committee Preference Form. The Executive Council will make committee assignments based on the preferences listed by each senator. Senator Mary Schiller asked that senators serving the 2nd year of their term please remain on the same committee as last year for continuity sake. Committee assignments will be shared before or during the August 14 meeting. Senator Lisa Ormond shared the SMART goals acronym for Senators to prepare committees goals:

Specific: The goal should be stated clearly so one can obtain the desired result.

Measurable: The goal should be one that improves the unit's quality or efficiency.

Attainable: The goal can be achieved. This does not mean easy – just doable.

Relevant: The goal should be related to the unit's purpose and essential to the unit's success.

Time bound: Give a deadline for completion that supports the unit's operation.

Old Business

Senators Arlene Bowling, Sherry Bingham, Penney Doughtie, Lisa Ormond, LuAnn Sullivan, Kimrey Miko, Garrett Killian and Mandee Lancaster volunteered at the 3rd Annual Chancellor's Cup Golf Tournament on June 18, 2014, at NCSU. Winston-Salem State University won first place and East Carolina University placed third. The golf tournament's purpose is to raise money for the Janet B. Royster Memorial Staff Scholarship Fund.

Announcements

- Friday, July 18, 2014, ECU Board of Trustees (BOT) Meeting 9 a.m. to noon. This will be the first meeting where the Staff Senate will be listed on the Agenda for presentation to the Board.
- Thursday, August 14, 2014, Staff Senate Meeting. Senators please wear your Staff Senate purple shirt for group photo. There will also be an ice cream social during the last 30 minutes of the meeting, while the committees are meeting for the first time.
- Thursday, August 21, 2104, New Faculty Cookout
4 p.m. – 6 p.m. North Campus Rec Complex
- Thursday, August 21-24 Student Move In, Pirate Boarding Crew. Senator Lynn Caverly will send more info. Please "sign up" by emailing Senator Mary Schiller.

Adjournment

- Motion to adjourn was made by Senator Renee Safford-White , seconded by Senator Teresa Tripp.
MOTION APPROVED. The meeting adjourned at 4:28 p.m.

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Sincerely,

Senator Penney Doughtie
Staff Senate Secretary

STAFF SENATE MEETING ATTENDANCE
Thursday, July 10, 2014

ALTERNATES

Academic Affairs		PRESENT	VOTING
Betsy	Brown	1	
Travis	Bulluck	0	

Admin and Finance

Catherine	Stephenson	1	
John	Waters	1	

Athletics

Harold	Robinson	1	
vacancy		0	

Chancellor

Kimrey	Miko	1	
vacancy		0	

Health Sciences

Kevin	Mills	1	
Angela	Robinson	1	

Research and Graduate Studies

Suhail	Guzman	1	
Debbie	Hathaway	1	

Student Affairs

Justin	Janak	1	
Lynn	Caverly	1	

University Advancement

Karen	Whitehead	1	
vacancy		0	

SENATORS BY DIVISION

Academic Affairs			
Sherry	Bingham	0	excused

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Julie	Fowler	1	
Kim	Higdon	0	excused
Cyndee	Mueller	1	
Jeffrey	Netznik	1	
LuAnn	Sullivan	1	

Admin and Finance

Robert	Ables	1	
Patrick	Clark	1	
Penney	Doughtie	1	
Woody	Edwards	1	
Michael	Hale	1	
Brock	Jones	0	excused
Dawn	King	1	
Letty	Lalu	1	
Becky	Preston	1	
Clinton	Smith	0	

Athletics

Greg	Pierce	0	
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Chancellors

Derri	Stormer	0	
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Health Sciences

Arlene	Bowling	1	
Paulette	Brown	0	
Rachel	Cherrier	1	
Bill	Edwards	0	excused
Becky	Gilbird	1	
Lisa	Graepel	1	
Bobbie	Harris	1	
Nedra	Harris	0	excused
Lisa	Lalla	1	
Loretta	McDaniel	1	
Tamara	McKeel	1	
Lisa	Ormond	1	
Karen	Roblin	1	
Mary	Schiller	1	
Teresa	Tripp	1	
Ann	Wall	1	

Research and Graduate Studies

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Rick Smiley 1

Student Affairs

Dave Forrest 0
Jennifer Harris 0 excused
Suzanne McDonald 1

University Advancement

Renee Safford-White 1

TOTAL 28 QUORUM 77.777778

EX-OFFICIO

Present

Melissa Bard 0
Toya Jacobs 0
Garrett Killian 1
Mandee Lancaster 1
Karen Summerlin 0
Amy Waters 0

***Ex-officio members are not allowed to vote and are not included in the quorum formula.