

Staff Senate Minutes

Tuesday, September 9, 2014

Call to Order:

Meeting was called to order at 3:04 by Chair Mary Schiller

Guest Speakers:

Robyn Slocum, Human Resources

Julie Evans, ITCS

Kronos Roll out and Impact

- Kronos is a Time, Attendance and Leave Management and Reporting System. 35 million daily users.
- The Kronos systems include the configuration of all laws (Federal and State) ECU rules, leave accrual rates and pay policies laws.
- Kronos will give ECU employees, supervisors and departments a tool that will record time worked and automatically calculate overtime, premium pay types, leave balances, etc. in one location.
- The automation and consolidation of leave will:
 - Increase efficiency
 - Increase data capture, accuracy, and compliance
 - Centralize data housing and reporting
 - Define, document and standardize policies and practices
 - Interface with Banner
 - Eliminate manual and in-house processes
 - Replace Banner Web Time Entry and ECU Mass Time Entry
- Who will use Kronos? Exempt employee that track leave, non-exempt employees, employees, supervisors, students, etc.
- What does it look like? Some employees will clock in and out, using time clocks placed around campus and work station computers.
- ECU's Kronos Project website <http://www.ecu.edu/cs-itcs/kronos/>
- ECU's Kronos HR website <http://www.ecu.edu/cs-admin/HumanResources/Kronos.cfm>
- Email questions to Kronos@ecu.edu

Answer questions

- Senator Bill Edwards asked about ECU OneCard as clock in device. Robyn Slocum answered, yes with magnetic strip.
- Senator Suzanne McDonald asked if employee has to return to office/time clock to clock in? Robyn Slocum answered "Department will develop policy, Kronos will not determine."
- Senator Tamara McKeel asked when it would be implemented. Julie Evans answered "currently 368 users are in the pilot group. ITCS will phase in Fall 2014 and other areas in February 2015."

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- Senator Julie Fowler asked if some employees will not use ECU OneCard, only clock in at work station computer. Robyn Slocum answered, yes.
- Senator Kim Higdon asked about clocking out on mobile device or laptop. Julie Evans said yes to laptop but no to mobile device or iPad.
- Senator Penney Doughtie shared that she has been in the pilot group for two years and that Kronos is very efficient and replaced the manual timesheet. In the beginning there was a learning curve, remembering to clock in and out, but overall, Kronos is much better.
- Senator Penney Doughtie asked about any policy changes because of Kronos. Julie responded that no policies are expected, Kronos is driven by policies and laws. . . Kronos does not adjust policies.
- Senator Penney Doughtie asked about the expected time to power up computers, log on, and open the Kronos application? Julie Evans indicated that the University has allowed seven minutes for this process.
- Sarah Lilley with Human Resources shared that Kronos requires approval two times per month, versus the monthly timesheets
- Send questions about Kronos to email Kronos@ecu.edu

Roll Call:

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

Approval of Minutes:

- Senator LuAnn Sullivan made a motion to approve the minutes of August 14, 2014 as amended, seconded by Senator Loretta McDaniel **MOTION APPROVED.**

Executive Council Comments:

Chair Mary Schiller:

- Chair Mary Schiller stated UNC GA has allotted monies to provide EPA raises. Regular paid employees whose compensation is least equitable with the current market will be considered.
- April 9, 2015 Staff Senate meeting must be rescheduled due to Board of Governors using the ECHI facility. Possible dates include April 6th or April 16th.
- Two volunteers needed for the copyright committee, meets once per semester, please contact Mary Schiller.
- ECU Athletic Director, Jeff Compher emailed employees regarding staff appreciation. To celebrate, \$10 tickets are available for the Thursday, December 4th ECU football game; also, four free volleyball tickets on October 10th.
- Staff Senate office moved to Old Cafeteria Bldg, Room 2426. Committee Chairs received keys last year and need to be returned to Chair Mary Schiller. Also, the new committee chairs should see Chair Mary Schiller to request office keys.
- ECU responds to the Ebola threat because of international travel. ECU has established a committee to address concerns, see website <http://www.ecu.edu/cs-ecu/alert/University-Reponse-to-Concerns-of-Ebola-Outbreak.cfm>

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- Governor's Awards for Excellence are now open, Chair Mary Schiller asked all senators to visit the website www.excellenceawards.nc.gov/home.aspx and forward deserving nominees to her via email schillerm@ecu.edu. ECU would like to submit one or more nominees.

Chair-Elect Lisa Ormond Comments:

- Asked for volunteers to move from their current committee to Communications and Marketing because a few senators had recently resigned from the university. Notify Chair-Elect Lisa Ormond if you are interested in working on that committee.
- Reminded committee chairs to add committee goals and minutes to the Staff Senate SharePoint Site

Treasurer Senator Arlene Bowling Comments:

As of 7/31/2014, fund balances are:

- State account: Balance: \$2,204.08
- Chancellor's Discretionary Fund: Balance: \$2,374.88
- Gail Jordan Scholarship Fund Balance - \$25,426.33 (Interest is accrued once a year).
- Children of SPA Employees Scholarship Fund Balance - \$3,837.19

Secretary Penney Doughtie Comments:

- Encouraged the senators to sit up front and place name cards on the table. New name cards are available for senators that needed replacement cards.

Old Business

N/A

New Business

Senator Lynn Caverly thanked the senators for volunteering on the Pirate Boarding Crew during move in.

Committee Reports

- **By-Laws ~ Committee Chair Harold Robinson**
Committee did not meet.
- **Communications and Marketing ~ Committee Chair Teresa Tripp**
The committee developed goals, blog and Facebook. Committee Chair Teresa Tripp asked Senators to sign onto ECU Staff Senate blog, to use the Staff Senate electronic Signature. The Communications and Marketing Committee will be sending an email to ECU Official with an announcement inviting campus to view the Staff Senate website. Committee Chair Teresa Tripp reminded each committee to post minutes on SharePoint.
- **Diversity ~ Committee Chair Becky Gilbird**
Committee Chair Becky Gilbird defined diversity, shared handouts and posters. The committee has selected photos to post around campus. Staff Senate will have a volunteer project for Christmas, maybe helping a family in need. Staff Senators should submit volunteer hours to **Committee Chair Becky Gilbird**. Upcoming events include: September 13, 2014, "Carnival for a Cause" raise awareness for sickle cell anemia.

- **Human Resources ~ Committee Chair LuAnn Sullivan**
Committee will meet on Thursday. Committee will organize a staff forum and asked for topic suggestions.
- **Rewards and Recognition ~ Committee Chair Patrick Clark**
In the process of organizing and coordinating the Staff Senate Health Walk, October 29th on the Health Sciences campus.
- **Scholarship ~ Committee Chair Julie Fowler**
Committee successfully added a Gail Jordan link on the Staff Senate webpage to make donations. The committee is planning a McAllister's fundraiser, where a percentage of sales will be donated to the Gail Jordan Scholarship. Committee will create blurb to faculty and staff launch.
- **EPA Non-Teaching Faculty Committee (Ad-hoc)~ Suzanne McDonald**
Committee will work with ECU Communications Department student videographer to create a five minute video to be shared with new EPA Non-Teaching Faculty. Also, a flyer to include pictures will be created.
- **Leadership and Professional Development (Ad-hoc) ~ Lynn Caverly**
Regular meeting scheduled September 15th.

Announcements

- ECU Board of Trustees Committee Meetings, September 18, 2014
Friday, September 19, 2014, 9 a.m. (Staff Senate Presents)
- 5K On the Run with Riley's Army, Sunday, September 28, 2014, Registration at 2 p.m., 5K starts at 3 p.m., 1 Mile Fun Walk starts at 3:15 p.m.
- Next Meeting Thursday, October 9, 2014, 3 p.m.
ECUHI Auditorium

Adjournment

- Motion to adjourn was made by Senator Kim Higdon, seconded by Senator Suzanne McDonald.
MOTION APPROVED. The meeting adjourned at 4:24 p.m.

Sincerely,

Senator Penney Doughtie
Staff Senate Secretary

STAFF SENATE MEETING ATTENDANCE

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ALTERNATES

Academic Affairs		PRESENT	VOTING
Betsy	Brown	1	
Travis	Bulluck	1	
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	0	excused
Research and Graduate Studies			
Suhail	Guzman	1	
Debbie	Hathaway	0	excused
Student Affairs			
Justin	Janak	1	
Lynn	Caverly	1	
University Advancement			
Karen	Whitehead	1	
vacancy		0	

SENATORS BY DIVISION

Academic Affairs			
Sherry	Bingham	0	resigned
Julie	Fowler	1	

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Kim	Higdon	1	
Cyndee	Mueller	1	
Jeffrey	Netznik	0	excused per Mary
LuAnn	Sullivan	1	

Admin and Finance

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

Athletics

Greg	Pierce	1	
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Chancellors

Derri	Stormer	0	excused
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Health Sciences

Arlene	Bowling	1	
Paulette	Brown	1	
Rachel	Cherrier	1	
Bill	Edwards	1	
Becky	Gilbird	1	
Lisa	Graepel	1	
Bobbie	Harris	1	
Nedra	Harris	1	
Lisa	Lalla	0	excused
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

Rick	Smiley	0	
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Student Affairs

Dave	Forrest	1
Jennifer	Harris	0
Suzanne	McDonald	1

University Advancement

Renee	Safford-White	0	excused
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TOTAL 30 QUORUM 83.333333

EX-OFFICIO

Present

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

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