

Staff Senate Minutes

Thursday, October 9, 2014

Call to Order:

Meeting was called to order at 3:00 p.m. by Chair Mary Schiller.

Guest Speakers:

- **Mr. Bill Koch, Associate Vice Chancellor**

Environmental Health and Campus Safety

“The University’s Response and Management of the Ebola Threat”

ECU is closely monitoring Centers for Disease Control and Prevention (CDC) information on the Ebola outbreak in West Africa. The ECU Communicable Disease Outbreak Planning Committee has been meeting since August regarding the Ebola Outbreak in West Africa. The committee has been preparing for any impact to our campus and community; however, the CDC reports that this outbreak does not pose a significant threat in the United States. The University will not support any university sponsored travel to or through Guinea, Liberia, and Sierra Leone, regardless of funding source, unless reviewed and approved by our infections disease experts in consultation with the Provost and the appropriate vice chancellor. ECU students, faculty, and staff who may have traveled or plan to travel to West Africa for work, research, or leisure are asked to contact Student Health Services or Prospective Health. More information can be found on the following ECU website <http://www.ecu.edu/cs-ecu/alert/University-Response-to-Concerns-of-Ebola-Outbreak.cfm>.

Mr. Koch gave the following suggestions for the upcoming flu season:

Flu Prevention Tips

- Get vaccinated (mandatory for clinical staff)
 - Faculty, staff and students can receive a flu shot with Banner ID and proof of health insurance. The co-pay will be waived for anyone with insurance. Children and spouses of ECU employees may also be vaccinated during the clinics.
 - Flu Clinic dates: October 20 ECHI
 November 6 MSC
 November 20 Brody Commons
 - Wash hands frequently
 - Don’t touch eyes mouth
 - Sanitize work area
 - **Stay home if you have flu symptoms**
- **Officer Derri Stormer**

The ECU Victim Advocate position is currently vacant; however, the position is being interviewed next week. The new Victim Advocate will be housed in the ECU Counseling Center. Currently,

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Officer Kim Bell and Officer Derri Stormer provide (to students and staff) victim advocate services and are located in the ECU Police Department. The victim services include sexual misconduct and domestic violence for students and staff, for male or females. More information is available on the Office of Victim Services website: <http://www.ecu.edu/studentlife/victimservices/index.cfm>

Other resources include:

- ECU Victim Advocate
- ECU Campus Police
- ECU Center for Counseling & Student Development
- Real Crisis Center
- ECU Title IX Officer, Dr. Turner
- ECU Office for Equity and Diversity

Officer Derri Stormer shared the ECU Safety Guide which has information on several topics including: suicide, weapons, locks down, stalking, drug awareness, etc. Senator Becky Gilbird asked if a student confided in a staff member is the staff obligated to report to ECU police. Officer Stormer said yes, ECU needs to know.

- **Toya Jacobs, Office for Equity and Diversity**

Diversity Strategic Planning

Senator Toya Jacobs shared that “ECU defines **diversity** in a broad context to include the representation, integration, and interaction of different races, genders, ages, ethnicities, cultures, national origins, abilities, religions, sexual orientations, gender identities, veteran status, socio-economic status, intellectual positions, and perspectives. ECU desires a pluralistic academic community where teaching, learning, and living occurs in an atmosphere of mutual respect in pursuit of excellence.”

Senator Toya Jacobs explained that today was an OED Listening Session and that all answers would be confidential. The following questions were asked to the group and open discussion was not recorded.

1. What does *Diversity* look like (mean) to me?
2. How is it about me, and not about someone else?
3. What are the most urgent problems/opportunities and how might we address them?
4. What can I do (on campus, for the community, for the system) to advance missions related to this work?
5. What does inclusion look, sound, and feel like to you?
6. Think of a time in your ECU experience when you felt welcome and included. What about that experience made it feel welcoming and inclusive?
7. If you could change one thing at ECU related to diversity and inclusivity, what would you do?

More information can be found on the Office for Equity and Diversity website <http://www.ecu.edu/edc/>

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Roll Call:

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

Approval of Minutes:

- Senator Derri Stormer made a motion to approve the minutes of September 9, 2014 as amended, seconded by Senator Suzanne McDonald **MOTION APPROVED.**

Executive Council Comments:

Chair Mary Schiller:

Chair-Elect Lisa Ormond Comments:

- Chair-Elect Lisa Ormond asked for senators to volunteer to switch committees to Communications and Marketing, a blogger is needed. Technology knowledge is not required, but committee members are needed. Please contact Teresa Trip to volunteer for this committee.

Treasurer Senator Arlene Bowling Comments:

As of September 30, 2014, fund balances are:

- State account: Balance: \$586.78
- Chancellor's Discretionary Fund: Balance: \$2,295.93
- Gail Jordan Scholarship Fund Balance - \$25,426.33. Interest is accrued once a year.
- Children of SPA Employees Scholarship Fund Balance - \$3,837.19
- Senator Arlene Bowling shared that the revised Staff Senate Postcards were received and shared during new Faculty Orientation and New Employee Orientation. Senator Arlene Bowling asked Committee Chairs to take postcards and distribute to committee members. Also, the postcards were shared during the Fitness Walk and the ECU Board of Trustees meeting to promote the scholarship fund.

Secretary Penney Doughtie Comments:

- Senator Penney Doughtie demonstrated the SharePoint process and provided detailed instructions to committee chairs. Also, Senator Penney Doughtie, reminded the designated committee member to post the minutes on SharePoint in a timely manner because it is very important to campus to be informed of the Staff Senate activities.

Old Business

No old business to report.

New Business

- Chair Mary Schiller asked for two UNC Staff Assembly Alternates, these positions are needed to report to Dr. Thomas W. Ross, President of the UNC GA. The UNC Staff Assembly discusses issues like the two year probation period, changes in legislation, organizing the Chancellor's Golf Classic (which will be held in Greenville in 2015), etc. The alternates will attend two meetings per year in

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Chapel Hill and two video meetings. Two delegates volunteered: Senator LuAnn Sullivan and Senator Kim Higdon.

- Senator Justin Janak provided information about Halloween Havoc (formerly Midnight Madness), a student event held in Dowdy-Ficklen Stadium on October 31 from 9 p.m. to 2:30 a.m. Volunteers are needed and this would be an opportunity for Staff Senators to volunteer. Volunteer training is required, two sessions scheduled Wednesday, October 22nd, 4 p.m. or Tuesday, October 28th, 12 noon, ECU Student Recreation and Wellness Center. You choose the training session that is more convenient for your schedule.

Decorating Shifts

- a. Wednesday, October 29th – 1:00 p.m. - 4:00 p.m.
- b. Thursday, October 30th – 10:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m.
- c. Friday, October 31st – 10:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m.

Night of Event Staff: October 31st 9:00 p.m.-2:30 a.m.

- a. Jobs include: Line control, check in, assessment, observations, novelties, activities, Scarers, Costume Contest, T-shirt give away, etc.

Contact Justin Waters <WATERSJ@ECU.EDU> if you want to volunteer.

Committee Reports

By-Laws ~ Committee Chair Harold Robinson

- No Report until next meeting.

Communications and Marketing ~ Committee Member Betsy Brown

- Two Pirate Perks
- Added one new Pirate Perk ~ Birthday in a Box

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Diversity ~ Committee Chair Becky Gilbird

- United Way is having a Fall Festival volunteers needed, see Becky Gilbird for more information.
- Report volunteer hours to Becky Gilbird gilbirdr@ecu.edu

Staff Senate Thanksgiving Service Project

- We are coordinating a personal hygiene item drive for the Staff Senate Thanksgiving Service project. Many organizations collect and donate food items during the Thanksgiving season; however, there is a significant need for basic care items. The drive will benefit the Food Bank of Eastern NC and the United Way. Senators are asked to bring at least one item to the November 18th meeting. Suggested items include:
 - Toothbrushes
 - Toothpaste
 - Dental Floss
 - Deodorant
 - Feminine Hygiene Products
 - Shampoo and Conditioner
 - Soap / Body wash
 - Hand sanitizer
 - Toilet Paper/Tissues

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Human Resources ~ Committee Chair LuAnn Sullivan

- Staff Senate Forum (two sessions)
Thursday, November 6, 2014,
10 a.m. Mendenhall Student Center, Rom 244
2 p.m. East Carolina Heart Institute Auditorium
All Senators should make every effort to attend one of these sessions and please encourage your constituents to attend. Speakers include:
 - “The Color of Money” by Dr. Rick Niswander, Vice Chancellor for Administration & Finance
 - “Master Plan – The Student Unions”
 - Mr. Bill Bagnell, Associate Vice Chancellor for Campus Operations
 - Mr. Bill Koch, Associate Vice Chancellor for Environmental Health and Campus Safety

Rewards and Recognition ~ Committee Chair Patrick Clark

- Staff Senate Health Fitness Walk,
Wednesday, October 29, 2014, (Rain Date ~ October 31st)
11:30 a.m. to 1:30 p.m., Laupus Lake, Health Sciences Campus
Ask Wellness and Health organizations that would like a table to share information to contact Patrick Clark clarkpat@ecu.edu . Please encourage staff and faculty to attend, everyone is welcomed. Volunteers needed.

Scholarship ~ Committee Chair Julie Fowler

- Gail Jordan Scholarship Fund Community Night
Thursday, December 4, 2014 and Wednesday, February 4, 2015
5:00 p.m. to 9:00 p.m., McAllister’s Deli
Senators please help to promote this event and encouraging your constituents to grab dinner (or tailgating trays) from McAllister’s on these two dates.

EPA Non-Teaching Faculty Committee (Ad-hoc)~ Suzanne McDonald

- No Report until next meeting.

Leadership and Professional Development (Ad-hoc) ~ Lynn Caverly

- No Report until next meeting.

Announcements

- Next Meeting Tuesday, November 18,2014, 3 p.m., ECHI Auditorium
- Thursday, October 16, 2014, Title IX Training, register at OneStop, Dr. Latham Turner, Dean of Students
- Thursday, November 20th and Friday, November 21st, ECU Board of Trustees, Mendenhall Student Center

Adjournment

- Motion to adjourn was made by Senator Derri Stormer, seconded by Senator LuAnn Sullivan.
MOTION APPROVED. The meeting adjourned at 4:53 p.m.

Sincerely,

Senator Penney Doughtie, Staff Senate Secretary

STAFF SENATE MEETING ATTENDANCE

Thursday, October 9, 2014

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	1	

Research and Graduate Studies

Suhail	Guzman	1	
Debbie	Hathaway	1	

Student Affairs

Justin	Janak	0	excused
Lynn	Caverly	0	excused

University Advancement

Karen	Whitehead	1	
vacancy		0	

SENATORS BY DIVISION

Academic Affairs

Vacant		0	
Julie	Fowler	0	excused

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Kim	Higdon	1	
Cyndee	Mueller	0	excused
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	0	excused
Becky	Preston	0	
Clinton	Smith	1	

Athletics

Greg	Pierce	0	
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Chancellors

Derri	Stormer	1	
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Health Sciences

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

Research and Graduate Studies

Rick	Smiley	0	
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Student Affairs

Vacant		0	
Jennifer	Harris	0	excused
Suzanne	McDonald	1	

University Advancement

Renee	Safford-White	0	
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TOTAL	24	QUORUM	66.666667
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EX-OFFICIO

Present

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

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