

**EAST CAROLINA UNIVERSITY
STAFF SENATE MEETING AGENDA**

June 11, 2015

3:00 p.m. – 5:00 p.m.

STAFF SENATE JUNE ORIENTATION MEETING

(Attendance is optional)

Lisa Ormond, Chair

- Welcome
- Monthly meetings and roster
- Roles of Executive Committee
 - Chair, Chair Elect, Secretary, Treasurer
- Update on 2014-15 Staff Senate progress
- UNC Staff Assembly Topics
- Board of Trustees Meetings

Travis Bullock, Chair Elect

- Overview of Committees' Purpose
- Job Descriptions
 - Senators, Alternates, Committee Chairs, Chair Elects
 - Term of Service and Voting Rights
- Committee How to List
- Selection Process for Senator/Alternate Committee Process

Kimrey Miko, Secretary

- Responsibilities of Senators/Alternates
 - Bylaws
 - Mission, Attendance, Meeting Structure
- Staff Senate Sharepoint Site
 - Address, agendas, minutes, calendar

Robert Ables, Treasurer

- Staff Senate Map
- Robert's Rules of Order
- Communication Methods
 - Website
 - Facebook
 - Blog and setting up the RSS Feed
 - Email & email signature

Next Staff Senate Meeting:

July 9, 2015 3 pm – 5 pm, ECHI Auditorium