

Approved September 10, 2015

**EAST CAROLINA UNIVERSITY  
STAFF SENATE MEETING AGENDA  
Thursday, August 13, 2015  
3:00 p.m. – 5:00 p.m.**

**Call to Order**

Chair Lisa Ormond called the meeting to order at 3:07 pm.

**Roll Call – Senator Kimrey Miko**

Roll was called and a quorum was present (see attached attendance sheet).

**Approval of Minutes – Senator Kimrey Miko**

Senator Suzanne McDonald motioned to approve the July 9, 2015 minutes as amended, seconded by Senator Lisa Lalla. MOTION APPROVED.

**Speaker**

**LYNN CAVERLY, PIRATE BOARDING CREW:** Lynn works in Campus Living/Student Affairs Division. 5500 students, along with their parents, are coming to campus starting Wednesday 8/19 through Saturday 8/22. Last year was the first time Staff Senate helped with the Pirate Boarding Crew. Community service leave is allowed for volunteering for this initiative. Staff Senate is signed up to help on Friday, 8/21 from 9 to 12 noon at Cotton Residence Hall on main campus.

**Executive Committee Comments - Senator Lisa Ormond**

**STATE BUDGET:** The newest deadline for the State Budget is August 14<sup>th</sup>. So far, no final decisions have been made on a budget for this fiscal year.

**BOARD OF TRUSTEES MEETING:** New officers were sworn in during the July meeting. The majority of the meeting was spent reviewing the Chancellor search process. Documents on BOT website will explain the process to be followed. UNCGA oversees the process and supports the Executive Search Committee (to be formed). This committee is composed of BOT members, ECU Alumni, faculty, staff, students, and a BOG member.

**ONBOARDING SURVEY FOR NEW SENATORS:** New senators will receive an onboard survey in their email in the near future through Qualtrix. This survey helps the Executive Committee understand what new senators are looking for from the EC.

**UNC STAFF ASSEMBLY:** The assembly met last week at UNC-Asheville. Keith DuBois, UNC General Administration Human Resources, was there and he touched on personnel issues that have come up at various Universities, such as the FSLA vs. Non-Exempt Policy, Adverse Weather Policy, Performance Management System, Policies on Temporary Employees and the handling of leave time.

**JANET B. ROYSTER SCHOLARSHIP:** The window for applications is now open. \$15,000 in scholarship money was awarded last year.

**STAFF SENATE TAILGATE:** EC has discussed having a Staff Senate tailgate during this year's football season. It appeared from the meeting that Staff Senate members were open to this idea. This is still in the early planning stages and research will still need to be done regarding catered vs. potluck, location, cost, etc.

Approved September 10, 2015

### Chair Elect – Senator Travis Bulluck

**COMMITTEE ASSIGNMENTS:** Thank you for being patient while assigning committees and correcting any issues that may have arisen from the assignments. Travis has accepted a new position at Western Carolina University as the Director of Advising. Nominations for a new Chair-Elect will be taken through August 28, 2015 at 5:00 pm. Voting will take place during the September Staff Senate meeting.

### Treasurer – Senator Robert Ables

**AS OF JULY 31, 2015:**

State account balance: \$2,475

Chancellor's Discretionary Fund balance: \$1,422.33

Gail Jordan Scholarship Fund expendable balance: \$2,161.53

Children of SPA Employees Scholarship Expendable Fund balance: \$4,734.08

### Secretary – Senator Kimrey Miko

Senators are asked to either sit in the seats closer to the stage during meetings, or be certain to announce name when speaking if choosing to sit further away. It is difficult to see name cards as they move closer to the back of the auditorium.

### Old Business

None

### New Business

**NEW STAFF SENATE MEMBERS:** Senator Ormond announced new members to the Staff Senate that agreed to fill in open spots for this year's group. The following departures/additions have taken place since May:

**Administration & Finance:**

Alternate, serving a 1 year term: Penney Doughtie

Senator, serving a 2 year term: Todd Inman

2 alternates still needed for this division.

**Academic Affairs:**

1<sup>st</sup> Alternate, serving a 1 year term: Trish Goltermann

Senator, serving a 2 year term: Keith Thomson

1 alternate still needed for this division.

**Chancellors Division:**

1 alternate still needed for this division.

**University Advancement:**

1<sup>st</sup> Alternate, serving a 1 year term: Karen Whitehead

2<sup>nd</sup> Alternate, serving a 1 year term: Patricia Simpson

Senator, serving a 2 year term: Katie Fulcher

**STAFF ASSEMBLY DELEGATES:** During the September meeting, Staff Senate will elect 2 new delegates to represent ECU at the UNCGA Staff Assembly meetings for the next year. The Staff Senators that represented ECU this past year are: Kim Higdon and LuAnn Sullivan. The job description for the delegates will be included with the September agenda email and the yearly term lasts from October to October.

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Kim Higdon: Staff assembly meetings require light travel and they are a good way to stay in touch with what is going on over all campuses. This is also a great way to discuss problem solving and get to know counterparts from other UNC campuses.

**EPA NON-TEACHING VIDEO:** The draft version of the video was presented to the Staff Senate. The committee charged with producing this video: Suzanne McDonald, Justin Janak, Betsy Brown, and Teresa Tripp. Special thanks to this committee, as well as those that agreed to take part in the video: Suhail Guzman, Penney Doughtie, Patrick Clark, Mandee Lancaster, and Loretta McDaniel.

### Committee Assignment & Break-Out

Committees were given the opportunity to meet and determine who will be chair, chair elect, and secretary.

By-Laws: Chair: Lisa Lalla, Chair-Elect: Arielle Harper, Secretary: Suzanne McDonald  
Communications & Marketing: Chair: Betsy Brown, Chair-Elect: Darrius Barrow,  
Secretary: Rhonda Nord

Diversity: Chair: Loretta McDaniel, Chair-Elect: Debbie Hathaway,  
Secretary: Kim Higdon

Human Resources: Co-Chairs: Cyndee Mueller & Karen Roblin,  
Chair-Elect: Heather Seibert Racine, Secretary: Arielle Harper

Rewards and Recognition: Co-Chairs: Justin Janak & Patrick Clark,  
Chair-Elect: Kristal Gauthier, Secretary: Kevin Mills

Scholarship: Chair: Robert Ables, Chair-Elect: Nadirah Pippen,  
Secretary: Jackie Daniels

Leadership and Professional Development (Ad-hoc): Chair: Patrick Everette,  
Chair-Elect: Rhonda Nord, Secretary: Nadirah Pippen

Membership Committee: Chair: Betsy Brown, Chair-Elect: Kimrey Miko,  
Secretary: Emily McLamb

### Announcements

**NEXT STAFF SENATE MEETING:** Thursday, Sept. 10 @ 3 pm, ECHI Auditorium. This year's recipients of the Children of SPA Scholarship will be in attendance and checks will be presented to them. Staff Senate will also hold their annual ice cream social at the conclusion of the meeting.

**NEXT BOARD OF TRUSTEES MEETING:** September 24 & 25, 2015 Murphy Center  
**STAFF SENATE GROUP PHOTO:** Scheduling in process. Please be on the lookout for further information via email. It will require all senators to wear their purple shirts to this particular meeting date.

**CHANCELLORS LEADERSHIP ACADEMY:** The window is now open for applications to the Spring 2016 Cohort program. The website, <http://www.ecu.edu/chancellorleadership/> talks about the application process if anyone is interested. Senator Arielle Harper is a graduate of the program and she stood up and spoke about it to give us an idea of what they have taking place in the program. Program is held in spring.

**NEW STUDENT WELCOME & CONVOCATION:** This traditional welcome of new students to the ECU campus will take place on August 23. There is a special section in Mingos Coliseum for staff and faculty.

Approved September 10, 2015

**Adjournment**

A motion to adjourn was made by Senator Kim Higdon, and seconded by Senator Loretta McDaniel. The meeting was adjourned at 4:37 pm.

Respectfully Submitted,

Kimrey Miko  
Secretary, Staff Senate

Approved September 10, 2015

## Attendance

| First Name     | Last Name      | Senator/Alternate | Division | Present | Absent | Excused |
|----------------|----------------|-------------------|----------|---------|--------|---------|
| Trish          | Goltermann     | Alternate         | AA       |         | 1      |         |
| Betsy (Hannah) | Brown          | Senator           | AA       | 1       |        |         |
| Travis         | Bulluck        | Senator           | AA       | 1       |        |         |
| Kim            | Higdon         | Senator           | AA       | 1       |        |         |
| Cyndee         | Mueller        | Senator           | AA       | 1       |        |         |
| Heather        | Siebert-Racine | Senator           | AA       | 1       |        |         |
| Jeremy         | Jordan         | Senator           | AA       | 1       |        |         |
| Keith          | Thomson        | Senator           | AA       |         |        | 1       |
|                |                |                   |          |         |        |         |
| Penney         | Doughtie       | Alternate         | AF       | 1       |        |         |
| Patrick        | Clark          | Senator           | AF       | 1       |        |         |
| Michael        | Hale           | Senator           | AF       | 1       |        |         |
| Robert         | Ables          | Senator           | AF       |         |        | 1       |
| Brock          | Jones          | Senator           | AF       | 1       |        |         |
| Dawn           | King           | Senator           | AF       | 1       |        |         |
| Catherine      | Stephenson     | Senator           | AF       |         | 1      |         |
| John           | Waters         | Senator           | AF       | 1       |        |         |
| Arielle        | Harper         | Senator           | AF       | 1       |        |         |
| Billy          | Long           | Senator           | AF       | 1       |        |         |
| Todd           | Inman          | Alternate         | AF       | 1       |        |         |
|                |                |                   |          |         |        |         |
| Jackie         | Daniels        | Alternate         | AT       | 1       |        |         |
| Sam            | Saunders       | Alternate         | AT       |         | 1      |         |
| Harold         | Robinson       | Senator           | AT       |         |        | 1       |
|                |                |                   |          |         |        |         |
|                |                | Alternate         | CH       |         |        |         |
|                |                | Alternate         | CH       |         |        |         |
| Kimrey         | Miko           | Senator           | CH       | 1       |        |         |
|                |                |                   |          |         |        |         |
| Diann          | Jones          | Alternate         | HS       | 1       |        |         |
| Lauren         | Cherry         | Alternate         | HS       |         |        | 1       |
| Lisa           | Ormond         | Senator           | HS       | 1       |        |         |
| Lisa (Marie)   | Lalla          | Senator           | HS       | 1       |        |         |
| Ann            | Wall           | Senator           | HS       |         |        | 1       |
| Loretta        | McDaniel       | Senator           | HS       | 1       |        |         |
| Bobbie         | Harris         | Senator           | HS       | 1       |        |         |
| Karan          | Roblin         | Senator           | HS       | 1       |        |         |
| Kevin          | Mills          | Senator           | HS       |         |        | 1       |
| Patrick        | Everett        | Senator           | HS       | 1       |        |         |
| Andrea         | Bristol        | Senator           | HS       | 1       |        |         |
| Rhonda         | Nord           | Senator           | HS       | 1       |        |         |

Approved September 10, 2015

|                    |           |            |              |    |   |    |
|--------------------|-----------|------------|--------------|----|---|----|
| Kristal            | Gauthier  | Senator    | HS           | 1  |   |    |
| Jackie             | Masterson | Senator    | HS           | 1  |   |    |
| Nedra              | Harris    | Senator    | HS           | 1  |   |    |
| Kelly              | Dilda     | Senator    | HS           | 1  |   |    |
|                    |           |            |              |    |   |    |
| Debbie             | Hathaway  | Alternate  | RG           | 1  |   |    |
|                    |           | Alternate  | RG           |    |   |    |
| Suhail             | Guzman    | Senator    | RG           | 1  |   |    |
|                    |           |            |              |    |   |    |
| Darius             | Barrow    | Alternate  | SA           | 1  |   |    |
| Nadirah            | Pippen    | Alternate  | SA           | 1  |   |    |
| Suzanne            | McDonald  | Senator    | SA           | 1  |   |    |
| Justin             | Janak     | Senator    | SA           |    |   | 1  |
| Emily              | McLamb    | Senator    | SA           | 1  |   |    |
|                    |           |            |              |    |   |    |
| Patricia           | Simpson   | Alternate  | UA           |    |   |    |
| Karen              | Whitehead | Alternate  | UA           | 1  |   |    |
| Katie              | Fulcher   | Senator    | UA           |    |   | 1  |
|                    |           |            |              |    |   |    |
| EX-Officio Members |           |            |              |    |   |    |
| Mary               | Schiller  | Past Chair | HS           |    |   | 1  |
| Toya               | Jacobs    |            | OED          | 1  |   |    |
| Amy                | Waters    |            | OED          |    |   |    |
| Melissa            | Bard      |            | HR           |    |   | 1  |
| Karen              | Summerlin |            | HR           |    |   |    |
|                    |           |            | Total Counts | 37 | 5 | 10 |

\*\* Quorum Needed

75.512

\* Dan Blumberg attended the meeting in the place of Melissa Bard.

\*\* Ex-Officio members are not allowed to vote and aren't included in the quorum formula.