

Approved November 12, 2015

**EAST CAROLINA UNIVERSITY
STAFF SENATE MEETING AGENDA**

October 8, 2015

3:00 p.m. – 5:00 p.m.

Call to Order

Chair Lisa Ormond called the meeting to order at 3:06 pm.

Roll Call – Senator Kimrey Miko

A quorum was present

Speakers

Mandee Lancaster – Chancellors Committee on Status of Women

The Chancellor's Committee on the Status of Women (CCSW) started helping to improve the lives of women on campus and in the community in 1971. Through events, outreach, and engagement on and off campus, we bring attention to achievements and the challenges women at East Carolina University face every day.

Some things this committee takes part in:

Promotion and tenure workshops for faculty

Staff Wellness & Professional Development Activities

International Women's Day

Holiday Luncheon

Sexual Assault Awareness & Response

To join: A request for nominations is emailed out through ECU Official each spring.

The Chancellor reviews recommendations and appoints committee members.

The committee has various smaller committees in charge of development and various programs.

Staff Senate rep on the committee – Andrea Bristol.

Toya Jacobs and Mandee Lancaster – Project: ECUYou

Project: ECUYou is a long-term, three-phase effort to identify and set goals for enhancement and progress across the University. It gives members of the campus the chance to speak up and voice their opinions on a variety of key issues on campus. The survey is open until November 6 and it is an anonymous survey.

This project is sponsored by the Office for Equity and Diversity and backed by the Chancellor's Executive Council.

The survey is accessed thru email but there are also a couple of dates set aside where HR makes computers available for staff to take the survey.

As of October 8, there were 250 faculty responses, over 400 staff responses, and over 500 student responses to this.

Email is projectecyou@ecu.edu

Approval of Minutes

September 10 minutes

Penney Doughtie motioned to accept the minutes. Harold Robinson seconded.

Minutes were approved.

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Executive Committee Comments

Chair – Senator Lisa Ormond

The one-time, \$750 bonus from the State of NC will be distributed to all employees in early December. The bonus will be taxed (State, Federal, and FICA) but is not subject to retirement.

The Staff Senators are being provided with the opportunity to voice their opinions on what they want in a new Chancellor. Senator Robert Ables is going to send out a Qualtrix survey to all senators in the days following the Staff Senate meeting.

Changes from HR as of Oct. 1

SPA Employee Probationary status - Effective Oct. 1 the probationary period for any type of entrance to SPA employment went from 24 months to 12 months. Sara Lilley (HR) stated it is 12 months for SPA employees and the question is how this impacts those that are subject to the previous 24 month period – they are still waiting for guidance on that from UNC-GA.

Reduction in Force (RIF) Priority - If an employee currently in RIF priority applies for a position and then declines the interview then their RIF Priority expires.

State Hiring Process effective October 1 – Supervisors must select the most qualified candidate from the entire applicant pool. This is a practice ECU is participating in, so there won't be much to change in this area.

Most recent employee evaluations from the employee's current supervisor are allowed to be viewed by a hiring manager if that employee is their candidate of choice. They can only view it in the HR office, and the evaluation is not allowed to leave the HR office.

SPA Performance Management Policy – currently in the works and not solidified yet. Once HR has further information on what to expect from the policy they will share it.

On Deck is an electronic quarterly newsletter produced by the Division of Student Affairs. Starting with the November issue the Staff Senate will have something in it.

Treasurer – Senator Robert Ables

State Fund \$2,198.82

Chancellor's Discretionary Fund \$2,075.69

Gail Jordan Scholarship Fund \$2,161.53

Children of SPA Scholarship Fund \$3,234.06

Secretary – Senator Kimrey Miko

No comment

Old Business

VOTE: Staff Assembly Delegate

Amy Eason was nominated last month, accepted the nomination, and the nomination was approved. She will join Kim Higdon as a delegate to the Staff Assembly.

New Business

Professional Development - Mande Lancaster

Leadership Begins with YOU!

Mandee's presentation explored 5 Practices of Exemplary Leadership: 1) Model the Way, 2) Inspire a Shared Vision, 3) Challenge the Process, 4) Enable Others to Act, 5) Encourage the Heart. Leadership is not all "I" focused..... it is about developing the team. Mandee encouraged everyone to think about where they can start making an impact.

Open HR topic discussion – Chair Lisa Ormond

FLEXIBLE SCHEDULING POLICY

This policy is something that is controlled by ECU, whereas many other policies are mandated by the State of NC. The ECU Flexible Scheduling policy states:

Service in all areas must be provided Monday through Friday, 8 am – 5 pm. Modified work schedules must be agreed upon by the employee and the supervisor while ensuring all unit needs are met. Modified work schedules must be based on a 40 hour work week, with a minimum of 30 minutes for lunch. Vice Chancellors and the Director of Athletics are responsible for the development and oversight of the flexible schedules in the offices within their respective divisions and will resolve questions with the assistance of the Office of Human Resources. The BSOM and its Clinics may utilize flexible schedules in areas where service will not be adversely affected by such adjusted schedules.

For the full policy, visit: www.ecu.edu/cs-admin/humanresources/ and look under *Policies & Procedures*, then *General Policies*

Managers and supervisors are encouraged to work with their direct reports, should their direct reports request to put this policy in use. The Chancellors Executive Council is also in support of the use of this policy across the University.

Committee Reports

By-Laws

Shared updates and looked at additional sections of the by-laws to update in the future.

Communications & Marketing

4 new approved Pirate Perks:

Gift Blooms – Save 20% off of delivery from their website

Tungsten Rings – 15% off all website products

Van's Gifts – 10% off any order

Stubzero – Save 10% & pay zero fees on all tickets up to the last minute

The Sam's Club discount has been discontinued; it was a one-time promotion they were offering.

Membership

A timeline has been written and finalized for new membership starting in Spring semester.

Diversity

All Staff Senators are asked to be sure to take the Project ECU survey.

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Human Resources

Finalized the events they are doing for community service: collect pop tabs for Ronald McDonald house all through the year, senators are encouraged to bring their pop tabs to each meeting.

The committee is also working on Staff Emeritus program to be supported by the Chancellor.

Rewards & Recognition

Health Walk October 14, 11:30am -1:30pm, Lake Laupus on Health Sciences campus.

Scholarship

The transition of application from Qualtrix to Academic Works System is almost complete. The committee also discussed fundraising ideas.

Leadership & Professional Development (Ad-hoc)

No further updates at this time.

Announcements

NEXT STAFF SENATE MEETING: Thursday, November 12, 2015, 3 pm (ECHI Auditorium)

STAFF SENATE HEALTH FITNESS WALK: Weds. Oct 14, 11:30 – 1:30 pm
Lake Laupus (West Campus)

BOARD OF TRUSTEES MEETING: November 19 & 20

Adjournment

The meeting was adjourned at 5:08, motioned by Kim Higdon and seconded by Sam Saunders.

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Attendance

| First Name | Last Name | Senator/Alternate | Division | Present | Absent | Excused |
|----------------|----------------|-------------------|----------|---------|--------|---------|
| Amy | Eason | Alternate | AA | 1 | | |
| Trish | Goltermann | Senator | AA | | 1 | |
| Betsy (Hannah) | Brown | 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 | Senator | 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 | | |
| | | | | | | |
| Lauren | Cherry | Alternate | HS | | | 1 |
| Debra | Mercer | 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 | |
| Patrick | Everett | Senator | HS | 1 | | |
| Andrea | Bristol | Senator | HS | 1 | | |
| Rhonda | Nord | Senator | HS | 1 | | |
| Kristal | Gauthier | Senator | HS | 1 | | |

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|-----------------------|-----------|-------------------|-----|-----------------|----|---|---|
| Jackie | Masterson | Senator | HS | 1 | | | |
| Nedra | Harris | Senator | HS | 1 | | | |
| Kelly | Dilda | Senator | HS | 1 | | | |
| Diann | Jones | Senator | HS | 1 | | | |
| | | | | | | | |
| Debbie | Hathaway | Alternate | RG | 1 | | | |
| Sierra | Fountain | Alternate | RG | 1 | | | |
| 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 | 1 | | | |
| 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 | | | 1 | |
| Melissa | Bard | (Michelle Morris) | HR | | | 1 | |
| Karen | Summerlin | (Sara Lilley) | HR | | | | |
| | | | | Total Counts | 36 | 6 | 8 |

Quorum Needed

72

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