

Approved 11/10/2016

APPROVED

EAST CAROLINA UNIVERSITY
STAFF SENATE MEETING MINUTES

September 8, 2016
3:00 p.m. – 5:00 p.m.
ECHI Auditorium

Staff Senate Group Photo

Call to Order – Chair Kristal Gauthier

Called to order at 3:07pm

Speakers:

Bernie Schulz - Youth Programs and Camps Office – PRR

Please see the attached PowerPoint presentation.

Dr. Virginia Hardy greeted the Staff Senate body and spoke about how Internal Audit gave recommendations on the organization of campus groups/youth programs. The office is asking for feedback on the interim regulation, so recommendations can be made to make a permanent PRR. The Executive Council and Chancellor last summer proposed to develop a PRR and the second recommendation was to establish a Youth Programs & Campus office. Programs & Campus – this could be anything taking place throughout the year. On April 11th the Executive Council approved for programs/campus that involves 1 or more youth that are left in the care of volunteers or staff members (young people, under 18). If there are chaperones or parents involved with the child in the program and they stay with the child, then that program isn't required to comply with this regulation. Beginning January 1st, all existing and new programs being proposed will need to go through this approval process. This new office is to help standardize information that campus/programs would be collecting (liability, parental, photo release, emergency, etc.) If specific requests of exemption, then it would be reviewed by Dr. Schulz and Dr. Hardy. If there is an investigation/audit, all programs/campus should fully cooperate. Records should be kept for seven years (industry standard). Dr. Schulz suggested for campus to visit the new website for Youth Programs & Camps tabs (www.ecu.edu/ypco)

**Justin Yeaman & Christy Carraway – HR Needs Assessment Survey
Treasured Pirate**

Justin Yeaman spoke about the HR Needs Assessment Survey set to be sent out to campus on September 15th. Human Resources has been charged as part of our strategic plan to analyze what type of trainings the University wants/needs. The official email from will be sent from HR Development, and HR asked that the Staff Senators take some time before September 15th to educate the constituents to let everyone know it is coming, as Human Resources can't improve the training offerings, if HR doesn't receive feedback.

The Treasured Pirate program was reviewed and the senators were reminded that anyone can nominate someone for the recognition, but they have to be a permanent employee. Nomination then goes to the departmental contact. It is up to the discretion of the department on how they want to review and disapprove/approve of the nomination. Once the department reviews the nomination for Treasured Pirate, action has to be taken in Pirate Port to approve the nomination. Once approved in Pirate Port, the divisional approver would then review/approve. Once the Divisional Approver approves nomination in Pirate Port, they would contact the recipient and alert them of the award, tell the

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recipient of the award options, then offer selection. Human Resources pulls a report once a month, then at that time the awards are sent to the division contact to disburse the awards to their area. It is up to the discretion of each division on how they handle the Treasured Pirate Awards.

Bill Koch & Lauren Mink – “LiveSafe” Safety App

www.ecu.edu/livesafe

In 2013-2014 General Administration pushed for each UNC University to have an Campus Safety Initiative Safety application. A Committee was formed with students, staff, faculty to help choose this app over other competitors.

The app has 4 options of use:

Tips:

12 categories for reporting tip

Tip is geotagged, you can also give anonymous tips and toggle your profile to “anonymous”

Emergency option:

Phone – 1st is “Call 911” is not just for campus, will call whichever dispatch center you are closer to.

On campus – call ECU Police

Message police – will send emergency information

Any option tracking will start, however, the user can turn off the tracking.

Safety map:

Google pings with safety locations (on and off campus locations)

Identified different services to students/faculty/staff

In the future, we can submit ECU ALERTS via the APP.

Student Safety escort –

GO SAFE:

Safe walk can video chat or watch

They don’t have to notify/watch.

Can call Safe Ride from the app.

Also weather tab for Greenville, NC and bus stop/schedules.

Wireless panic buttons will be phased out, hardwired panic buttons will stay.

“Blue Light in your pocket”

Greenville Police has access to LIVESAFE officially on August 1st.

Roll Call – Melissa Eakes

Approval of Minutes – Melissa Eakes

Motion to approve minutes by Kim Higdon.

Motion seconded by Amy Eason. Motion passed.

Executive Committee Comments

Chair – Senator Kristal Gauthier

Welcomed three new staff senators:

Chris Sutton - alternate in Chancellor’s Division

John Southworth – alternate in Admin & Finance.

Andy Russell – alternate in Admin & Finance

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We still have vacant seats in Academic Affairs and University Advancement.

Staff Emeritus deadline is October 1st and then again March 1st. Please help promote for recognition about individuals who are near retirement.

State Employees will see the 1.5% raise in our August 15th paycheck

Overview of October/November meetings – agendas are pretty full. If something would like to be presented at a Staff Senate meeting, please email Executive Committee, or if concerns up.

Report Volunteer Service hours to Kimrey Miko, so we can keep track of how many volunteer hours are completed. We report to the Board of Trustees at the end of the year and our annual report.

Chair – Elect – Senator Kimrey Miko

September 13th meeting at Brook Valley Country Club at 6:30pm to review 10th Street Pedestrian Safety Project, provide an update on 10th corridor.

Secretary – Senator Melissa Eakes

No comment

Treasurer – Senator Todd Inman

State \$ - 2500.00

Discretionary - \$1910.71

Child SPA - \$2526.03

Gail Jordan - 3435.05

Committee Reports

By-Laws:

Working on looking over by-laws and meeting with Kitty Wetherington and review of the authority of Staff Senate. Positive enforcement, what type of authority can we have? Trying to get work and positive things happening on campus.

Communication/Marketing:

Patrick Everette – currently planning to update Staff Senate website (new/better navigation) and add page for nominations for Staff Emeritus.

Reviewing Pirate Perks and divided to committee members and send out reminder to campus that perks are still here.

Diversity:

Met and will have a new member John Southworth, new chair-elect Diann Jones and discussed 2 new projects to gather information for the next meeting.

Human Resources:

Not going to do a fall forum, however the committee is planning a spring forum. Reviewing Federal data standards act and performance management and service project to Hope Lodge to feed in the spring. November meeting we will discuss tuition waiver and textbook loan. Kim Higdon reminded that the Health Insurance Portal has been cleared.

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Rewards & Recognition

Health walk October 12th rain date October 19th 11am – 1pm

Ashley Worthington – HR encourages attendance, just has to use lunch break as a portion of the time frame while attending, please discuss with supervisor prior to leaving work to attend.

Scholarship:

Welcoming new member Chris Sutton, Nadirah and committee working to have fundraising dates. Scholarship open November 1st, tentative time to release marketing/flier to disburse to areas on campus.

Membership:

No meeting, postponed meeting until next week.

Leadership & Professional Development (Ad-Hoc)

Meeting scheduled for September 12th to discuss speaker for October meeting.

Announcements

NEXT STAFF SENATE MEETING: Tuesday, October 11, 2016

Staff Senate Fall Fitness Walk – October 12, 2016; Rain date October 19, 2016

BOARD OF TRUSTEES MEETING: September 29-30, 2016

For full meeting information, visit: www.ecu.edu/bot

Adjournment at 4:49pm

Motion to adjourn by Cheryl Walters, seconded by Bobby Tuggle, motion passed.

Attendance September 8, 2016 Staff Senate Meeting

First Name	Last Name	Senator/Alternate	Division	Present	Absent	Excused
Amy	Eason	Senator	AA	1		
Kim	Higdon	Senator	AA	1		
Cyndee	Mueller	Senator	AA	1		
Shandawn	Simmons	Senator	AA	1		
LuAnne	Sullivan	Senator	AA	1		
Renita	Harley	Senator	AA	1		
Anna	Logemann	Alternate (1)	AA	1		
VACANT		Alternate (2)	AA			
Brian	Davis	Senator	AF	1		
Melissa	Eakes	Senator	AF	1		
Arielle	Harper	Senator	AF	1		
Todd	Inman	Senator	AF	1		
Dawn	King	Senator	AF	1		
Billy	Long	Senator	AF		1	
Robin	Mayo	Senator	AF	1		
Kara	Ousley	Senator	AF	1		
Bobby	Tuggle	Senator	AF	1		
John	Waters	Senator	AF	1		
Andy	Thomas	Alternate (1)	AF			
John	Southworth	Alternate (2)	AF	1		
Jackie	Daniels	Senator	AT	1		
Sam	Saunders	Alternate (1)	AT		1	X
Darlene	Perry	Alternate (2)	AT	1		
Kimrey	Miko	Senator	CH	1		
Lori	Lee	Alternate (1)	CH	1		
Chris	Sutton	Alternate (2)	CH	1		

Attendance September 8, 2016 Staff Senate Meeting

Andren	Bristol	Senator	HS			
Shelby	Donnelly	Senator	HS	1		
Patrick	Everett	Senator	HS	1		
Kristal	Gauthier	Senator	HS	1		
Nedra	Harris	Senator	HS	1		
Lisa	Hodges	Senator	HS	1		
Diann	Jones	Senator	HS	1		
Jenna	Lindsay	Senator	HS	1		
Jackie	Masterson	Senator	HS	1		
Debra	Mercer	Senator	HS	1		
Tisha	Nelson	Senator	HS	1		
Rhonda	Nord	Senator	HS	1		
Penny	Potvin	Senator	HS	1		
Amy	Sweers	Senator	HS			
Yvonne	Daniels	Senator	HS	1		
Zoe	Yetman	Alternate (1)	HS	1		
Roshonda	Blackman	Alternate (2)	HS			
Suhail	Guzman	Senator	RG		1	X
Cheryl	Walters	Alternate (1)	RG			
Sierra	Fountain	Alternate (2)	RG		1	X
Justin	Janak	Senator	SA	1		
Jeremy	Jordan	Senator	SA			
Nadirah	Pippen	Senator	SA	1		
Hannah	Jessup	Alternate (1)	SA	1		
Darlene	Langley	Alternate (1)	SA	1		

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Katie	Fulcher	Senator	UA	1		
Patricia	Simpson (Suggs)	Alternate (1)	UA	1		
VACANT	VACANT	Alternate (2)	UA			
EX-Officio Members						
Lisa	Ormond	Past Chair	HS	1		
Toya	Jacobs		OED	1		
Amy	Waters		OED		1	
Melissa	Bard		HR		1	
Karen	Summerlin		HR		1	
Keisha	Fulcher-Brown		HR	1		
Staff Assembly Delegates						
LuAnn	Sullivan			1		
Amy	Eason		AA	1		
			Total Counts	42		
		Quorum Needed		80.76923		
** Ex-Officio members are not allowed to vote and aren't included in the quorum formula.						