

Approved January 12, 2017

**EAST CAROLINA UNIVERSITY
STAFF SENATE MEETING AGENDA
December 8, 2016
3:00 p.m. – 5:00 p.m.**

Holiday Social

Call to Order – Chair Kristal Gauthier

Called to order at 3:03pm

Roll Call – Senator Melissa Eakes

Approval of Minutes – Senator Melissa Eakes

November 10, 2016 Minutes

Motion Sam Saunders, 2nd LuAnn Sullivan; none oppose

Executive Committee Comments

Chair – Kristal Gauthier

The Chancellor's Installation Week will be March 22-24th Chancellor's tentative agenda, Service awards will be March 22nd, in Harvey Hall. During that week the ribbon cutting ceremony will also take place at the New Student Center located on the Health Campus. The formal ceremony honoring Chancellor Staton will be held at Wright Auditorium, followed by a Gala.

Justin Yeaman from Human Resources contacted Kristal in regards to the HR Needs Survey:

- 6300 sent out and 500 responses.
- Thank you to all who completed the survey.

Staff Emeritus Update: 9 individuals were nominated, 6 were approved.

Executive Committee is seeking feedback/topics and speakers for spring semester for the Staff Senate.

Chair – Elect – Kimrey Miko

No comments. Volunteer hours document is circulating, please be sure to report any volunteer hours you perform each month. Staff Senators have completed a total of 376 hours since August.

Secretary – Melissa Eakes

No comment.

Treasurer – Todd Inman

State \$2500

Discretionary \$1851.41

Children SPA \$2526.03

Gail Jordan \$2436.05

New Business

Staff Senate Meeting Locations (action item)

At the November meeting the topic of moving the meeting and setup and the discussion was tabled, Kimrey spoke on available location and setup options:

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First option was to stay at ECHI and use the conference rooms when available to setup a "U" formation or closed rectangle to hold 55-60 people total and have easier parking. The only issue is in the ECHI conference rooms round tables are normally setup, and the team at ECHI can't guarantee the availability to have a different formation setup for each meeting.

Second option is Mendenhall, which already has table setup on hand, and options of setup. Parking & Traffic has agreed to reserve parking spaces on main campus for senators who would be traveling from west campus, parking option would be on the corner of 10th street and Cotanche, B1 lot, which is the same lot as the Faculty Senate uses. Senators with ADA needs would be allowed to park between Green and SRC, but Parking & Traffic will need to be alerted of this need prior to the meeting, so they will accommodation for you.

Third option is to stay in the ECHI Auditorium with the normal setup. The Executive Committee felt that the auditorium didn't promote people to share opinions/thoughts and it is too big of a room for our organization to foster better communication.

Comments before vote:

Rhonda Nord – if you are able to reserve the parking spaces (no cost), that would be ideal to rotate locations.

Nedra Harris wants the meetings to stay at the auditorium, and next year start a new location.

Debra Mercer - going from auditorium to a smaller environment, won't that discourage non staff senators from attending? Kristal commented that we will strive to make sure there is additional seating.

Lori Lee – reason for joining is to meet more colleagues, and with the different setup/location will help broaden our reach of colleagues (all facing each other to have discussion) and not feeling like we are being "talked to."

Shelby Donnelly – expressed how she was unhappy after initial discussion, but was thankful for the offer of ADA accommodation, and expressed that in the auditorium she was unable to turn around and see who was speaking, and it would be nice to be in a forum setting. After all discussion was complete, a vote was taken:

VOTE:

Option 1 – keep things the way they are currently are, held in auditorium

Option 2 – support of changing the meeting location, and alternate location every month.

Setup would be an open U-shape, square setup.

This vote is relevant to just this current term.

Vote calculations – Option 1 = 8 Option 2 = 19

Motion passed for option 2; Melissa will update meeting request.

Staff Emeritus Process (action item)

Tisha Nelson updated the Staff Senate that at the last HR committee meeting the committee voted (5-1) to dissolve the Staff Emeritus Program. After further discussion, they decided they didn't want to dissolve, but maybe add these things if approved:

- Add Staff Emeritus to the Retirement One card.
- If funding, get a plaque and place in a specific location, and add recipients name each year.
- Certificate to be presented to the recipients.
- Picture on staff senate website/Facebook

The committee suggested adding another step to the nomination process:

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Once a person is nominated, they are contacted to confirm they want to accept this nomination. For this type of award, Human Resources is having to go through the personnel file.

Ideas on award and suggestions:

We can do the certificate, as it is inexpensive. Open to other ideas.

- Perks from Parking and maybe free parking?
- Human Resources, maybe a good place to put the plaque.
- LuAnn Sullivan – when will someone be awarded? Maybe presented at the Service Awards reception each year, give it more prestige.
- List recipients in the catalog (faculty is done this way), ask Diane Coltrain ask about catalog placement.
- ECU Retired Faculty Association – EHRA Teaching Fac and EHRA non-teaching faculty get invited to this association (\$15/year or \$75/lifetime) those with Staff Emeritus as getting invited to that group.

Motion to add a step to the nomination for the nominee being contacted for acceptance/declined –

Motion passed with 25 votes.

Committee Reports

By-Laws – Lori Lee stated the committee is reviewing the entire by-laws, and hope to reformat it so the By-Laws will be easier to read, easier to follow, and easier to understand policies, such as attendance policy, increasing participation on committees, increase communication. The committee hopes to push staff senate responsibilities across the University, and they are looking forward to bring some issues back to Staff Senate and give us a voice on the campus.

Communications & Marketing – The committee wasn't able to meet this past month, due to conflicts. They are pushing Facebook with our spring events, asking Cliff Hollis' team to be in attendance at some of the Staff Senate upcoming events, revisions to Pirate Perks website, and trying to branch out on how we can market the Staff Senate.

Diversity – Nedra Harris updated that the committee met in November and discussed having a Christmas breakfast and exchanging gifts in December.

Human Resources – At the last committee meeting the visibility of Staff Senate was discussed and how others don't get to see us and see what we as a body of staff senate do. It was suggested to get together as Staff Senate and do a service project as a whole. Need ideas for service projects, could lead with a Hurricane Matthew project that is already setup.

Rewards & Recognition – Bobby Tuggle updated that there is nothing new to report, but will be meeting in January to finalize Staff Appreciation and Health Walk

Scholarship – The committee wishes to increase the scholarship numbers on the annual gifts, Chick-fil-A, Target, Dairy Queen and local businesses that the committee is reaching out to for fundraising. We do qualify as a 503-C organization, so we can have

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fundraisers. 44 applicants for the Gail B. Jordan, after filtering only 6 are left. 20 applicants for the Children of SPA (unfiltered).

Fundraiser at Wimpie's will take place in the spring, no date has been decided. Band night at Wimpies and all of the proceeds from the band go to the scholarship, last year it was \$1300 and it was an increase from the previous year; aiming for the March time frame.

Leadership & Professional Development (Ad-hoc) – Cheryl Walters met on December 5th, Lisa Ormond is working with Dr. Ballard on the BALL date and creating a SAVE THE DATE, and working with Sgt. Hill (Active Violence, Active Shooter training), possible in January. Working with Dr. John Howard, trying to see if we can reschedule (since he was scheduled for October meeting that was cancelled due to Hurricane Matthew).

Membership Committee – Betsy --- Attendance Policy, By-Laws states you are allowed 2 unexcused absences, if you have 2 you will receive notification from the EC committee, if you miss 3, you will be contacted by the EC committee and if you miss 4, you will be asked to step down from the Staff Senate. "If you aren't here to hear the information, it is hard to fulfill your duty as a senator." Be mindful to be present for the entire meeting which is 3pm – 5pm, if you work a flex schedule, please adjust your schedule to be 8am – 5pm the day of our Staff Senate meetings. Each supervisor approved the senators to participate in Staff Senate, and if the senators have issues please contact the Executive Committee. Each supervisor is notified of all of the meeting dates, and they have to approve your acceptance. Nominations will open January 31st, will update again at the January meeting.

Kristal suggested an attendance policy for the committees as well.

Staff Assembly Update –will provide an update at the January meeting.

Announcements

NEXT MEETING: January 12, 2017

BOT Meeting: February 16-17, 2017

Murphy Center – Athletics Complex

Adjournment

Motion for adjournment by Cheryl Walters, seconded by Shelby Donnelly

Dismissed at 4:34pm