

Approved February 14, 2017

APPROVED

**EAST CAROLINA UNIVERSITY
STAFF SENATE MEETING MINUTES**

January 12, 2017

3:00 p.m. – 5:00 p.m.

Mendenhall Great Rooms 2 & 3

Call to Order – Chair-Elect Kimrey Miko

Called to order at 3:01pm

Active Shooter Demo – Sgt. Ike Hill

ECU Police

Roll Call – Senator Melissa Eakes

Quorum Present

Approval of Minutes – Senator Melissa Eakes

December 8, 2016 Minutes

Correction made to add (\$) by the Children of SPA Scholarship balance
Motion for approval by Jackie Masterson; seconded by Kim Higdon.

Executive Committee Comments

Chair – Elect – Kimrey Miko

Volunteer hours listing was circulated asking senators to document any volunteer hours done from December 9th – January 12, 2017. Our staff senators have completed a total of 404 hours for the Staff Senate year. Staff Senators received an email from Kristal Gauthier in regards to her resigning from her position with the Staff Senate, the letter was reviewed by Kimrey Miko. Due to this vacancy the Executive Committee discussed and reviewed the By-Laws. To continue without disruption for the remainder of the 2016-2017 Staff Senate year the current Executive Committee wish to continue as is, and they will cover every committee meeting and keep moving, and start next Staff Senate year to fill Chair-Elect position. The floor was opened for discussion/suggestions from senators. After discussion a motion was made: Kimrey will move into the chair role as interim for the remainder of the 2016-2017 Staff Senate Year, and have the chair-elect position remaining open, and Lisa Ormond would remain as Chair Emeritus for 2017-2018 to have continuity. Motion by Kim Higdon, seconded by Betsy Criscitiello; unanimous vote

ECU Official – January 3rd – Attention SHRA Employees, new policy on Performance Management process. Kimrey will forward the email out to the Senators, and ask that we pass to our constituents. The University is moving from a five point scale to a three point scale for evaluations. The evaluations will be done on a bell-curve and majority of the people will be Meets Expectations, and a very few people above and below the bell curve. This type of evaluation will help build goals and measure the employee's success. A team with a facilitator will review within each area, to avoid any inconsistencies on how supervisors rate their employees.

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Update from the Kronos Executive Steering Committee – 76 timeclocks are now on campus.

Kimrey reminded senators that two different regulation emails were sent out on January 12th seeking feedback, on the EHRA Recruitment Compliance Review and Regulation on Sexual and Gender Based Harassment, please review the those and send feedback to documented contact.

Each senator was reminded to be sure to update the committee folders on SharePoint.

Secretary – Melissa Eakes

Reminded the Committee Chairs to send in their committee announcements.

Treasurer – Todd Inman

State - \$2500.00

Discretionary - \$860.51

Children of SPA - \$1526.03

Gail Jordan Scholarship - \$2436.05

New Business

By-Laws Committee

Updated Attendance Policy – (*see page 4-5*)

Alternate Senator Clarification – (*see page 4-5*)

After further discussion, a vote was taken on each section for approval. Both sections were denied approval and sent it back for committee work for further edits and tabled for discussion to the February 2017 meeting.

Communications & Marketing

Email Signature for Staff Senators

Staff Senate voted to decommission the blog, and now want to modernize the email signature across campus and keep it concise. Suggestion was added to bring attention to Pirate Perks within the signature. Unanimous vote (24 senators)

Committee Reports

By-Laws

The committee discussed, finalized and voted on wording changes for the attendance policy and the alternate senator responsibilities. The committee also elected a new chair-elect, Amy Sweers.

Communications & Marketing

The major revision of the Pirate Perks Program has been completed. Add the expiration date to the offers, or Non-Expiring.

Diversity

No meeting in December 2016, will meet in January.

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Human Resources

Meet on January 5th, 2017 – decided against the Spring Forum, since Human Resources is offering other information sessions. Discussed webinars for those who can't leave their office. The committee discussed service project ideas for the Staff Senate body, suggestions were made for Stop Hunger Now and Adopt a Highway.

Rewards & Recognition

Meeting next week, no update.

Scholarship

Meeting next week, start up planning on reviewing scholarship applicants and finalizing the two fundraisers.

Leadership & Professional Development (Ad-hoc)

B.A.L.L. lecture series maybe in March (spring break) or a week in April.

Membership Committee

Nominations will open January 31st, 2017. Stay tuned for further communication.

Golf Tournament Committee

Kim Higdon updated staff senators.

UNC Staff Assembly Chancellor's Cup will be May 17th.

Location: Tobacco Road Golf Club, Sanford, NC

Over \$30,000 was raised last year for Scholarship Funds. Ad-hoc committee will discuss raising money for ECU portion and our sponsor.

<http://uncchancellorscup.com/index.html>

Suggestions on meeting setup – senators suggested u-shape and seating for visitors.

Announcements

NEXT MEETING: February 14, 2017: ECHI Conference Rooms

March 9, 2017: ECHI Conference Rooms

April 13, 2017 Mendenhall Great Rooms 1&2

May 11, 2017: Mendenhall Great Rooms 1&2

BOT Next Meeting – Thursday – Friday, February 16 – 17, 2017

Murphy Center, Athletics Complex

Adjournment

Motion by Tisha Nelson, seconded by Bobby Tuggle

4:52pm

January 12, 2017 Staff Senate Meeting Agenda

By-Laws Committee Report

Proposed Revisions to the By-Laws of the East Carolina University Staff Senate

Revise the current text in Article I. Section 1.3 with additions noted in **bold** print and deletions in ~~strikethrough~~

Section 1.3: Alternate Senator Qualifications/Duties – A maximum of two (2) Alternate Senators for each Division will be selected based on the next highest number of votes received;

- A. Alternate Senators are non-voting members unless serving in a Senator's absence at which time they will fulfill the voting duties of the Senator or they are filling a Senator's vacated seat. Qualifications shall consist of same requirements as listed in [Article I Section 1.2: Senator Qualifications/Duties](#)
- B. Alternate Senator duties include
 - a. ~~A attending, in a Senator's absence, all regular monthly meetings, as well as, special- or-called meetings. and~~
 - b. ~~Following the attendance policy found in [Article I Section 1.8: Attendance Policy.](#)~~
 - c. ~~S serving **with vote** on committees of the Staff Senate and may be elected to serve as a Chair or Chair-elect of a standing committee excluding the Executive Committee. If an Alternate Senator is elected to be Committee Chair-elect, then the Chair of the committee will inform the Executive Committee who has the authority to extend the Alternate Senator's term for one year to allow the additional year of service as Committee Chair, following the year of service as Chair-elect.~~
 - d. ~~Making themselves known to their constituents, indicating how they can be contacted. They shall be willing to hear concerns, to receive information and suggestions, and to communicate these effectively to the Staff Senate. In turn, Alternate Senators must keep their constituents well informed of the work of the Senate and matters in which the administration solicits input from the Senate.~~
 - e. ~~Voting on their committee issues.~~

So that the text would read as follows:

“Section 1.3: Alternate Senator Qualifications/Duties – A maximum of two (2) Alternate Senators for each Division will be selected based on the next highest number of votes received.

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Alternate Senators are non-voting members unless serving in a Senator's absence at which time they will fulfill the voting duties of the Senator or they are filling a Senator's vacated seat. Qualifications shall consist of same requirements as listed in [Article I Section 1.2: Senator Qualifications/Duties](#).

Alternate Senator duties include attending, in a Senator's absence, regular monthly meetings, as well as, special-called meetings and serving with vote on committees of the Staff Senate."

Replace the current text in Article I. Section 1.8 with new text noted in **bold print**

Section 1.8: Attendance Policy

A senator should notify the secretary of the Senate in advance of an absence from a regular or special-called meeting. The advance notice of an absence, and request for alternate representation, will prevent the absence from being considered grounds for removal from the Senate.

A senator with three (3) or more absences from regularly scheduled monthly meetings during a year will meet with the Executive Committee to discuss the matter on a case-by-case basis. Following the meeting, the committee will determine whether to recommend to the division Vice Chancellor or designee removal of the senator from the Senate. If a senator is awarded a medical leave and an alternate attends in the senator's seat, the three (3) or more absences will not be invoked.

- ~~A. If a Senator or Alternate Senator misses more than (2) two regular monthly meetings due to unexcused absences:
The Staff Senate Executive Committee shall contact the Senator or Alternate Senator with a copy to the Executive Committee and the Associate Vice Chancellor for Human Resources reminding the Senator or Alternate Senator of attendance requirements.~~
- ~~B. If a Senator or Alternate Senator misses more than (3) three regular monthly meetings due to unexcused absences:
The Staff Senate Executive Committee shall send a letter to the Senator or Alternate Senator with a copy to the Senator or Alternate Senator's supervisor. With advance notice of an extended absence, the Senators absence will not be considered grounds for removal from office.~~
- ~~C. If a Senator or Alternate Senator misses (4) four or more regular monthly meetings due to excused or unexcused absences:
The Staff Senate Executive Committee will contact the Senator or Alternate Senators supervisor and use their discretion as to whether to initiate removal
per [Article I Section 1.7 Removal from Office](#).~~
- ~~D. The Senator or Alternate Senator should notify the Executive Committee via the Secretary in advance of an extended absence of (3) three meetings or more. With advance notice of an extended absence, the Senator or Alternate Senator absence will not be considered grounds for removal from office.~~

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Attendance from January 12, 2017

First Name	Last Name	Senator/Alternate	Division	Present	Absent	Excused
Besty	Cristicello	Senator	AA	1		
Amy	Eason	Senator	AA	1		
Kim	Higdon	Senator	AA	1		
Cyndee	Mueller	Senator	AA	1		
Shandawn	Simmons	Senator	AA		1	X
LuAnne	Sullivan	Senator	AA		1	X
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		
Robin	Mayo	Senator	AF	1		
Kara	Ousley	Senator	AF	1		
Bobby	Tuggle	Senator	AF	1		
John	Waters	Senator	AF	1		
John	Southworth	Senator	AF	1		
VACANT		Alternate (1)	AF			
VACANT		Alternate (2)	AF			
Jackie	Daniels	Senator	AT	1		
Darlene	Perry	Alternate (1)	AT	1		
VACANT		Alternate (2)	AT			

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Kimrey	Miko	Senator	CH	1		
Lori	Lee	Alternate (1)	CH	1		
Chris	Sutton	Alternate (2)	CH		1	
Andrea	Bristol	Senator	HS	1		
Shelby	Donnelly	Senator	HS	1		
Patrick	Everett	Senator	HS	1		
Nedra	Harris	Senator	HS		1	X
Lisa	Hodges	Senator	HS	1		
Diann	Jones	Senator	HS		1	X
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	X
Amy	Sweers	Senator	HS	1		
Yvonne	Daniels	Senator	HS		1	X
Zoe	Yetman	Senator	HS	1		
Roshonda	Blackman	Alternate (1)	HS	1		
Vacant	Vacant	Alternate (2)	HS			
Suhail	Guzman	Senator	RG	1		
Cheryl	Walters	Alternate (1)	RG	1		
Sierra	Fountain	Alternate (2)	RG	1		

Attendance from January 12, 2017

Jeremy	Jordan	Senator	SA	1		
Nadirah	Pippen	Senator	SA	1		
Hannah	Jessup	Senator	SA		1	X
Darlene	Langley	Alternate (1)	SA	1		
VACANT		Alternate (2)	SA			
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			
Melissa	Bard		HR			
Karen	Summerlin		HR			
Keisha	Brown-Fuller		HR	1		
Staff Assembly Delegates						
LuAnn	Sullivan					
Amy	Eason		AA			
			Total Counts	39		
			Quorum Needed	70.90909		