**EAST CAROLINA UNIVERSITY**

**STAFF SENATE MEETING**

**Thursday July 13th**

**3:00 p.m. – 5:00 p.m.**

**ECHI Conference Room**

**Call to Order – Chair Kimrey Miko**

* Meet in the conference room first to sign in
* Called to order at 3:00pm

**Tour of the new Health Sciences Student Center**

* Tour will start at 3:05pm
* Toured Health Science Student Center from 3:05-3:55pm

**Approval of Minutes – Anna Logemann**

* May 11, 2017 Minutes
* Approved – 3:59pm

**Executive Committee Comments**

* Chair – Kimrey Miko
  + Email from HR regarding the Leadership Development Series – encourage you to sign up.
    - Training is on 7/26/17 10a-12pm at ECHI Conference Room
    - Register via Cornerstone
    - Training is full, but please get on the waitlist per Karen Summerlin
  + Email from Chris Stansbury sent to all ECU employees encouraging all to be a part of two events to welcome our new students
    - New Student Welcome and Convocation
      * Sunday 8/20/17 at 4:30pm in Williams Arena at Minges Coliseum
      * See his email for more information on how to sign up to help with the event
    - Pirate Palooza
      * Sunday 8/20/17 5:30pm-9pm at Dowdy Ficklen Stadium
      * See his email for more information on how to sign up to help with the event
  + Help with new student move-in in August
    - Dates TBA; 8/15-8/18 are the date ranges – email will be sent out with more information
    - LuAnn Sullivan and/or Todd Inman will be in charge of coordinating the staff senate volunteers
* Chair Elect – LuAnn Sullivan
  + Absent from meeting
* Secretary – Anna Logemann
  + Please sign in up front if you did not when you arrived
* Treasurer – Todd Inman
  + State: $791.57 in the red
    - Have not received our annual funding for our state discretionary funds yet
  + Discretionary: $336.91
  + Children of SPA: $1526.03
  + Gail Jordan: $1936.05

**Old Business**

* Community service event with faculty senate
  + Kimrey brought it up again – stated we have ideas from last meeting
    - Does anyone have any new ideas?
    - Have the rest of the summer to come up with an idea
    - Hope to present to faculty senate in September
    - Will send out email asking for ideas – reviewed the ideas from the last meeting:
      * Put on a 5K
      * Prepare meals to send overseas
      * Hospitality tent at freshmen move-in for parents
      * Fill backpacks with snacks, school supplies, ECU items
        + Send these out to counties in all of Eastern NC or just keep in Pitt County
      * Adopt a local school, such as Elmhurst
        + With this we would do things throughout the year such as mentoring, a school supply drive, volunteer at the school, etc.
    - Kimrey will email out the ideas as well since we went through them fast.

**New Business**

**Committee Meeting Time**

* Broke out into committee meeting time at 4:13pm; reconvened at 4:43pm
* Tasks for committee meeting time:
  + Decide on a set time each month to meet
  + Review committee goals the executive committee has set and come up with a couple of new goals for your committee
  + Elect committee officers: chair, chair-elect, and secretary

**Committee Reports**

* **By-Laws:** 
  + Chair: Amy Sweers Health Sciences Division
  + Chair elect: Darlene Langley
  + Secretary: Dawn King
  + Goals:
    1. Determine and include in the current Bylaws document what should happen (specifically) if a Senate leader departs the University (timeframe for replacement, should replacement take place, etc.).
    2. Bylaws additions: All documents to be reviewed by Executive Committee (EC) for an upcoming meeting should be provided to the EC chair no later than 14 days prior to the Senate meeting. Meeting agenda and materials should go out to Senate no later than 7 days prior to the meeting. Add committee charge for Leadership Committee (once written).
    3. Consider positive changes to Bylaws that improve the senate, changes that will serve a purpose in the Senate for years to come.
    4. Rework the bylaw not passed in May.
    5. Go through priority list from last year and revise it and work from that.
* **Communications and Marketing:** 
  + Chair: Robin Mayo Admin and Finance Division
  + Chair elect: Brooks Person
  + Secretary: Kara Ousley
  + The committee will meet on the first Wednesday of every month.
  + Goals:
    1. Reinvent the Staff Senate website.
    2. Continue staffing HR’s new employee orientations with Staff Senate representatives.
       - Need volunteers to sign up to present on staff senate – will send out link again.
    3. Work with all Senate committees to promote the work of all committees and committee related events. Continue to update the Senate Facebook page, and find other creative ways to promote the Staff Senate and our mission.
    4. Develop marketing campaign for treasured pirate program.
    5. Redesign suggestion/complaint box for staff to submit anonymous information to staff senate.
* **Diversity:**
  + No officers yet – going to wait until their first committee meeting to decide.
  + Will met the first Thursday of the month – 8:30am-9:30am; hoping to have the first meeting 7/27/17.
  + Would like to work alongside ECUs Office of Equity and Diversity (OED) and have Keisha Alston Forbes at their committee meetings.
  + Goals:
    1. Meet and Greets: Work with OED to set-up meet and greets with new faculty/staff (similar to Cupola conversations).
    2. Work with University photography and OED to get diverse photographs of ECU staff for stock photo use.
    3. Bystander Intervention: Educate the University on what this is, and assist with create and distribution of bystander intervention toolkits. Also want to present this to the staff senate.
  + Need to come up with 2 more goals at their first committee meeting.
* **Human Resources:**
  + Chair: Shelby Donnelly Health Sciences Division
  + Chair elect:Helen Lovett
  + Secretary:Candace Darden
  + HR rep: Sarah Lilley; Keisha Brown Fuller will be the fill in until Sarah returns from maternity leave.
  + They will meet on the first Thursday of each month from 3:45pm-4:45pm; always have an HR rep at their meetings to help guide them.
  + Goals:
    1. Continue consideration/discussion/forward progress on set up of Employee Emergency Assistance Fund (this will likely take more than just this year, but we need to be making real progress)
    2. Manage Staff Emeritus awards for the upcoming year, also assist with Treasured Pirate promotion.
    3. Conduct at least 1 HR forum in the upcoming year – need to get creative to increase attendance and participation
    4. Become a “watchdog” on what happens in the legislature and educate our senators, so they may share with constituents. Must abide by UNC policy manual guidelines “Political Activities of Employees”.
    5. Work with HR in reviewing and updating all senate related job descriptions (as needed).
    6. Open community service idea to all of staff senate – their committee themselves did one last year, would like to have all staff senators participate if they would like.
* **Rewards and Recognition:**
  + Chair: Bobby Tuggle Admin and Finance Division
  + Chair elect: Michelle Messer
  + Secretary: Brian Stutz
  + They will meet on the first Thursday of each month – 8/7/17 is the first meeting.
  + Goals:
    1. Expand Staff Appreciation Week (SAW): add new activities, add a cookout to main campus. Find ways to grow SAW that would be seen as a value to our employees (timeframe, options, activities, etc.).
    2. Create and implement a competitive tournament that is an option for all SHRA/EHRA-NF/CSS staff members to participate in (be creative and use campus resources)!
    3. Meal vouchers – the system for SAW meal vouchers is currently a nightmare and wasteful – need to find a new solution for this.
    4. Want to recognize a staff member or members each month (“Staff on the Horizon”).
    5. Have something at each sporting event – such as a short video or bring staff members on the field to recognize them.
* **Scholarship:**
  + Chair, Chair elect and Secretary to be determined at the first committee meeting as reported by Nadirah Pippen Student Affairs Division
  + Are trying to coordinate a committee meeting before the August Staff Senate meeting to decide on more committee goals and chair elect and secretary positions as most of the committee was not present
  + Goals
    1. Develop new and visually appealing advertising for both scholarships – better marketing will bring a larger candidate pool by increasing knowledge of the scholarships
    2. Hold 2 or more fundraisers this senate year for Gail Jordan and Children on SPA Scholarships.
* **Membership:**
  + Chair: Melissa Eakes Admin and Finance Division
  + Chair-elect: Amy Eason
  + Secretary: Lisa Graepel
  + Meeting date:
  + Goals:
    1. Actively enforce the attendance policy with monthly review.
    2. Create an onboarding process for new senate members; an order of getting a new member set up with senate necessities, orientation, etc.
    3. Develop a new solution for the master roster, make it easier to read and more user friendly.
    4. Timely nominations process – start them in January and verify all nominees with HR.
    5. Create/revamp the election process to ensure it does not have any flaws.
* **Leadership and Professional Development:**
  + Chair: Tisha Nelson Health Sciences Division
  + Chair elect: Amelia (Mia) Thompson
  + Secretary: Nicholas Balestrieri
  + They will meet the third Tuesday of each month
  + Goals:
    1. Produce BALL (Ballard’s Annual Lessons in Leadership) in the spring and exceed attendance count from the previous year.
    2. Produce a short leadership segment in 2 senate meetings during the year.
    3. Based off of the presented information in the May 2017 meeting, write the overall charge of this committee to be added into the official Senate bylaws.
    4. Meet with Justin Yeaman in ECUs HR office to help with the promotion of the HR development series
    5. Need to come up with one more goal at the first committee meeting.

**Announcements**

* Include Kimrey Miko and LuAnn Sullivan on all your committee meeting dates and emails.
* Email all of the EC your remaining goals and positions if they were not decided on today.
* Board of Trustees Meeting Thursday – Friday July 27-28, 2017 in ECHI
  + [www.ecu.edu/bot](http://www.ecu.edu/bot)
* Next Staff Senate Meeting:
  + Thursday 8/10/2017 at 3pm in ECHI Conference Room
* Freshmen Move-In Dates
  + More information to come

**Adjournment**

* Adjourned at 5pm