

**EAST CAROLINA UNIVERSITY**  
**STAFF SENATE MEETING**  
**Thursday August 10<sup>th</sup>**  
**3:00 p.m. – 5:00 p.m.**  
**ECHI Conference Room**

**Call to Order – Chair Kimrey Miko**

- Called to order 3:04pm

**Presenter**

- Amy Waters, Office of Equity and Diversity
  - Spoke 3:05-3:31pm.
  - Handouts she gave are attached.
  - EEO Plan 2017 Update:
    - There has been a change in the EEO Plan reporting period. Previously the reporting period was January 1<sup>st</sup> – December 31<sup>st</sup>, which was consistent with the calendar year. It now runs November 1<sup>st</sup> through October 31<sup>st</sup>, which now aligns with what is required by the UNC-GA.
    - Made some changes to the EEO Job Groups, specifically EHRA non-faculty job descriptions to better align positions based on compensation and job content.
    - Analyzed ECU's workforce by job group versus the estimated availability (this information came from census and national faculty data, degree completion and internal feeder group data).
      - Analyzed this information to see if there is a significant difference between workforce at ECU and the estimated availability.
        - Decided if there was one then underutilization would be declared and a placement goal would be set.
      - Found that ECU has underutilization of women and minorities in various positions.
      - See the attached EEO Plan analysis Executive Summary
        - The summary is broken down into EEO job groups (SHRA/CSS employees and EHRA employees). Then it is broken down by job titles and total minority and females.
        - If a job group had statistically significant underutilization of minorities or women the area had "YES" in the column. If the job group had statistically significant underutilization of minorities or women for two consecutive EEO Plan years (2016 and 2017), then there is an \* (asterisk) by "YES" in the column. If the job group had statistically significant underutilization of minorities or women for three consecutive EEO Plan years (2015, 2016 and 2017), then there is a bold, underlined "**YES**" in the column.
        - The summary also includes areas that reflected improvement from 2016 to 2017. If a job group had a statistically significant underutilization of minorities or women in 2016, but did not have underutilization in that area in 2017, there was a "NO" beside it.
      - Slides 4 and 5 are a breakdown of job groups with underutilization for minorities and women.
      - Slide 6 – shows the veteran and disability reports.
        - Pulled information from the state and federal data.
        - Federal government requires we have hiring benchmarks.

- Did not meet the hiring benchmark for 2017 (5.2% was the benchmark, we only hired 2%).
- The state requires us to have a benchmark as well but it only focuses on the SHRA workforce.
  - This one is interesting as people do not necessarily have to disclose they have a disability.
  - Their office does periodically collect this information on a voluntary basis (sent out a survey to all ECU employees not too long ago).
- Current steps they are taking:
  - Meeting with various people on leadership teams in the colleges/schools that have 2-3 consecutive years of underutilization in faculty job groups.
  - Working with HR for SHRA/CSS and EHRA non-faculty positions that have 2-3 consecutive years of underutilization in job groups.
- How do we do this?
  - Enhance recruitment and outreach efforts to attract well qualified target group applicants.
    - Continuously develop external networking relationships (before and during searches) with various groups of people.
    - Share position announcements with the people you have networked with, ask them for names of potential applicants and to send the posting to those applicants.
  - Education regarding bias in personnel decisions to impact selections.
    - Office for Equity and Diversity has several educational offerings:
      - Unpacking Bias in Personnel Decisions.
      - Equal Employment Opportunity and Diversity Fundamentals Training.
      - Other education offerings available via the link on the attached PowerPoint slides.
  - Retention efforts:
    - Meet with employees annually to assess how things are going.
    - Talk regularly with employees about their strengths, weaknesses, career goals, etc.
    - Provide opportunities for training and education.
    - Facilitate mentoring programs.
- Office for Equity and Diversity contact information:
  - [oed@ecu.edu](mailto:oed@ecu.edu), 252-328-6804 or [www.ecu.edu/oed](http://www.ecu.edu/oed)

### Approval of Minutes – Anna Logemann

- July 13<sup>th</sup>, 2017 Minutes
  - 29 members present out of 53 senators
  - Melissa Eakes made the motion
  - Shawdawn Simmons seconded the motion
  - Approved by all

### Executive Committee Comments

- **Chair – Kimrey Miko**
  - Austin Bunch's passing.
    - Was retired from ECU, but had come back as interim director of HR.
    - Survived by his wife, children and his dogs.

- Loved ECU and to travel, had a wide range of coffee mugs collected from all over the world.
    - Keep his family in your thoughts.
  - Allowed any senator to share comments on Austin.
    - Karen Summerlin spoke – HR department
  - Thanked all senators for their work in their committees so far – everyone is collaborating and very involved and passionate about what work they will do – very impressed with everyone now.
  - Project Unify
    - A few weeks ago ECU and Vidant signed agreement linking ECU and Vidant together.
      - All medical practices, etc.
    - Projectunify.org website – Q&A tab – updating regularly.
    - Anyone with questions refer them to ECUs HR department at this time.
    - Current ECU employees will transfer to a new corporation – no change in the next 6 months; starts in January 2018.
    - 2018 the new corporation will offer all ECU and Vidant employees the option to apply for their job through Vidant.
      - Possible retirement packages.
      - ECU employees will not lose their accrued vacation and sick leave – it will be paid out.
      - New vacation and leave time will be determined by Vidant.
      - Sharing data and other info to determine the best route for every employee.
      - This is where we are right now – will learn more as it comes out.
  - Salary increase for SHRA will be in paychecks this month, retroactive back to July 1<sup>st</sup>.
  - EHRA salary increase is expected in Nov/Dec paycheck retroactive to July 1<sup>st</sup>.
    - No guarantee increase and no guarantee on amount.
    - No across the board increase – will be a merit increase.
    - Based on department/college on campus.
  - IT-EHRA positions will be determined in 2018.
  - Current SHRA IT positions will have the option to change to EHRA or stay as SHRA.
    - Vacant IT positions will have the option of being reclassified as EHRA positions or can stay as SHRA.
  - Bonus vacation – does not expire – 24 hours (3 days), cannot be paid out for it when you leave the state.
  - New reporting required for 5% and up salary increases and for salaries above \$100,000
  - Employee engagement survey going out in Jan or Feb 218 to all state employees
    - Results sent out in June and July 2018
    - Any changes done by Nov 2018
- **Chair Elect – LuAnn Sullivan**
  - Absent – sick
- **Secretary – Anna Logemann**
  - Please sign in if you have not already or were late.
  - Please record any volunteer hours from June 1<sup>st</sup> until today if you would like.
- **Treasurer – Todd Inman**
  - State: \$2,500.00
  - Discretionary: \$96.91
    - Have not gotten any funds from the state for this fund yet.
  - Gail Jordan Scholarship Fund: \$3,159.39
  - Children of SPA Scholarship Fund: \$3,290.94

## Old Business

- Staff and Faculty Senate Joint Community Service Project Discussion.
  - Kimrey is meeting with the chair of faculty senate next month – Dr. John Stiller.
  - Previous ideas:
    - Amelia: 5K – could do it in February, work with a charity to rally support for the 5K
      - Work with ECU police to ensure safety and help during route
      - Work with ECU track teams on the course
      - Have giveaways and top 3 finishers in age groups
      - Possibly have a 1 mile fun run and walk as well
      - Check with other groups in Greenville on 5Ks they may be doing
    - Meals on Wheels – put together the meals and send them overseas
    - Dawn King: backpack buddies – send to ENC or just PC – school supplies, ECU apparel, etc.
      - Bring in supplying food in them
    - Adopt a local school
    - Coats, Kibbles and Cans
  - New ideas:
    - Shelby Donnelly
      - Benefit concert for below the belt cancers – film it ties into – NED: No Evidence of Disease is the movie.
        - UNC-CH doctor is part of the band – he does speaking engagement.
      - Purple Project – fundraisers to combat the Opioid addiction crisis.
        - Projectpurple.org
    - Keisha Brown-Fuller:
      - Stop Hunger Now Event
  - Will then send a Qualtrics survey out to all members to vote on which service project idea they want.

## New Business

- Tisha Nelson, Chair, Leadership and Professional Development Committee
  - Leadership and Professional Development Committee Charge Presentation
    - Encourage leadership and professional development amongst all staff members
    - Promote opportunities to advance one's understanding of leadership within the ECU community
      - Full Sentence: This committee will encourage leadership and professional development among all staff members. We will promote opportunities to advance one's understanding of leadership within the ECU community.
      - No discussion
      - If approved will go into SS by-laws
        - Motion by Joel Stocks
        - 2nd: Shelby Donnelly
        - All senators approved, 0 voted no
          - Motion passed

## Committee Reports

- **By-Laws – Amy Sweers**

- The By-laws committee is seeking an HR rep on our committee to answer questions that often come up, and we hope to have a person in place by our August 15th committee meeting.
  - Will not happen by 8/15/17
- The committee discussed the Revisions to Article IV Section 4.0 – that was voted down in May and have made several changes, but it was decided to postpone presenting the revisions until we can have further discussions at our meeting on Tuesday August 15th.
- By-laws Committee Meetings are regularly scheduled for 2017-18 year on the Tuesday or Thursday in the week after each Staff Senate meeting.
- We reviewed and revised our priority list of proposed changes in By-Laws
  - About a half of page worth of ideas
- Karen Summerlin will make sure an HR rep is at their meetings if they can send her the meeting dates.

- **Communications and Marketing – Robin Mayo**

- The Communications & Marketing Committee has been busy over the last few weeks. Updating our website is our main goal and it will be the most challenging and time consuming. We have taken great first steps by obtaining permission to be one of the pilot groups for the new website system, WordPress. We had an initial conference call with ITCS to discuss our website, followed by a face to face training on WordPress. In the next few weeks, we may reach out to other committees for specific information to be updated or added to the new website. If you have any specific ideas about your committee's page, please let us know.
- Our committee had our first official meeting yesterday, August 9th and discussed many items in addition to the website project.
  - We are continuing our efforts with the HR sponsored new employee orientation.
  - We are going to develop and implement a marketing plan for the Treasured Pirate program, which will require some discussion with HR to learn more about the program so that we can promote it accurately and effectively.
  - We want to collaborate with other committees to promote their events and any volunteer activities – we will be contacting committee chairs in the near future. In addition, we want to help market fundraising efforts and awareness for the scholarships we offer.
  - We want to develop a method to make the satellite offices around the state feel included. We are brainstorming on this but if anyone has any ideas, we are open to suggestions.
  - We are developing a Qualtrics Survey for senators to submit their volunteer hours and this will likely be implemented at September's Staff Senate meeting.
  - We want to continue to spread awareness about Staff Senate by creating a monthly feature that will be posted on our website and Facebook. This feature will highlight one senator each month, chosen by random draw and they have the option to decline. We will post info about them on the website (i.e. division, dept., how long with ECU, favorite color, favorite food, favorite movie, etc.) and on Facebook we may also include a 60 second or less video where they answer ECU trivia.
- Committee meets again on Wednesday September 13<sup>th</sup>, 2017.

- **Diversity – Alexis Moye**

- Selected officers:
  - Alexis Moye - Chair
  - John Southworth – Chair elect
  - Yolanda Carter – Secretary

- Latoya Jacobs from Office of Equity and Diversity present at their meeting.
  - Explained what diversity is and helped come up with ideas for the upcoming year.
- Researching what other departments and offices on campus do for diversity and will report back at their next meeting.
- **Human Resources – Shelby Donnelly**
  - The Human Resources Committee met August 3rd. After an overview of the Committee’s responsibilities by Dr. Brown-Fuller from HR, we reviewed the goals set forth by the Executive Committee for the next year. These include work on the Employee Emergency Assistance Fund, oversee the Staff Emeritus Awards, suggestions for helping to promote the Treasured Pirate Awards, ideas for a potential forum this year, and discussion of whether or not to have a service project again this year. We voted to have a service project, and it will be to host dinner at Hope Lodge again, and play Bingo after the meal. A date of January 17th has been reserved with details to follow. If any other senators are interested in helping with this project, please contact a Human Resources Committee member. Rewards and Recognition
- **Scholarship – Melissa Nolan**
  - Chair is Melissa Nolan.
  - Chair elect is Chris Bridgers.
  - No new goals added from what was given by the executive committee.
    - Dine around nights
    - Event during homecoming – possibly a float, pass out flyers about the scholarship, etc.
    - Looking into using PayPal link
  - Last Wed of every month is when they meet – in the Rivers building if they can get it
- **Membership – Melissa Eakes**
  - Did not get to meet in July
  - **2017-2018 Staff Senate Membership Committee Officers:**
    - Chair – Melissa Eakes
    - Chair-elect – Amy Eason
    - Secretary – Lisa Graepel
  - **Goals for 2017-2018:**
    - Actively enforce the attendance policy with a monthly review.
    - Create and onboarding process for new senate members; an order of getting a new member setup with senate necessities, orientation, etc.
    - Develop a new solution for the master roster, make it easier to read and more user friendly.
    - Orchestrate a timely nomination session and promote said nomination session to help diversify the nomination pool. Review nominations with HR to ensure all individuals are within the requirements to serve as a staff senator.
    - Promote the election timeline to ensure all staff members are aware of their ability to vote on their representation.
    - Meeting monthly on the third Thursday.
- **Leadership and Professional Development – Tisha Nelson Chair**
  - Trying to plan first event for November
  - **Finalize committee goals 2017-2018**
    - The committee generated and discussed ideas for goals for the upcoming year. Some of the ideas are as follows.
      - Promote HR leadership series
      - Work with campus recreation on a stress management course to present to the staff assemble

- Generalized question –is the committee there to benefit Staff Senate only or is the goal of the committee here to benefit all state staff members? It was discussed and that the committee should be for the benefit all staff members.
    - No goals were finalized and this agenda point was tabled to be discussed at further meetings due to a lack of a formal charge statement to give direction on how the committee should frame its efforts moving forward.
  - **Discuss committee charge to be added to by-laws**
    - To better ensure that the committee’s goals met the charge or the responsibility of the newly adapted Leadership and Professional Development Committee. The committee collectively developed a charge state that would be presented to the Executive Committee before July 26th. Upon approval from the executive committee the charge would then be presented to the Staff Senate and to the By-Laws Committee to be included in the Staff Senate by laws
    - The following charge statement was collectively discussed and approved by the committee as a working charge statement moving forward
      - Encourage leadership and professional development amongst all staff members
      - Promote opportunities to advance one’s understanding of leadership within the ECU community
    - The above charge statement will be submitted to absent members of the committee for comment and then once approved it will be submitted to the executive committee for approval.
  - **Suggestions for First Leadership Segment**
    - A few ideas were suggested for a 30 minute Leadership presentation to the Staff Senate for a future Staff Senate meeting:
      - Stress management presented by Campus Recreation
      - Ted Talks
      - Sean Aker
      - Amy Cuddy – Body Language
      - Simon Sinek – How Great Leaders Inspire Action
      - Presentation - How to make suggestions to your boss
- **Rewards and Recognition**
  - Get rid of staff appreciation week and do stuff all year around – one event each month
    - Two fitness walks – one on health sciences campus in fall – October 10<sup>th</sup>, 2017; rain date October 17<sup>th</sup>, 2017 11:00am-1:00pm.
      - Will do one on main campus in the spring.
      - Looking for vendors for the fall health fitness walk – contact Todd Inman.
    - Employee of the month program – “Staff on the Horizon.”
    - Sept 7<sup>th</sup> is the next meeting.

## Announcements

- Next Staff Senate Meeting:
  - Thursday 9/14/2017 at 3pm in MSC Great Rooms
  - Freshmen Move-In
    - Let Todd Inman know as soon as possible if you can help
    - Helping with Fletcher Dorm 9am-12noon on Thursday August 17<sup>th</sup>, 2017

## Adjournment

- Adjourned at 4:25pm