

**EAST CAROLINA UNIVERSITY
STAFF SENATE MEETING
Tuesday November 7th, 2017
3:00 p.m. – 5:00 p.m.
ECHI Conference Room**

Call to Order – Chair Kimrey Miko

- Called to order at 3:01pm

Approval of Minutes – Anna Logemann

- October 10th, 2017 Minutes
- 2 changes
- Motion by: Nick Balestrieri
- Second by: Brooks person
- All approved

Executive Committee Comments

- **Chair – Kimrey Miko**
 - Staff appreciation week April 8-13th
 - Want feedback from senators
 - Should have meal voucher added to One Card for all employees – will be better for the environment, save money on printing, and avoid any employees not getting their vouchers
 - Ideas from senators:
 - **Toya Jacobs** – remove the no meal option on Wed which is fried chicken Wed, most popular day for students to come to dining hall
 - Employees in Thomas building or any off site ECU location do not have parking permits, so they cannot go to the cookout or on-campus for lunch. Possible to get a bus from these buildings for the cookout or relax parking privileges for medical campus for those to attend the cookout
 - We will have a cookout on main campus this year (not just on Health Sciences like in years past)
 - Dental school satellite spots – what are we doing for those staff members?
 - **Kimrey**: Possibly have ECU pay for a lunch for them
 - **Johnny Rouse**: Each site has county partners, maybe check with them – check with the director of the satellite divisions – Dr. Schultz
 - **Mia Thompson**: **C**ould individual colleges do something for their employees?
 - **Kimrey**: Bobby can you update on what we've done in the past?
 - Bowling, sporting events, Campus Rec options
 - The goal is to schedule an event for each day of the week
 - **LuAnn Sullivan**: **A**ny leeway on when we can use the meal voucher on our One Card – possibly use it anytime during the month of April?
 - Kimrey – will check into this option
 - Move cookout to practice football field – could work on that

- Depends on when spring football starts
 - Checking in to this option
 - Looks like spring football game is in March this year – will double check this date
 - Would allow for parking
 - Would allow for less disruption of staff in dining areas
 - **Dawn King:** Most people are on a lunch hour – strict time – and people moving their cars, etc. (travel) cuts into their lunch hour – not feasible for them
 - **Karen Eastwood:** ~~since its employee appreciation week, can we allow them for extra time for this lunch?~~ **Since its employee appreciation week, can we allow extra time for this lunch?**
 - Would be an HR question – asked HR rep present, will check into this for us
 - Could we flex the schedule?
 - It would most likely be up to each department on how they want to handle that
 - Want to give the employee credit for it; now require them to make up the time if they do a flex schedule
 - **Jeremy Jordan:** Would be nice to have it on main campus at practice field
 - Pig Skin Pigout (Spring game/football kick off) is 3/23 and 3/24 this year
 - **Jon Southworth:** What about a competitive sporting event for staff – kickball?
 - **Michelle Messer:** Some kind of an incentive – punch card – more events you attend the more times you will be entered into a raffle for a gift
- **Chair-Elect – LuAnn Sullivan**
 - No comments at this time
- **Secretary: Anna Logemann**
 - Please sign in if you were late
 - Volunteer hour link was sent out with agenda
 - Please submit your volunteer hours you completed if you would like to
- **Treasurer – Todd Inman**
 - State: \$2,211.85
 - Discretionary: -\$1,004.23 (in the red) – waiting on adjustment will be in positive next month
 - Children of SPA: \$2,790.94
 - Gail Jordan Scholarship: \$2,659.39

Presenter: 3:30pm-4:00pm

- **Janice Pittman – Wellness and Fitness Team**
 - Building Your Own: A program that explores stress as it relates to staff members (especially around the holidays) with family, work, and how to better manage your stress at work.
 - Janice Pittman and Anna Gold – from Campus Rec and Wellness
 - Did hands on activity
 - Similar to True Colors
 - Effects of stress on your body

Old Business

- **Community Service Project with Faculty Senate**
 - Rise Against Hunger Eastern North Carolina – faculty senate on-board
 - Stop Hunger Now
 - LuAnn has worked with them before.
 - Bagging up rice, food supplements, etc. – the group brings it all in, sets up an assembly line and the volunteers put them together
 - Sent all over the world
 - TO-DO LIST – No particular order
 - Determine location (Athletics?)
 - Facilities Services – resources – movers, tables, etc.
 - Invite University leaders
 - Calendars to consider – University calendar, Academic calendar
 - RAISE MONEY???
 - Set the goal for \$\$\$ to raise
 - Invite SGA to participate, Faculty Senate is open to idea
 - Volunteer coordination
 - Parking
 - PeeDee attend?
 - Media coverage
 - University Advancement doing a Day of Service (similar to last year?)
 - FORM AD-HOC COMMITTEE
 - **Volunteers:** Michelle, Brooks, Bobby, Zoe, Karen, Helen, LuAnn, Todd, Gwyn and Anna
 - **Dawn King:** Can we earmark these for a specific location – may help build support for it?
 - Not sure that we can do that – don't know where they will be sending them

Committee Reports

- **By-Laws – Amy Sweers**
 - The committee was asked to review the Staff Senator Duties and Alternate Duties before they are added to the new website. We decided that these duties need to be simplified and would have to be reviewed at another meeting.
 - The committee also reviewed and discussed the questions that were asked about the Parliamentarian/Vice Chair positions, but we did not have a quorum to be able to vote on anything. This discussion will continue at our next meeting.
 - The committee also discussed the Chair, Vice Chair and Chair-Elect positions. We discussed that the Vice Chair position would mirror the Chair and that the Vice Chair would be the tie breaker if there was ever a case the votes were tied and a decision needed to be made. Again, we did not have a quorum to be able to vote on anything. This discussion will continue at our next meeting.
- **Communications and Marketing – Robin Meye-Mayo**
 - Still working on website – mostly done

- Waiting on committee input on their specific pages
 - Please let them know ASAP!
- Waiting on by-law information for website as well
 - Updating descriptions for all the positions – senator and alternates
- Still need help with new employee orientation on Monday mornings at Laupus library
 - Please let Robin know if you are interested in helping
- Website may go live before first of the year
- Reviewed the new website and where they are – showed senators what it looks like so far
- Members want new group photo updated on old website
 - Committee will work on updating it – may not be able to get it done
- Pirate Perks may or may not continue
- Make sure you like the Staff Senate FB page
- **Diversity – Alexis Moye**
 - Generational training in January or February of 2018
 - Did not have quorum in last meeting – will be changing meeting times to the afternoon going forward
 - Promote staff senate membership to underrepresented membership areas
- **Human Resources – Helen Lovett**
 - Shelby Donnelly has resigned from HR committee and Staff Senate
 - Approved previous committee meeting minutes
 - Have guidelines drafted for employee assistance fund
 - ECU Foundation is conducting further research on this
 - Other UNC schools have this fund
 - More of a loan – employee pays back set amount each month and if they depart ECU, the rest comes out of the last paycheck
 - 1/17/18 Hope Lodge event – will give more information later on what meal we will be doing
 - Will take pictures for the website
- **Rewards and Recognition – Bobby Tuggle**
 - Have started planning Staff Appreciation week: 4/8-4/15
 - If anyone has ideas, please email him tuggleb@ecu.edu
 - The health fitness walk – 175 walkers present; 25 vendors that came
 - Health fitness walk on main campus – have stopped because of lower attendance
 - Should we bring it back this year?
 - Would depend on the time of the year
 - Parking issue on main campus
 - Some senators are going to meet with Campus Recreation and Wellness to see what they can come up with
- **Scholarship – Melissa Nolan**
 - Brainstorming ways to raise money for ~~scholarship's~~ **scholarships**
 - McAllister's night – only got roughly \$30 – McAllister's was confused on what they had to do – was not organized correctly
 - BWW's willing to give \$100 donation right out
 - Yearly staff senate fundraiser ideas
 - April 10th Children of SPA
 - Chipotle idea – give you 50% of all profits with the flyer

- Basil's night – they will do it on a Friday night
- **Membership – Kimrey Miko**
 - Voted to change by-laws from 21 to 30 days to have nominations open
 - Tweaked schedule some to allow for this – dates to run the nominations
 - They are going through the attendance from the previous staff senate meeting at each committee meeting – will email senators that have missed two or more meetings and checking in with them
 - Need to simplify the roster – the one now is not user friendly
 - Started working on ideas
 - Will send roster ideas to the executive committee for approval
- **Leadership and Professional Development – Nicholas Balestrieri**
 - Meeting minutes in email
 - Responsible for putting on BALL – Ballard's Annual Lessons on Leadership
 - 2nd annual – they have to put it on
 - Discussed possible speakers
 - Want leaders from ENC – if any ideas send their way
 - Tying in a theme – working on one; the first one did not have one
 - **Theme of Research** – The committee discussed Research at length as an overarching theme for the upcoming BALL. The committee believes that having a theme would accomplish a few things
 - It would tie nicely into Chancellor Staton's and Dean Stacy's new initiatives to drive more research here at ECU. Thus, working jointly with the new administration may add to the attendance and may allow the committee to write a compelling proposal to ensure the event is adequately funded
 - Having a theme would give a framework for invited speakers to work within. So we would not give them an open platform but ensure that they speak about leadership and the framework to use leadership to help research
 - Did the presentation today
 - Working on another presentation for a staff senate meeting in the spring

Announcements

- **Next Staff Senate Meeting**
 - Thursday December 14th, 2017 at 3pm in MSC Great Rooms
 - Will be reserved parking spots – will send a map out with agenda
- **Board of Trustees Meeting**
 - Thursday November 9th, 2017 and Friday: November 10th, 2017
 - Location: East Carolina Heart Institute
- Kimrey sent out score card **SHRA career banding market index trends from UNC GA**
 - Has gotten a little feedback – does she need to send out again
 - If any feedback send to her
 - Dawn King – possibly have someone come and explain it to the senators
 - Look into that for December meeting – have someone from HR come
 - Brooks – when do you need feedback by?
 - 11/15/17

Adjournment

Adjourned at 4:45

Motion to adjourn:

- First: Melissa Nolan
- Second: Bobby Tuggle
- All approved