

EAST CAROLINA UNIVERSITY
STAFF SENATE MEETING
Thursday January 11th, 2018
3:00 p.m. – 5:00 p.m.
MSC Great Rooms

Call to Order – Chair Kimrey Miko

- Called to order at 3:04pm

Approval of Minutes – Anna Logemann

- November 7th, 2017 Minutes
 - Motion to approve made by: Debra Mercer
 - Second: Nick B.
 - All approved
- December 14, 2017 Minutes
 - Motion to approve made by: Brian Stutz
 - Second: Amy Sweers
 - All approved

Presenter

- **Sara Lilley, Human Resources Consultant**
 - Adverse Weather Policy
 - **Condition 1:**
 - Open with reduced operations
 - Three options for this: you can make time up your time, use vacation time or use leave without pay.
 - Can work from home if your position and supervisor allow it.
 - **Condition 2:**
 - Suspended operations
 - Mandatory vs. non-mandatory employees
 - Non-mandatory employees ~~do not have to come in.~~, **according to regulation, are not allowed to come to work.**
 - Mandatory employees have to come in.
 - These employees will get Extra Time Off (ETO) – hour for hour.
 - Will be determined by department (supervisor should know, HR has a master list); HR will send out email twice a year as a reminder of what your classification is.
 - Three options for this: you can make time up your time, use vacation time or use leave without pay.
 - Can work from home if your position and supervisor allow it.
 - **Condition 3:**
 - Total closure
 - Only key mandatory people allowed to be on-campus.
 - Employees are paid; time does not have to be made up.
 - UNC President has to make this call.
 - Very rare to get condition 3 status (last time was Hurricane Matthew).
 - **Make-up time for non-mandatory employees**
 - Your time must be made up no later than 90 days from the occurring event.

- Decided by the University if they will allow the people to make time up.
 - For this past time, the University is allowing each department to make the decision on how employee can make it up – must be made up with meaningful work, not just sitting around for an extra 30 minutes each day.
 - Some departments may allow you to make it up, some may not.
- **Bill Koch, Associate Vice Chancellor for Environmental Health and Safety**
 - Assessment and Operating Status Decision-Making for Adverse Weather.
 - We are a storm ready University because of how we monitor the weather (send out alerts, etc.) – those making the decisions are trained by national weather service.
 - They are constantly monitoring the weather.
 - Severe weather team is made up of 30 or so members from across campus.
 - This team works/coordinates with the state emergency management team.
 - Morning event, start looking at the weather at 4am, start driving roads; Bill Bagwell works with campus operations.
 - Come up with a decision, then contact Dr. Niswander with recommendation who will then contact the Chancellor or his designee if he is out of town (usually the Provost).
 - Consider travel and roads; look at airport openings, etc.
 - Only have to determine status by condition on campus – but they do try to consider roads off campus as well.
 - It used to be that the Chancellor had the authority to close campus and pay employees; they do not have that ability now.
 - They have argued the case that condition 2 is not fair; this past time (first part of January winter weather) they did argue for condition 3; snow and ice are not considered condition 3 – written in the policy. They know it does not seem fair, but that is the way it is written.
 - They are left with making an on-campus decision between 1 and 2; all of this is under the umbrella of you have to make the decision that is best for you.
 - They look at what others are doing around them as well as far as closures go – K-12 is a different situation. We know this can be a challenge for people with kids to figure out daycare, etc. when they are closed but we are open during the weather. But they are different as they have buses that are going on a lot more side roads and farther into the county where it may not be clear, so that is why they have to close more. We do look at what they are doing, but do not tend to follow what they are doing very closely. We follow Pitt Community College, but that does not always work because they have more afternoon and night classes.
 - We do look at what the city and county decides as well. This past time they were open on a delay.
 - We have to remember that people are watching us. We have to be cognizant of the decisions we make and that people are always scrutinizing what we do. The environment right now is to operate more like a business. We will be watching what business do around town as well, but we have to remember that we have students and we have to remember they will be coming from all over.
- **Questions:**
 - **William Hitt – Health Sciences:**
 - Closures cost a lot of time and money (and productivity); if we call it condition 1, we are acknowledging it that some will have a hard time getting to campus, but it seems like you're opening the door for people to travel on bad roads just to get in because of leave time.
 - **Bill Koch:** I am in on all of these conversations and if there is someone to blame, it is probably me. From the time we starts talking/doing the assessment, I am involved in all of those conversations. I can tell you from direct experience we have talked about all of that; why is it condition one, why is it condition two, etc. Which condition should we be – one or two, etc.? It got down to the conversation on Friday, do we stay on condition two or go to condition one and let people make their own choice. We are big on choice, but we thought it was really unsafe to

drive on Thursday, so we did condition two for that day even though that is not the way it is really written in the state policy.

- **Sara Lilley:** This is not an ECU policy, this is a state policy – coming from the Office of State Human Resources. At the time, we found there was adequate pushback of is it safe over leave time. The team did give it pushback to say is it really safe? It was a tough decision.
- **William Hitt:** If it was condition 2, it would allow for there not to be that pressure to get in – like under condition 1.
- **Bill:** We have what we call the Niswander clause that you have to make the decision that is best for you. We cannot determine it for each individual person. You have to use good judgement.
- **Kara Ousley – Admin and Finance:**
 - What if your department will not allow you to make up your time and you have no choice but to use your time – what can you do there?
- **Sara:** That decision has been made to leave it at a department policy, so you have to go with your department's policy.
- **Kara:** It was still not safe on Monday in my opinion because of the roads to get to these clear main roads.
- **John Southworth – Admin and Finance:** Who formed the new policy? You said they were watching?
- **Sara:** Office of State Human Resources
- **John:** Have you considered removing condition 2 since it removes the choice for the employee to see if they would notice?
- **Sara:** The state is the only person that can do condition 3, so we have to have condition 2 when it is bad since snow and ice are not included in condition 3. Their take on it is, there has to be severe loss of power, heat, water, etc. when there is snow and ice for it to be condition 3.
 - **Bill:** And this has to be happening on-campus. They are not worried about surrounding areas when it comes to deciding on condition 3 closure.
 - Condition 3 is typically done/approved after the fact – they did send the information off to have them re-evaluate this past time for it (always do that).
- **William Hitt:** that would be a dangerous policy to get rid of condition 2
- **Christina Ragone – Academic Affairs:**
 - With condition 1 our office has to be open, so someone has to be there whether they feel comfortable or not. What can we do about that?
- **Johnny Rouse – Health Sciences:**
 - We have condition 2 because of safety (in response to John Southworth's comment about getting rid of condition 2).
 - If you are condition 2 and a mandatory employee, you get time for time – i.e. you work 4 hours, you get 4 hours of comp time – have to use it within in 12 months
 - The decision came late in his opinion, why does the decision come so late?
- **Bill:** It is delayed just to make sure it is right, worried they could say come in and it was bad and vice versa.
- **Brooks Person – Health Sciences:**
 - How are satellite clinics and their schedules handled?
- **Bill:**
 - We have contacts in each site and we coordinate with them on the conditions they declare. Decision based on the contacts there and coordination.
 - Based on recommendations, submit photos; if they want condition 3 they still have to submit proof with the request.
- **Brian Stutz – Student Affairs:**
 - Condition 3 is no snow and ice?
- **Sara:** The snow and ice has to cause power outages and major damages for a closure under condition 3 to happen. This does have to come from the University President.
 - Bill does drive the roads in all conditions to see how the roads are for the average person.

- **Bill:** HR was involved and local people involved (on the ground people for each institution) were involved in the policy making – gave them feedback; the OSHR did make the final decision on the policy.
- **LuAnn Sullivan – Academic Affairs :**
 - Parking lots across campus need to have more attention to them – especially the B lots.
- **Bill:** One of the issues we are working on because of how thick the ice and snow was; working with facilities, they had some equipment issues this time – working with them to figure out what we can do to improve for the next time.
- **Christina:** Needs more of the parking lots and sidewalks cleared – safety issue.
- **Kara:** Is there a criteria list for each condition – like what dictates, condition 1, etc.
 - Bill: we can look at that, but no set list made up yet.
 - They take notes each time and see what needs to be better.
- **John Southworth:**
 - Anyone who is upset, should they make a complaint with the Office of State Human Resources.
- **Sara:**
 - Contact UNC GA with your complaint if you feel you need to go outside of the University.
- **John:** Anyone in particular they should contact there?
- **Sara:** Matt Brody is VP of Human Resources at UNC General Administration.

Executive Committee Comments

- **Chair – Kimrey Miko**
 - **John Stiller:** Open Forum on the Role of a University Ombuds Office (information for people)
 - 1/16/18 from 10am-12noon
 - MSC Room 244
 - 4 Principles:
 - Confidentiality
 - Impartiality
 - Informal
 - **Voluntary**
 - Ombuds history – in email from Lori
 - Bringing in people to explain what it is and the importance of it
 - These offices are incredible resources for all staff and faculty members
 - **William Hitt:** How much traffic does this office see?
 - **John:** Do not have specific numbers, but a lot do come by.
 - **Dawn King:** Are they limited by location, staff or hours? There are some staff that cannot come during 8-5 due to their job
 - **John Stiller:** Encourage you to come to the forum for more information; model in general is to be flexible and accommodating.
 - Feel free to contact John Stiller with more questions.
- **Chair Elect – LuAnn Sullivan**
 - No comments
- **Secretary – Anna Logemann**
 - Sign in if you have not
 - If you would like to submit your volunteer hours, please do so via the link emailed out with the agenda
 - If you would like to know your total hours you have submitted, please email me and I will look
- **Treasurer – Todd Inman**
 - Children of SPA: \$2,290.94
 - Discretionary Fund: \$761.22

- State Fund: \$437.78
- Gail Jordan Scholarship Fund: \$2,159.39

Old Business

- **Bylaws – Amy Sweers –**
 - Article IV, Section 4.0.B.e. – Parliamentary
 - Lauren Mink – one spelling error in it, needs to be advises not advices
 - No other questions or comments
 - Vote:
 - Motion to approve the addition: Debra Mercer
 - Johnny Rouse second
 - All approve, none opposed
 - Article I, Section 1.8 – Attendance Policy
 - Added in the statement about the committee attendance
 - No questions or comments
 - Vote:
 - Motion to approve the addition: Tisha Nelson
 - Dawn King second
 - 25 approve, one opposed
 - Article IV, Section 4.0 – Executive Committee Proposed Change
 - **Dawn** – we may want to explain why we did this – did this because new senators stated they did not feel qualified to vote because they did not know enough about the person to vote on them.
 - **Joel Stocks – Admin and Finance:**
 - Can a new/incoming senator be nominated for treasurer or secretary position?
 - **Kimrey Miko:**
 - Yes an incoming senator can be nominated for treasurer or secretary position
 - **Joel:** need to make it clear while a new senator cannot vote for the chair elect they can be nominated for treasurer or secretary.
 - **Johnny Rouse:**
 - Could previous experience, such as a senator served 5 or 10 years ago, be counted as prior service?
 - **Kimrey:** Think it needs to be clarified that it is a brand new senator
 - **LuAnn Sullivan:** Could not hurt to sit out a year for a leadership position if they sat out for a long time
 - **John Southworth:** How does the word change exclude the new senators?
 - **Dawn:** Terms start June 1; while they can attend May’s meeting, they cannot vote since their terms start June 1.
 - **Lisa Ormond:** Can you explain how a senator that sits out a year and how this affects them.
 - **Kimrey:** This only affects brand new, never served senators; new is 1/1 on the roster, first year first term senators; you would be second year second term if you took time off after the first year.
 - **Vote:**
 - Section 4.0 – change to “in attendance at the May meeting of each year.”
 - **William Hitt:** Says the in attendance phrase looks like we accept absentee ballots, which we do not; want to take out “in attendance.”
 - **John Southworth:** Put in the word active or current in front of “Senators and alternates...” in section 4.0.; want to keep in attendance in there.
 - **Nick B.:** Why do we need to keep in “in attendance”?
 - **Dawn:** Should we add “eligible” in front of alternates?

- **Joel:** Add language about the voting procedures to by laws – who is eligible, procedures, etc.
 - June 1 for a senator start date is not in the current by laws – may need to add that?
 - Not in the by-laws, listed in the senator and alternate duties.
 - He recommends we add to the by-laws.
- **Amy Sweers:** Think we need table this and have committee work on this revision some more.
- **Brian S.:** Should we move voting to April to avoid the confusion in the May meeting.
- **Lisa Ormond:** Before the May meeting was a meet and greet, but new senators are not coming until June meeting, so no worry or issue there.
- Going to table this one.
 - **Helen Lovett:** Question on who votes and for what – as stated in by-laws.
 - Johnny Rouse: Motion made to table vote on this
 - Zoe Yetman: Second
 - All in favor, none opposed

Committee Reports

- **By-Laws – Amy Sweers**
 - None – see old business above
- **Communications and Marketing – Robin Mayo**
 - Finalizing website
 - ITCS doing final prep work to make it officially live
 - Working with camp and wellness to help volunteer and promote their event in May
 - Hurricanes night – email sent out
 - Working concessions during football games option
- **Diversity – Alexis Moya**
 - Generational training – working on date
 - Working on Diversity photo database
 - Volunteer on Monday 1/15 – their committee – doing the Rise Against Hunger event sent out on Announce
- **Human Resources – Helen Lovett**
 - We have not met yet due to the weather and holidays
 - **Todd Inman:** Hope Lodge on Wednesday 1/17/18 – let HR committee know if you want to help that night
- **Rewards and Recognition – Bobby Tuggle**
 - Brian spoke – did not meet last week
 - April 9-15 is staff appreciation week
 - **William Hitt:** Instead of student profiles, do staff profiles for that week – will talk to committee about that idea
- **Scholarship – Nadirah Pippen**
 - Met 1/10/18
 - Reviewing scholarship applications by end of February
 - Fundraising for scholarships – some good ideas coming up
- **Membership – Amy Eason**
 - Amy out, Anna Logemann spoke
 - Melissa Eakes has taken a new position at ECU and has stepped down from Staff Senate. Amy Eason will be the chair of the membership committee.
 - Our meeting on January 4th, 2018 got cancelled due to the snow/ice; planning to meet on January 18th at 4pm.

- **Leadership and Professional Development – Tisha Nelson**
 - We have Dr. Marilyn Sheerer penciled in for Monday April 16 to present at BALL. This coincides with the availability for the Murphy center.
 - Staff senate meeting in March – Justin Yeaman speaking as their second event

Announcements

- **Next Staff Senate Meeting**
 - Thursday February 8th, 2018 at 3pm in MSC Great Rooms
- **Board of Trustees Meeting**
 - Thursday-Friday: February 15th-16th, 2018
 - Location: Coastal Studies Institute
 - You cannot attend the meeting, but can watch the live stream of the meeting; hopefully in the Chancellor's conference room.

Adjournment

- Motion to adjourn made by Shandawn Simmons
- Helen Lovett seconded
- All approve at 4:49pm