

**Staff Senate Monthly Meeting**  
**June 9, 2022 at 3:00pm**  
**Virtual Attendance via Microsoft Teams**

**MINUTES**

**Call to Order** Senator Aisha Powell

**Approval of Minutes** Senator Jennifer Jones  
May minutes were approved.

**Campus Update** Stephanie Coleman, Vice Chancellor Administration & Finance

University Updates

- Executive Order 262, Personal Observance Leave – provides employee leave to recognize a day of cultural, religious, or personal significance
- Executive Order 257 COVID-19 Booster Incentive Leave – establishes an incentive program to state employees to receive the COVID-19 booster
- State Budget increases – there was a two and a half percent increase for Fiscal Year 22 and a two and half percent increase for Fiscal Year 23. There are some conversations going on right now that it could be a slightly higher amount for Fiscal Year 23. As a result of that, do not expect any change in your paycheck on July 15th. Once the legislature finishes session, the Office of State Human Resources as well as the system office will come up with the guidelines and share it to our campus. As soon as we receive that information, we will implement the legislative increases.
- Leadership Changes – a new Provost will start on July 11<sup>th</sup>, Her name is Dr. Robin Coger. She currently serves as the Dean of the College of Engineering, at North Carolina A&T, and we are looking forward to her arrival. Dr. Mike Van Scott and Dr. Ron Mitchelson both will be retiring at the end of June. Neither one of these positions will be filled in the future. Dr. Hardy, Vice Chancellor for Student Affairs, announced her retirement in the spring. No specific date was decided yet.
- Reorganization of Health Sciences, REDE, and Academic Affairs – a fiscal sustainability recommendation report item was to work on creating a strong Provost model with a single Academic Officer. On July 1, those changes will be made. There are a few exceptions, ECU health and Brody School of Medicine will not come over to Academic Affairs and they will remain a unit of themselves. Then there are a few other small departments within Health Sciences that may go to different divisions.
- Hiring freeze – the university is not under a hiring freeze currently; it is up to departments and divisions which positions are getting filled versus the ones that are remaining vacant. If you have specific questions about positions within your areas, I suggest that you reach out to your division or department.

I do just want to thank you all for your service to ECU and everything that you all do every day. You know the university would not survive without the students and the staff to make it work and so we really appreciate it and its summertime. I hope everyone

takes a little self-care, takes a break, a little vacation we must take care of yourself so that we can provide for others.

## Public Speaking Presentation

Pamela D Hopkins, Ph.D., Director, Speech Communication Center

It's so interesting to me that those two words public speaking, just two little innocent looking words can often make us feel anxious, nervous, scared, or uncomfortable. What I have found through my work at ECU, and especially with the center, is that most of us feel somewhat uncomfortable when it when it comes time to going solo virtually or face to face. I have a couple of tips for you today that I think are easy to follow. I really think that the keys to success involve Number One, solid organization, Number Two, dynamic delivery, Number Three, manage anxiety. I want you all to start embracing any opportunity that you get to speak in public. Because any time you speak in public, you just get more experience, and you get more comfortable. What I would suggest for tip number one is to really think about the way you organize it, you just have an introduction, a body, and a conclusion. For example, how do you get started? You can ask a question. You can give us a startling statistic. You can give us a short anecdote. It needs to relate to your topic. The next thing you always want to make sure you show your audience is why your information is relevant to them. Whenever you do a presentation for an audience, you've got to think, OK, why is this information relevant? How can I show my audience why they should care about it? The third part, the bottom line or the last part of that introduction is to preview the point you're going to cover, whether it's three, whether it's 6. Then in the body of your presentation, you want to make sure you limit the number of main points. We will probably remember between three to five main points, so condense your information down to three to five main points. Make sure that you have strong transitions between points to help get us from one point to the next. Then in the conclusion, all you need to do is recap the main points and then close with impact Beautifully organized, your audience has no excuse for not being able to stay with you. I do think that organization is essential to any presentation, and if you'll try that out, the introduction the body, then conclusion. The second essential part of the second tip is to be conscious of your dynamic delivery, not just delivery. You want your delivery to be dynamic, and that involves having energy and enthusiasm, but also being aware of both your verbal communication and your nonverbal communication. With that energy and enthusiasm, you also want to make sure that your nonverbal communication is complementing your verbal or that your verbal is complementing your nonverbal. The last thing I would mention is just the anxiety factor. The way to manage that anxiety is to just practice your presentations. You can come to the speech communication center, you can email me [hopkinsp@ecu.edu](mailto:hopkinsp@ecu.edu), or we could work on that virtually. You always want to make sure that you have prepared in advance. If you can prepare ahead of time and then if you can practice out loud and get out your stopwatch on your phone or your smart watch, whatever you want to use and time that. So, if somebody says you have 15 minutes, you want to come in comfortably around 14 minutes and 30 seconds. If you're going to do a virtual presentation, you can pull up teams or WebEx or and you can do a practice session all by yourself to get used to how to set up your camera and how to frame yourself and what needs to be in the background. How about that lighting? I have seen I have seen plants hanging at odd angles. Kind of knickknacks on a bookshelf that looked like they're sitting on top of someone's head because they didn't frame up the shot ahead of time and take a quick look to see what needs to be changed. What can I eliminate from the background? So, preparation and practice visualization might work. You can close your eyes and say OK, see myself doing the presentation. Don't do it perfectly. There's no such thing as perfection. See yourself feeling confident, feeling professional, being prepared, that might work. You can also talk to yourself. My two

best tips are to make sure you're completely organized and then to really work hard on engaging your audience through that dynamic delivery and then think about ways to manage your anxiety. Please take advantage if you will, of the speech communication center. Our services are free. We do officially close the center at the end of first summer session, but I'm here all summer. I'm a 12-month employee. Again, my email is hopkinsp@ecu.edu. I am delighted to work with any of you ask, answer your questions, help you in any way that I can.

## **Flexible Work Arrangement Policy**

Sara Lilley, MAEd, Assistant Vice Chancellor for HR, Talent Management  
Jeff Dozier, Director of Employee Relations

### Human Resource updates

- COVID-19 Booster Incentive Leave – 8 hours of leave for employees who receive their first booster shot for the COVID-19 vaccine. If you have already provided your vaccination information to HR as a request through one of the vaccine mandates, we will automatically upload that leave to your Kronos record effective July 1, so you do not need to resubmit your vaccination card. If you have not, you will just need to fill out the COVID Admin Paid Leave form and attach your vaccination card with proof of a booster and submit that to AdminLeaveRequests@ecu.edu for processing. The earliest leave will be awarded in Kronos is July 1st.
- Personal Observance Leave – 8 hours of leave available to university employees. It's going to be for SHRA, CSS and EHRA non-faculty and for faculty who earn leave. It does not apply to temporary employees and is prorated for part time employees. These 8 hours of paid leave can be used for any single day of personal significance which includes but is not limited to days of cultural or religious importance. It will be available to employees in Kronos on June 16th.

### Flexible Work Arrangement Policy

- Includes flexa work – a schedule that is varied from the normal schedule for that position (example: 6am to 3pm instead of 8am to 5m)
- For a department to have a flexible work arrangement policy, they must have an approved Standard Operating Procedure (template in HR if needed) Department submits the draft SOP, HR reviews, department head signs then the Vice Chancellor for that area; once completely signed, department & HR receive a copy to have on file. Data Protection must also be in place, you must use a university computer to log in through VPN for data that includes student, patient or employee information. If on a home network, you must use VPN. You need to store all information on a shared drive, not the actual computer itself. All hard copy data, we suggest that you leave at work on your desk.
- Full remote schedule must be approved by Vice Chancellor and is on a limited basis. Full remote schedule and out of state employee requires the Vice Chancellor's approval and an Out of State Full Telework agreement.
- Traveling during Remote Work - It is against university policy to clock in from home and then drive to work and then begin working on site 30 minutes later. That time that you are clocked in is not considered work time and you would owe the university back wages for that time.

## **Executive Committee Presentation**

Chair – Aisha Powell

Provide updates to the ECU Board of Trustees, UNC Staff Assembly, Board of Governors

Goals of the Executive Committee - participate in the 2022-2027 university strategic goal planning, assist fostering relationships within the Staff Senate division representation and with university administration, proactive engagement in activities that strengthen the Staff Senate's role in University Shared Governance

Chair Elect – Josh Puckett

Staff Senate committees – the Executive Committee would like you to accomplish the yearly goal that’s created by the Executive Committee. We would like for you to elect your chair, chair elect and secretary. We need for you to create at least 2 more goals for the year and establish a monthly meeting schedule.

Vice Chair – John Southworth

Staff Senate meetings are held on the second Thursday of each month from 3pm to 5pm unless indicated otherwise and locations may vary based on availability. Meetings are open to all staff yet only senators have speaking/voting privileges. Alternates will vote in a senator’s place if the senator is absent. Attendance is expected at all meetings. If you are unable to attend, please notify exec by sending an email to [staffsenate@ecu.edu](mailto:staffsenate@ecu.edu). Excessive absences will be reviewed by the Executive Committee and addressed if necessary.

Future meeting format – July will be virtual but August and beyond will be back to face to face.

Treasurer – Joseph Moore

A budgetary update will be provided at each meeting as well as any relevant financial information. If committees need funding to support yearly activities, please contact me directly or [staffsenate@ecu.edu](mailto:staffsenate@ecu.edu) with a description of the need and an amount. The Executive Committee will order shirts for senators in expectation of a return to face-to-face meetings. Please complete the onboarding link for new senators so that we can get your shirt size. Concessions – we can participate in Athletics concessions in order to raise money for our scholarships. Concession volunteers are not limited to Senators only but there is a minimum age.

Secretary – Jennifer Jones

Senator responsibility is to attend all regular monthly meetings as well as special or called meetings. Attendance will be taken at each meeting. You should have received an email with your committee assignment. Senators and alternate senators must keep their constituents well informed of the work of the Staff Senate. Senators should commit to one fundraising activity per term. Reviewed Staff Senate website, Microsoft Teams channel, email signature

**Adjourned**

Senator Aisha Powell

**Next Meeting**

July 21, 2022 at 3:00pm via Microsoft Teams

**Meeting Link**

Will be added before 7/21 meeting