



Staff Senate Monthly Meeting

July 21, 2022 at 3:00pm

Virtual Attendance via Microsoft Teams

MINUTES

Call to Order Senator Aisha Powell

Approval of Minutes Senator Jennifer Jones

June minutes were approved.

Campus Update Dr. Virginia Hardy, Vice Chancellor Student Affairs

All orientation sessions have been completed. We will be in regular university operation mode for the Fall semester. Official drop off will start on August 4th and move in starts on the 16th of August. We greatly appreciate Staff Senate's help with move in. The design firm for the Medical Education Building has been selected and that process will continue to unfold with the planning beginning next week. We're really excited about that opportunity to construct a new medical education building. ECU was able to secure an additional \$3 million for the ECU Center for Telehealth in which we are providing a lot of telepsychiatry to rural areas. I know we have a partnership right now with Elizabeth City State University and with the city of Elizabeth City to be able to provide some opportunities there. The other piece of the legislature was that state employees are getting a 3.5 increase. The guidelines related to that went out earlier this morning.

Karson Nelson, Director of Strategic Initiative and Legislative Liaison

Thank you to this body's leadership, including the former chair Hector Molina and Aisha Powell for leading the staff senate's engagement with the General Assembly after last session. This year's budget adjusts the two-year biennium budget that was passed last year. Any recurring funds that were allocated in last year's budget for the 21/22 fiscal year will not revert to the General Fund until the end of the biennium next year. A couple of ECU specific items in the budget are \$3 million nonrecurring to establish the ECU Center for telehealth and Digital healthcare transformation. It will be used for space, equipment, technology, etc. to support innovative healthcare delivery and educational opportunities across our region and state. Dr Hardy mentioned Elizabeth City State University and part of this funding can be used to expand that partnership to other UNC system institutions that might not have access to mental health professionals in their geographic region like Elizabeth City State. I'm expanding that partnership to other UNC system schools, which we see as a great opportunity for partnership across the UNC system. The rest of it will help to consolidate our existing telehealth programs that operate out of as many of you know, very various colleges, departments, programs, etc. to reduce duplication and use those savings to expand our service offerings to more counties and more citizens of our region and state. The budget also provides the university the authority to give the School of Dental Medicine added flexibility for their clinical operations using the clinical support services designation that's long been utilized by the Med school, so this will help the clinical operations staff here in Greenville as well as the other eight sites across the state and allow our dental school to better recruit and retain our clinical employees, which benefits our

students, our patients and overall our entire region and the 8 CSLCs across the state. The budget adds an additional 1% to the 2.5% raise included in last year's budget for all EHRA faculty, EHRA non faculty, SHRA, and CSS employees. The budget reserves \$250 million in a capital improvements fund for cost escalation for capital projects, which includes opportunity for us to apply for funding for our new medical education building that was funded last year. When you apply inflation to \$215 million, that can impact your project a lot. It also includes funding for the UNC enrollment funding formula change and includes enrollment changes for summer term undergraduate resident student credit hours. The last item I mentioned is an additional \$1.5 million in recurring funds for the UNC lab schools, including ECU's Community School.

Amanda Pantelidis, Director of HR Information Systems

The base requirements for eligibility were that you had to be employed with ECU on June 30 and then also employed August 1st. We are implementing these raises August 1 with the retro back to July 1. It also stated that the lump sum retro will be paid in that August 15th paycheck. For clarification that is the difference of the new salary for July 15th and July 31st paychecks and then from that point forward you'll be receiving your new semi-monthly salary. For anyone who was a transfer from a state agency that's included in the state payroll system, if they were employed with that agency on June 30th and then they transferred to ECU in July, they are still eligible for the raise, and we are working with either the division representation or with employment within HR to identify these individuals and reaching out to those employers for that information. FMLA or any type of leave that involves individuals who are off payroll, the raise will be given once you return to full pay status. FMLA or any type of leave but still on payroll, you will receive the raise when it is implemented. If you had a job change during the month of July into a new role or received an increase in the position that you are currently in, the raise will be calculated on the June 30 salary and added to the salary in the system on August 1st.

Executive Committee Updates

The UNC Staff Assembly will be meeting Monday and Tuesday of next week. Todd, Josh, and I will be attending. We are the delegates for the ECU Staff Senate, so we will be sharing information about the programs that we do here at ECU, along with collaborating on some other opportunities with the other UNC system schools. We'll provide an update on what happened there and maybe some opportunities that we can implement here at ECU. The next update is about the 10th annual UNC Staff Assembly Chancellors Cup golf tournament that will happen in September. We will have a staff and Chancellor team that will be participating, and remember, this is funding scholarships for all UNC staff across our institution and so we want you guys to apply for that scholarship. I have met with the Faculty Senate and SGA executive numbers, so the Faculty Senate chair is Anne Ticknor. We will be collaborating with some initiatives over this term, so make sure you guys are listening in to see what things will be implemented in the upcoming term. We will have our SGA parliamentarian appointed in September and Faculty Senate will be voting for their Staff Senate ex officio and again that is just so we can have information on what's going on with our faculty here at ECU and they will know if we have any concerns or if we can collaborate with any shared initiatives here on campus. The last update I have is that we will continue with our virtual meetings through December and revisit the in-person meetings at that time. I do want to encourage you guys to participate in the events that we have on campus. Some of those events are our school supply drive, we do that every August, and these are school supplies that will support our ECU Community School. We have our Wellness walk and we also have our Women in Leadership 2nd Annual panel. That probably will have a hybrid option so you can participate in person or virtually. These will be opportunities where you guys can get to know other senators, so I do encourage you to attend in person if you feel safe to attend those actual events.

The school supply drive is something that we do annually we will be providing instructions out to campus via announce in the upcoming weeks. We will have designated drop off areas. We have contacted the principal and she has given us a list of school supplies that the school will need. A chairs meeting will be coordinated to go over your goals and ways we can have committee collaboration. Make sure you monitor your emails, chairs, for that information and the date for that initial meeting.

John Southworth is representing the Staff Senate on the flexible work arrangement committee. If anybody has any feedback or questions or anything you want him to bring before that group just let him know. One thing I wanted to make sure I started with is the university will continue to support telework when it's appropriate, and ECU is committed to that. Telework is not going to go away. That's one of the key things that we've talked about. We're working on a checklist that can be used to determine whether a particular position is conducive to telework. That will give some standard criteria that can be used to determine whether that position is one where telework makes sense. It will include things like the benefits of teleworking in terms of recruitment and retention for that position, the suitability of performing the actual work for that position, and whether that's conducive to telework as well as the ability of the employee to effectively telework. Those are the 3 themes that we'll be looked at for each position. As far as whether telework will be considered and we also talked about guidelines and policies for internet connection requirements for employees who do telework. We talked about moving the flexible work arrangement form out of its current system into one that integrates with Banner to make that form a little more streamlined. We talked about when it's appropriate to ask a teleworker to come into the office, so that people know that that can be expected of them or not. We're going to draft a statement that kind of highlights the kind of telework philosophy of ECU. We are working on that right now.

The treasurer's report was sent out for your review. We will be getting new allocations for the upcoming year. We still also have discretionary funds, and we did have an additional revenue that went into one of the scholarships and to the priority fund. If you have any requests that you are going to need funds from any of the departments or any of the committees that are working, please be studious and let us know the sooner the better. You can send them directly to Joseph Moore's e-mail or to the Staff Senate email. We are we have notified Aramark that we want to participate in the concession program this year. We got an introductory e-mail a week or two ago. We'll have more specifics coming out as soon as we get them.

Will alcohol serving training be offered this year? Joseph will check with Aramark and let us know.

We want to review the attendance policy listed in our bylaws. It is section 1.8, and it states that as a senator or alternate senator, attendance is expected at all official meetings. If unable to attend, please notify the secretary or committee chair prior to the meeting. Excessive absences will be reviewed by the Executive committee and addressed as necessary. You can also e-mail us at staffsenate@ecu.edu. We have 12 meetings and when you're thinking about what excessive means, we're thinking about three or more meetings. Just make sure that you're aware of the attendance policy and if you are planning to miss a meeting, please again e-mail Aisha, Jennifer, or staffsenate@ecu.edu.

Committee Updates

Bylaws Committee – John Southworth - Updating the bylaws to reflect the changes in the divisions. We did set four goals for the committee year.

Communication and Marketing Committee – Melissa Parks – We have two goals for this year. My number one goal is to have a Staff Senate video produced in partnership with the university communications and creative team to make sure that we are on brand with everything. We are working with them and with the new Provost to set a date to schedule that so we can have the Provost and the Chancellor. Our second goal is to have consistency across the social media platforms, Facebook, Instagram, and Twitter and to have those updated. We have not established a chair elect we will do that in our next meeting.

Diversity Committee – Amy Bright – We elected Glenn Sheppard as our chair elect and Melinda Pennington as our secretary. Our goals are to have the employee resource groups come to the August meeting, they have been invited and most have responded back already. We're also looking at doing another women's leadership round table since that was real successful last year, partnering with the library on their human library event and the executive committee wanted us to have the goal of working with Nikki Caswell for bystander training on anti-racism and equity.

Human Resource Committee – Michelle Smith. I'm the secretary of the Human Resources Committee. Our two goals for the year are the Employee Assistance Program and the Bereavement Plan. Currently

we're still waiting for the Staff Assembly Office and the legislature to tell us the outcome of the resolution that we had already submitted on the Bereavement Plan. For the Employee assistance program, we are all our own hold and waiting for UNCGA to respond. We did elect our officers. *Membership Committee* – Joseph Moore – We elected our secretary and chair elect for the upcoming year. As far as the goals for the committee, the Committee has set a goal that they would like to increase the number of voters and nominations by 3% from the previous year. A continuing goal from the executive committee was assisting the communications and marketing committee with a Staff Senate video. Melissa, if you need some extra hands on that project, please reach out to the membership committee. We looked at brainstorming ways to address some of the membership inequities across campus, and I know that the membership committee will be addressing the new org chart come out as far as the moving of Health Sciences and academic affairs. We have not started working on that yet, we are waiting for the official org chart to come out.

Leadership and Professional Development Committee – Grace Tolson – The two goals we've defined for our group this year is to successfully host and plan the BALL event in the spring, we will look at hosting that again in April. Our second goal is to partner with the Director of Learning and Organizational Development, to present and kind of just be a great resource and partner for Staff Senate and the rest of the staff here at East Carolina. My understanding is that we have a new person in that role, and he has agreed to join us for our next meeting in September. We will hit the ground running with him and partner for this group, but also our goal assigned by the Executive Committee, which is to work with that role and do some fun stuff with housing and facilities in that in that specific area.

Recognition and Rewards Committee – Stephanie Stroud - We elected a chair elect, Amy Eason, and Secretary, Kristina Page. Our goals this year are to collaborate with the leadership team and have the BALL event during the Staff Appreciation Week. The Wellness Walk in October, that will be discussed at our next meeting that we have scheduled. Then we are also going to review and update pirate perks offerings on our website. We had a new vendor sign up recently, so that was great. If anybody needs cabinets. We have a wholesale cabinet dealer that has signed up to give us a discount. We're going to meet soon to work on getting the fall Wellness walk scheduled and meet with vendors and everything like that.

Scholarship Committee - Dana Lopez - We're in communication with local businesses and expect to hold our first fundraiser in either late August or early September, so be on the lookout for a flyer announcing our first fundraiser. Our goals for this year are to create and establish relationships with local businesses. We hope that these relationships can be mutually beneficial for the businesses as well as the scholarship committee, and we'll assist on achieving our other two goals to increase the fund raising and increasing the amount funds awarded to scholarship recipients this year.

Summer Yield Ad Hoc Committee – Amy Eason – We just wrapped up 10 orientations sessions. Thank you so much for the Senators and volunteering. We set-up a table at the end of the second day of orientation where students went and picked up their one card. We had a fair number of parents and students come up to the table and we talk about staff and what we're all about and how our ECU staff supports our students. We had some swag that we gave them, and each student was able to fill out an entry form to possibly win a day pass for the parking deck. I have chosen those ten names for each orientation and I'm going to be working with Josh Puckett to get those parking passes to those students when they return in August. Each orientation had about from 250 to almost over 400 students. If you were not able to participate and volunteer in our tables over orientation, you have another opportunity to help with summer melt. I'm going to be working with the housing Office to see when we can help with move in. In August, the week of move in is going to be the August 15th week and I am going to reach out and provide all of you with the information of when we're going to help to volunteer, which resident hall and get your T-shirts.

Announcements Dana Lopez - Campus Recreation and Wellness - We are increasing our membership fee based on our review of membership fees and student fee alignment. We've made the decision to increase our payroll deduction membership by \$1.00 per paycheck. That's \$24.00 per year, which we feel is a reasonable increase given that we haven't increased in over 13 years. We will have that go into effect on your August 31st paycheck. We also are changing the tier salary system; Tier One and Tier Two. Tier One

was to allow people whose salary was below a certain level half off, and now we're increasing that a little bit because of the salary increases that we've received. Tier one will be anybody that is 47,999 and less and Tier Two will be 48,000 and higher.

Aisha Powell - We are currently in the process is of finding a Vice Chancellor of Student Affairs, so make sure you monitor your e-mail for those updates.

Adjourned Senator Aisha Powell

Next Meeting August 11, 2022 at 3:00pm via Microsoft Teams

Meeting Link https://studentsecuedu66932-my.sharepoint.com/:v:/r/personal/jonesjen18_ecu_edu/Documents/Recordings/Staff%20Senate%20Monthly%20Meeting-20220721_145002-Meeting%20Recording.mp4?csf=1&web=1&e=fk8tmE

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