

ECU Staff Senate Minutes

Date: June 10, 2021

Time: 3:00pm to 5:00pm

Location: Microsoft Teams

**Call to Order:** Senator Hector Molina

**Roll Call/Approval of Minutes:** Kristin Wooten

May minutes were approved

**Guest Speakers:**

**Vice Chancellor Stephanie Coleman – Campus Update**

The Senate is close to a resolution on the budget however, we may not have a budget on July 1st. There is support for the UNC budget priorities in terms of building repairs, employee salaries and funding towards a new medical school building.

The Chancellor’s cabinet is reviewing the University mission statement, at the request of the UNC System Office, to determine if any changes are needed. The Chancellor will use the Pirate Perspectives listening session as a foundation to shape our mission statement. The University Strategic Plan is valid for five years and the current plan we are under will expire in 2023. A new plan has not been developed but is in the process of being created.

Return to Work planning committee had their first town hall on Monday and there are surveys to gauge employee opinion on the committee reports. The deadline to complete these surveys is June 13th. An interim PRR will be released by next month that provides guidelines on the flexible work arrangements. Everyone is strongly encouraged to get vaccinated. If you have already received your vaccine, please upload your vaccine card into My Pirate Chart.

**John Southworth** **– Fall 2021 Planning Update**

The Return-to-Work Planning Committee was developed into subgroups to focus on specific areas. John serves in the HR subgroup which is focusing on the flexible work policy. There will be overarching guidelines that align with the UNC System guidelines. The is a requirement that encourages staff to live in the area and contribute to the local economy even if they are teleworking. Overall, the Chancellors were given the authority to create their own guidelines, and many will leave many decisions up to the individual divisions and departments.

**Erica Hoyt – Summer MELT Ad Hoc**

The Ad Hoc met yesterday to discuss ideas that would be helpful this summer. The goal is to make sure new students feel welcome at ECU and feel supported by faculty and staff. The committee will implement five different ideas. 1) Staff Senate welcome table which will be placed outside of the dining hall to greet new students. 2) Pirate giveaways from Staff Senate in addition to welcome baskets or a free parking pass. 3) Video series showcasing staff who will welcome students. 4) Welcome video message prior to the first day of class to reiterate excitement to have the students join us on campus. 5) Reshare important dates with students to keep them abreast with deadlines.

Every month the Staff Senate will provide a report on their efforts to reduce Summer MELT and continue working on these efforts throughout the summer.

**Executive Committee Presentation**

Chair – Hector Molina

* Senator responsibilities include attending all regular monthly meetings as well as special or called meetings. Must serve on senate committees and make themselves known to their constituents. Senators must communicate constituent concerns to the senate and must share information with constituents. In addition, senators must commit to one fundraising activity per term.

Chair Elect – Aisha Powell

* Staff Senate committees are expected to:
  + Accomplish a yearly goal created by exec.
  + Elect a Chair, Chair-Elect, and Secretary.
  + Establish one committee goal.
  + Attend committee meetings scheduled by committee chair.
  + Provide committee updates during monthly staff meetings.
* Committees of the Staff Senate include Communication & Marketing, Membership, Diversity, Leadership & Professional Development, Bylaws, Human Resources, Recognition & Rewards, and Scholarship. Each committee is responsible for establishing goals that serve the best interest of the staff and working to complete these goals throughout the term.

Vice Chair – Lisa Ormond

* Executive Committee goals are to increase visibility across campus to improve communication efforts with all staff. We will elevate the participation of Staff Senate’s role in University initiatives and engage in activities that strengthen our role in University shared governance.
* Staff Senate has the opportunity to raise funds through ECU Athletics games by operating the concession stands. We encourage senators to sign up for at least one game which will help fund activities and scholarships.

Treasurer- Patrick Mitchell

* If committees need funding to support yearly activities, please contact Patrick at [mitchellp18@ecu.edu](mailto:mitchellp18@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.
* A budgetary update will be provided at each meeting as well as any relevant financial information.

Secretary –Kristin Wooten

* 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.

**Committee Breakout Rooms**

* Bylaws - reviews and updates the by-laws to remain consistent with the Senate actions as they are deemed necessary. This committee will receive resolutions and bring them to the floor for discussions and inclusion into the updated by-laws. Chair: John Southworth
* ​Membership - handles the nomination and election process each year. This committee may also assist with membership issues including addressing members not attending meetings, assigning alternates to assume missing members’ seats, etc. Chair: Joseph Moore
* Communication & Marketing - handles the promotion of information and events the Chancellor’s Staff Senate examines and/or acts upon. The committee also works with administration to devise effective strategies to educate employees on key topics and/or policies.​ Chair: Matt Smith
* Rewards & Recognition - identify, develop, and implement a staff recognition program. The committee will oversee events, including but not limited to, the Staff Senate Health Fitness Walk, Staff Senate Cookout and Staff Appreciation Week. It will also look to create new events as well as enhance and improve existing events. Chair: Susan Eckert​
* Human Resources Committee - provides input on relevant personnel policies and provides advisory input on issues related to compensation and benefits issues. Chair: Irina Swain
* Leadership & Professional Development - works to develop a professional development series for the Staff Senate. Through increased leadership development, members of the Staff Senate will be able to lead more effectively within their respective Divisions. Chair: Janet Turner
* Scholarship - develops the guidelines and application process for the Gail Jordan Memorial Scholarship and the Children of SHRA Scholarship.​ Chair: Erica Hoyt
* Diversity Committee - contributes to the welfare of university staff and to foster the interaction, integration, and representation of different races, ethnicity, cultures, national origins, abilities, religions, sexual orientations, intellectual positions, and perspectives throughout our university community. Chair: Amy Bright

**Announcements: Next Meeting – July 8, 2021 3pm-5pm via Microsoft Teams**

**Meeting Link:** https://web.microsoftstream.com/video/a1aa4b0b-2794-475b-85e8-2684144c6183