

**East Carolina University  
2010-2011 Staff Senate  
September 14, 2010  
East Carolina Heart Institute  
3:00 – 5:00 pm**

**Attendance:**

**Present:** Derek Abbott, Cornell Allen, Marlene Anderson, Cindy Askew, Megan Ayers, Steve Ayers, Kristen Bolton, Doug Boyd, Lee Brown, Lisa Brown, Ramona Brown, Richard Cherry, Harold Coleman, Marianne Cox, Tim Daughtry, Kendra Davis, Melissa Eakes, Lisa Graepel, Jenny Gregory, Mimosa Hines, Phil Hulsey, Garrett Killian, James Lewis, Jean Merenda, Jeremy Morris, Kelly Rogers, Teresa Tripp, Michael Tucker, Mary Susan Williams and Kim Wilson.

**Absent:** Jackie Daniels, Mande Lancaster, Hong Li, Teresa Ramaglino, Derri Stormer, Bobby Tuggle, Lisa Tyson, and Ken Yarnell.

**Ex-Officio Officers Present:** Johnnie Eastwood, Robyn Galloway, John Toller, Amy Waters, Pattie Woolard

**Guests:** Dr. Steinweg, Dr. Keene, John Chinn

**PRESENTATION:** Dr. Steinweg introduced Dr. Susie Keene from the ECU Family Medicine Center who introduced her new project on East Campus called ECU Rapid Access. Located at the ECU Student Health Center, this is an Urgent Care / Primary Care program for faculty and staff and their children at ECU. Currently, there is one doctor, one nurse and one registration person. The hours of operation are Monday – Friday, from 8:30 – 12:30. There are also pharmacy, lab, and x-ray services. This clinic works with the State Health Plan.

**Call to Order**

Chair Phil Hulsey called the meeting to order.

**Roll Call**

A roll call was performed by Megan Ayers.

**Approval of Minutes**

Senator Ayers reported that a copy of the minutes from the August 19, 2010 meeting was distributed via email. Senator Harold Coleman called for a motion to approve the minutes. Senator Kim Wilson seconded the motion. There were no negative votes. The minutes of August 19, 2010 were approved as written.

**I. Executive Committee Comments**

- A. Comments from Chair – Chair Phil Hulsey encouraged senators and alternates to introduce themselves and get to know the staff in their respective areas. Listen to their issues and facilitate communication within divisions. Mr. Hulsey also asked that the Committee Chairs

use the "Meeting Report" sheets when conducted a committee meeting. They are very easy to use and can really organize the meeting. In addition, he asked the committee chairs to send the goals of each committee in ASAP to Secretary Megan Ayers.

- B. Comments from the Chair Elect – Chair-elect Mary Susan Williams offered assistance to the Committee Chairs and encouraged them to use her as a resource for issues stemming from committees.
- C. Comments from the Treasurer – Senator Lisa Graepel reported that the Staff Senate currently has \$2,500 in the budget, and an additional \$ 1,500 from the Chancellor's Discretionary account, for a total of \$4,000 total allotment.
- D. Comments from the Secretary – Senator Megan Ayers distributed a copy of the meeting dates and locations and also said that they were on the SharePoint site. Ms. Ayers also asked that everyone print their name on the roll sheet for name badge purposes. Lastly, the roll call is posted on the SharePoint site as well so check for accuracy and for informational puposes.

## II. Committee Reports

**Communications & Marketing** – Mimosa Hines said there are 3 new Pirate Perks recently added 1. Sam's Club, 2. AAA Plumbing, 3. Peaden and Sons Landscaping. Look for the Staff Senate Quarterly coming out soon. In addition, the Communications and Marketing Committee will be updated the Staff Senate Website soon. Please see the attached Committee Report Form for a full summary.

**Diversity** – Marlene Anderson said that there hadn't been a meeting, but they have been corresponding via email. She reported that the Diversity Committee has been invited to the Chancellor's Diversity Council meetings. In addition, the Diversity Committee will be presenting their Diversity Report at the November Staff Senate Meeting.

**Human Resources** – Kendra Davis reported that the HR committee met last week and finalized their goals for the year. See the attached Committee Report Form and Goal Sheets for more details.

**Rewards & Recognition Committee** – Harold Coleman reported that the University is phasing out its Computer Loan Program and that this committee is working with ECU Surplus and with Human Resources to come up with another option to help staff have access to personal computers. Mr. Coleman also announced that the Health Fitness Walk will be October 19, 2010 from 12:00 – 1:00. There will be a few door prizes as well as health screenings. In addition, the Rewards and Recognition Goal Sheets are attached.

**By-laws Committee Minutes** – Derek Abbott reported that the By-laws committee has finalized the sections of the bylaws that needed to be revised and the committee will

forward a draft to the Executive Committee for review. Please see the attached Goal Sheets for the Bylaws Committee.

### **III. Old Business**

- A. Supervisor appreciate event – this item is tabled for now, but will be kept as an option in the future.
  
- B. Staff Senate / Gail Jordan Scholarship update – John Toller gave the background of the scholarship. Essentially, to make the scholarship endowed, the Staff need to raise \$25,000 in five years. Currently, there is \$7,500 in the scholarship fund. The approach to raise the remainder of the funds is to have the Administration campaign for half the money and have the staff campaign for the other half. This is very achievable through payroll deductions and including this scholarship in the University Combined Campaign in the Spring. After the scholarship is endowed, the next step would be to determine the criteria for awarding the scholarship and marketing donors.

### **IV. New Business**

- A. John Chinn presented the Export Controls Policy. This is a risk management initiative that will protect the University. It's basically a screening effort – every faculty member, staff member, student and vendor that does business with the university will be screened against various export "lists". If there are any matching names, there will be procedure in place to determine the next steps.
  
- B. John Toller presented the proposed Holiday Schedule changes for 2011. The proposed change is to close the University for ten days, December 24, 2011 – January 2, 2012. This is an effort to be more practical in structuring vacation hours as well as saving the campus operating money during the holidays.

John Toler also addressed the Eat Less, Move More, Weigh Less Initiative, with the goal of helping employees become more fit. In July 2011, the BMI qualification goes into affect under the State Health Plan. There will be a lot of initiatives across campus to help employees meet those qualifications.

- C. Current suggestions for community service projects are being accepted. Phil Hulsey has suggested Future Stars Soccer who need coaches, small groups to do Habitat for Humanity, Homeless Shelter, Hospital Volunteer work....send Megan Ayers any other suggestions the you would like to promote to the Senate.

### **V. Adjournment at 5:20 p.m.**

## East Carolina University Staff Senate Committee Meeting Report

**Committee Name: COMMUNICATIONS AND MARKETING**

**Meeting Date: 9/8/10**

<b>Committee Chairman</b> Mimosa Hines	<b>Last Meeting Date:</b> 8/11/10	<b>Next Meeting Date:</b> TBA <b>Time:</b>
<b>Senators in Attendance:</b> Mimosa Hines, Kelly Rogers, Jeremy Morris, Kristen Bolton, Doug Boyd, Teresa Ramaglino		

### AGENDA

- Approve newest Pirate Perks (AAA Plumbing, Sam's Club, Peaden & Son Landscaping)...all approved
- Discuss Pirate Perks edition of the newsletter...Mimosa had a proposed layout to pass around; all members saw and agreed with content and format. Will submit to Exec. Committee to review and send out.
- Website Updates—go through each section that needs to be updated and discuss content, plan for updates...
- Distribute decals—the following businesses need decals: Armadillo Grill, AAA Plumbing, Peaden Landscaping, Childtime Learning Centers

### RECOMMENDATIONS AND RATIONALE

RECOMMENDATION	RATIONALE
Ask other committee chairs to submit potential newsletter content to me	We need to represent all of the Senate in the quarterly newsletter
Purchase stamps for use by Senate	Occasionally we need to mail out Pirate Perk decals to our vendors.

Establish a Facebook page for the Staff Senate	To further communicate with ECU employees about the Senate; we could list upcoming events and newly added perks.
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**ITEMS REQUIRING COMMITTEE MEMBER ASSISTANCE**

Item	Action Items	Contact(s)	Due Date
1.	Go through the website and make notes on items to update or changes to be made (structure, content, navigation, etc)	Everyone	By next meeting
2.	Receive Commonspot training	Jean, Kristen	Within the month
3.	Update Pirate Perks listings on website	Jenny	By next meeting
4.	Respond to accepted Pirate Perks vendors and update Excel file	Mimosa	By next meeting
5.	Get newly trained members added as authorized users in Commonspot for maintaining the website	Mimosa	Next meeting

**ADDITIONAL INFORMATION: ATTACH ANY ADDITIONAL INFORMATION SUCH AS RESOLUTIONS, TEMPLATES, FORMS.**

Recently approved Pirate Perks:

**AAA Plumbing & Maintenance**

2120 Macks Lane  
 Greenville, NC 27834  
 252-347-2884

Provides: Licensed plumber and maintenance. Small homes or large companies for all your plumbing needs. Hot water heaters, heat pumps, deep wells, water pumps, etc., no limits  
 Discount Offered: 20% off all parts and labor

**Peaden and Son Landscaping**

2190 Papas Place  
 Greenville, NC 27834  
 252-341-8190

Provides: Custom Landscape Drawing and Designs; Custom Irrigation; Grade, Seed and Mulching; Yard Maintenance; Certified Backflow Testing. Fully Insured.

Discount Offered: One free month with 12-month maintenance contract; 15% off any landscaping job over \$1000; 15% off irrigation system and installation

**Sam's Club**

Greenville, NC

Renewing their offer for a \$10 gift card with new or renewed Advantage membership; must present printout of the PDF on our website to receive this. Good until Oct. 31, 2010.

Website Updates are in process. Jenny and Mimosa will be updating the Senator lists and Committee lists first, since they are causing confusion to visitors. Then we will begin to tackle other issues, including the overall structure and navigation, as well as updating contact info on forms, etc. Two of us will be receiving Commonspot training this month, which gives us a total of 4 members with Commonspot capabilities; therefore, we should be able to split up the website and update it accordingly.

## East Carolina University Staff Senate Committee Meeting Report

**Committee Name: HR Committee**

**Meeting Date: September 8, 2010**

**Committee Chairman**

Kendra Davis

**Last Meeting Date:**

August 19, 2010

**Next Meeting Date:**

**Time:** October 6, 2010

**Senators in Attendance:**

Steve Ayers, Marianne Cox, Kendra Davis, and Mandee Lancaster

### AGENDA

1. Approval of August 19, 2010, minutes
2. Discussion and approval of 2010/2011 goals
3. Set Measurable for each goal
4. Community involvement as a committee
5. Meeting time & place
6. Announcements

### RECOMMENDATIONS AND RATIONALE

RECOMMENDATION	RATIONALE
A recommendation was made to review previous climate surveys for gaps, then develop a climate survey for 2011/2012 if needed.	There have been multiple climate surveys recently. The committee felt that it was important to ask the right questions instead of repeating again.

### ITEMS REQUIRING COMMITTEE MEMBER ASSISTANCE

Item	Action Items	Contact(s)	Due Date
1.	Determine if HR Committee member can join committee meetings for the Supervisor Training Task Force and PRR	Kendra Davis	Next Meeting

Item	Action Items	Contact(s)	Due Date
2.	Send Phil Hulsey e-mail contact information for Faculty/Staff Suggestion box.	Kendra Davis	9/24/2010
3.	Get clarification on goals from Phil Hulsey	Kendra Davis	9/17/2010
4.	Develop options for working at concession stand	Mandee Lancaster	Next Meeting
5.	Schedule meetings through June 2011	Kendra Davis	9/16/2010

**ADDITIONAL INFORMATION:**

1. The minutes from the August 19, 2010, meeting were approved.
2. The 2010/2011 goals were approved as written with the exception of the climate survey. See recommendation above.
3. Setting a measurable for each goal was tabled until the next meeting pending some clarification of goals.
4. Options for community involvement were discussed. Mandee Lancaster suggested working in the concession stand that supports the Humane Society of Eastern NC during a football game. No other suggestions were brought forth at this time.

It was agreed that Staff Senate HR Committee meetings will take place from 3:30 – 5:00 PM in Human Resources conference room 132 if possible

# East Carolina Universtiy Staff Senate

## COMMITTEE GOALS AND OBJECTIVES 2010-2011

### COMMITTEE INFORMATION

Committee Name: **Human Resources Committee**

Committee

Chairman: **Kendra Davis**

Committee

Chairman:

Standing or  
Adhoc

Committee: **Standing**

Date: **September 23, 2010**

Review Period: **2010-2011**

### INSTRUCTIONS

Goals should always be: **S** – Specific    **M** – Measurable    **A** – Action-Oriented    **R** – Realistic    **I** – Time Bound

- I. Goal/Objective.** Briefly describe each goal/objective and when the goal/objective should be met or accomplished.
- II. Measurement.** How will the goal/objective be evaluated? (Use quantitative measures such as % or dollar increase in revenue and/or use qualitative measures which are descriptive of criteria.)
- III. Importance.** Rank the goal as Essential, Important, or Desirable as follows:
  - Essential** – required for committee's successful performance
  - Important** – helpful for committee's successful performance
  - Desirable** – asset for committee's successful performance

### 1<sup>ST</sup> GOAL/OBJECTIVE

Goal/Objective: Review *Supervisor Training Task Force* work.

**Measurement:** Feedback was provided to Senator Hulsey on September 27, 2010.

**Importance:**      **Essential**              Important              Desirable

## 2<sup>ND</sup> GOAL/OBJECTIVE

**Goal/Objective:** Review the benefits of proposing 180-degree (upwards) staff evaluations.

**Measurement:** Staff Senate to vote on resolution at November 2010 meeting.

**Importance:**      **Essential**              Important              Desirable

## 3<sup>RD</sup> GOAL/OBJECTIVE

**Goal/Objective:** Review Policies, Rules, and Regulations as they are vetted for entry into the University Policy Manual.

**Measurement:** Review policies as they are vetted to the University Policy manual as needed. New policies should be reviewed and comments submitted in no more than one month after received.

**Importance:**      Essential              Important              **Desirable**

#### 4<sup>TH</sup> GOAL/OBJECTIVE

**Goal/Objective:** Take feedback /comments with regard to benefit changes and report to the Staff Senate.

**Measurement:** Feedback and comments will be reviewed in monthly HR Committee meetings and brought to the Staff Senate at the next meeting following review.

**Importance:**      Essential      **Important**      Desirable

#### 5<sup>TH</sup> GOAL/OBJECTIVE

**Goal/Objective:** Review previous climate surveys for gaps, and then develop a climate survey for 2011/2012 if deemed necessary by the committee.

**Measurement:** Review results of previous survey by May 2011.

**Importance:**      Essential      Important      **Desirable**

#### 6<sup>TH</sup> GOAL/OBJECTIVE

**Goal/Objective:** Review anonymous Faculty/Staff suggestions and develop an outlet for responses.

**Measurement:** Review and respond to suggestions on an as needed basis. Response mechanism should be in place by end of November 2010.

**Importance:**            Essential            **Important**            Desirable

**7<sup>TH</sup> GOAL/OBJECTIVE**

**Goal/Objective:** Review current ECU policies for SPA, CSS, and Non-EPA Faculty that are not related to the State Office of Personnel.

**Measurement:** Review one policy monthly beginning in November 2010 and provide feedback.

**Importance:**            Essential            Important            **Desirable**

# East Carolina University Staff Senate

## COMMITTEE GOALS AND OBJECTIVES 2010-2011

### COMMITTEE INFORMATION

Committee Name: **Bylaws Committee**

Committee

Chairman: **Derek Abbott**

Committee

Chairman:

Standing or **Lee Brown, Ramona Lee**

Adhoc **Brown, Richard Cherry, Michael**

Committee: **Tucker**

Date: **10/12/2010**

Review Period:

### INSTRUCTIONS

Goals should always be: **S** – Specific    **M** – Measurable    **A** – Action-Oriented    **R** – Realistic    **I** – Time Bound

1. **Goal/Objective.** Briefly describe each goal/objective and when the goal/objective should be met or accomplished.

2. **Measurement.** How will the goal/objective be evaluated? (Use quantitative measures such as % or dollar increase in revenue and/or use qualitative measures which are descriptive of criteria.)

3. **Importance.** Rank the goal as Essential, Important, or Desirable as follows:

**Essential** – required for committee's successful performance

**Important** – helpful for committee's successful performance

**Desirable** – asset for committee's successful performance

### 1<sup>ST</sup> GOAL/OBJECTIVE

#### Goal/Objective:

Finish updating the By-laws and submit to Executive Committee for review. Final approved draft will be updated on website.

**Measurement:**

If the Staff Senate is using the new updated By-laws by May 2011 the goal has been achieved.

**Importance:**            Essential            Important            Desirable  
**X**

**2<sup>ND</sup> GOAL/OBJECTIVE**

**Goal/Objective:**

To make sure everyone is informed of the most basic rules of Robert’s Rule of Order. This will be achieved by emailing out cheat-sheets before each meeting.

**Measurement:**

If different people at each meeting every month are exercising Robert’s Rule of Order the goal has been achieved.

**Importance:**            Essential            Important            Desirable  
**X**

**3<sup>RD</sup> GOAL/OBJECTIVE**

**Description:**

Ensure that any new amendments made to the current By-laws be added in a timely fashion.

**Measurement:**

Amendments approved at a particular meeting should be incorporated into current By-laws by the following meeting.

<b>Importance:</b>	Essential	Important	Desirable
	<b>X</b>		

**4<sup>TH</sup> GOAL/OBJECTIVE**

**Description:**

**Measurement:**

<b>Importance:</b>	Essential	Important	Desirable
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# East Carolina University Staff Senate

## COMMITTEE GOALS AND OBJECTIVES 2010-2011

### COMMITTEE INFORMATION

Committee Name: **Rewards & Recognition Committee**

Committee

Chairman: **Harold Coleman**

Committee

Chairman:

Standing or

Adhoc

Committee: **Standing**

Date: **October 13, 2010**

Review Period: **2010-2011**

### INSTRUCTIONS

Goals should always be: **S** – Specific **M** – Measurable **A** – Action-Oriented **R** – Realistic **I** – Time Bound

1. **Goal/Objective.** Briefly describe each goal/objective and when the goal/objective should be met or accomplished.
2. **Measurement.** How will the goal/objective be evaluated? (Use quantitative measures such as % or dollar increase in revenue and/or use qualitative measures which are descriptive of criteria.)
3. **Importance.** Rank the goal as Essential, Important, or Desirable as follows:
  - Essential** – required for committee's successful performance
  - Important** – helpful for committee's successful performance
  - Desirable** – asset for committee's successful performance

### 1<sup>ST</sup> GOAL/OBJECTIVE

**Goal/Objective:** To close out the computer Loan Program due to state policies and procedures. We have been working on this since early June.

**Measurement:** We had planned to have it finished by the end of September. Everything was completed and finished on the 4<sup>th</sup> of October.

**Importance:**

**Essential**

Important

Desirable

**2<sup>ND</sup> GOAL/OBJECTIVE**

**Goal/Objective:** We are planning a Health Fitness Walk to be on west campus. The walk will take place at Lake Laupus.

**Measurement:** Will take place at 12:00 to 1:00 on the 19<sup>th</sup> of October.

**Importance:**      Essential      **Important**      Desirable

**3<sup>RD</sup> GOAL/OBJECTIVE**

**Description:** Employee Appreciation Week

**Measurement:** April 2011

**Importance:**      Essential      **Important**      Desirable

**4<sup>TH</sup> GOAL/OBJECTIVE**

**Description:**

**Measurement:**

**Importance:**      Essential      Important      Desirable