

Staff Senate Minutes

February 17, 2011

Approval of Minutes- A correction was made to the minutes to change Kendra Harris' name to Kendra Davis. The minutes were passed.

Chair Comments-Phil Hulseby presented the UNC Policy Agenda.

Chair-Elect comments-Mary Susan Williams emphasized the importance of participation in Staff Senate activities and meetings. She reiterated that participation should not jeopardize the job of the senator. Chancellor Ballard will send out another endorsement letter to all employees.

Mary Susan Williams asked for continued participation on university committees.

Treasurer report-Lisa Graepel reported that there were no changes in the balance from the previous month. The balance remaining is \$3,608.

Committee Reports:

Communications and Marketing-Jenny Gregory reported on the upcoming newsletter and reminded the senate of the deadline for entries. Ms. Gregory asked the senate to review the website and let her know if any changes were needed.

Diversity-Marlene Anderson reported that a meeting took place with Jennifer Muir from Human Resources on January 26th to discuss how to promote the diversity site on People Admin when posting job openings.

Rewards and Recognition-Harold Coleman reported on the progress of the Employee Appreciation Week. He stated that there would be a fitness walk on Wednesday, April 13th. On Thursday, April 14th, the Dowdy Student Stores would offer 25% off all purchases. On Friday, April 15th the Staff Senate would be admitted free to the home baseball game. Family members would be half price. The seats would be in the Jungle section. Mr. Coleman also reported that a lot of progress has been made to offer a lunch for the staff during Employee Appreciation Week. The discussion is taking place as to whether to hand out vouchers to be presented at the dining halls or the PCMH cafeteria for your free lunch. The possibility of using the One Card at the dining

locations was also being discussed. Chancellor Ballard and Mr. Niswander wanted all staff to be able to participate.

By-Laws – Derek Abbott stated that the Membership section of the by-laws would be coming to a vote today. He also reported that Ramona Brown would be the by-law representative on the Membership Committee.

Human Resources Committee-Kendra Davis reported that there was no additional information on the health insurance changes. You can still submit your questions, but we do not have the answers and are unsure of when we'll get them. Jenny Gregory came to the last HR meeting and talked about anonymous suggestions via the suggestion box.

Old Business-Lee Brown reported that the committee was putting together the criteria for the Gail Jordan scholarship. He stated that the scholarship would be included in the Faculty Staff Combined Campaign. Mr. Brown stated that there would be three Staff Senators assigned to the selection committee for the scholarship. The option was raised to include this activity under the University Committee list.

Kristen King reported that the Food Drive would take place between February 18th – March 16th. She reminded senators to bring all collected items to the next Staff Senate meeting. Ms. King also asked that we send weekly reminders to our constituents concerning the Food Drive. She stated that boxes were available for distribution as needed. John Toller stated that when it came time to collect the food from the various locations, transportation would be provided through ECU – a truck or van.

New Business-Virginia Hardy, from the Foundations of Excellence reported on the purpose and progress of the Foundations of Excellence. Ms. Hardy stated that the program is a comprehensive review of East Carolina University as it relates to first year students. The ECU retention rate is 87%. The Foundations of Excellence was developed by John Gardner from Brevard, NC. There are 16-20 schools across the United States that have participated. The program is a two-part review of first year students and transfer students. ECU chose to participate in both parts. The purpose is to find out what we are doing well as far as getting students and keeping them. There are specific guidelines for measurement included in the program. Mande Lancaster stated that they were currently looking at the data from the survey that was sent to staff and sophomores in November/December. The survey consisted of 20 questions. Only 39% of students and around 40% of employees responded to the survey. Scorecards would be kept along the way to report progress. Hong Li is participating in the Diversity sub-group. Ms. Li stated that they are looking at student life and the types of programs that are being offered for diversity.

Phil Hulsey stated that customer service is very important for the students. How the staff relate to the students is part of their whole experience at ECU.

Multi-Source Feedback-Kendra Davis presented a resolution on the Multi-Source Feedback program. The plan would consist of a mid-year review. The review would not be tied to the evaluation process for the employee. Employees would provide feedback on other staff as well as supervisors. The information would be used to develop supervisors and employees. Human Resources will review the feedback and at some point would be reporting annually to the Staff Senate on the results. The resolution was approved with no negative votes.

Ms. Davis recognized Mandee Lancaster for all of her efforts on this program.

By-Laws changes-The Membership section of the by-laws was reviewed and updated for the new electronic nomination and election process. Derek Abbott made the motion to approve the revised by-law. Mandee Lancaster seconded. All approved.

University Closing & Adverse Weather Policy-Senator Lisa Graepel reports that there was much confusion for the staff when there was an adverse weather event as to whether to come to work or not. This confusion was wide-spread among east and west campus employees. There was no direction as to which employees were considered "Essential". There was also confusion among CSS staff on west campus-especially if the CSS employee does not have direct patient contact and works in an administrative department, such as budget and accounting. It was reported by senators that the hot line is not providing updated information that is accurate and timely. John Toler stated that OSP had revised the state Adverse Weather policy to state that no university was allowed to close during an adverse weather event. Mr. Toller suggested that a small group review the procedures and meet with the Emergency Group for the university to try to clarify and establish guidelines that are clear to all employees. Chair Hulsey asked for volunteers to participate in the small group.

Membership Review-Mary Susan Williams presented the attendance policy as it related to Senator Bobby Tuggle. The motion was made by Lee Brown and seconded by Derek Abbott to remove Bobby Tuggle from the Staff Senate due to excessive absences. The motion was approved. The statement was made that the by-laws were vague concerning what is an excused and an unexcused absence. The suggestion was made for the By-Laws committee to review.

John Toller reported that the new Chronos (SP??) timekeeping system would be implemented in the next 3 months. He stated that it was not a time clock but was merely an automated means of tracking leave time.

John Toller also reported that the Governor's budget was posted on her website. He stated that there was a section that provided for an early retirement option. He reiterated that the Governor's budget was NOT the final budget and changes would most likely take place. He stated that the UNC system was to make a 9 ½% reduction to their budgets in the proposed plan.

The next Staff Senate meeting will be held on Thursday, March 17, 2011. Chair Hulseby suggested that since the meetings were running long that we begin at 3:00 p.m. instead of 3:30 p.m.

Meeting was adjourned.