

Staff Senate Meeting

September 15, 2011

Conference Room, East Carolina Heart Institute

Roll Call

Secretary Justin Boulmay took attendance.

Present: Marlene Anderson, Laura Bilbro-Berry, Justin Boulmay, Richard Cherry, Teri Coleman, Kendra Davis, Johnny Eastwood, William Edwards, Leigh Fedash, Steven Foley, Pamela Fredrick, Marsha Hall, Judy Havermann, Garrett Killian, Kristen King, Hong Li, Stancil Lilley, Mike Litwin, Jean Merenda, Tony Miller, Crystal Morgan, Lisa Ormond, Cindy Reaves, Kelly Rogers Dilda, Thomas Santana, Scarlett Sawyer, Derri Stormer, Luann Sullivan, Travis Taylor, Michael Tucker, Mary Susan Williams

Absent: Jennifer Abbott, Steve Ayers, Stephanie Bailey, Roxene Barrett, Shirley Bazemore, Jared Brinkley, Tarrick Cox, Jackie Daniels, Jenny Gregory, Deirdre Harris, Jane Moore

Excused: Steven Asby, Jay Clark, Marianne Cox, Melissa Eakes, Mande Lancaster, Ernie Marshburn, Teresa Ramaglino

Approval of Minutes

The minutes for the August 2011 meeting were approved without changes.

Executive Committee Reports

Chair

Mary Susan Williams thanked both the chairs and members of the Staff Senate committees, noting that the groups seem energetic and on the right track. She said she can see some good things coming out of the Senate this year, and she agrees with the ideas she's hearing from those groups.

The Executive Committee met last week. They talked about the engagement activity cards and strategies on how to go about accomplishing some of those suggestions.

Williams' meeting with Chancellor Steve Ballard was postponed; it's the regular meeting scheduled prior to the Staff Senate meeting. It was postponed due to the administration moving out of the Spilman Building. The items on the agenda were ideas for increasing morale, staff development, and flexible scheduling. A lot of those agenda items came out of our engagement activity, so I wanted you to know I'd be passing those on to him next week.

On Senate Bill 575 (the proposed legislation to move university employees under the purview of the UNC Board of Governors), Williams said there's still a lot of work to be done and a lot of discussion going on. She's going to suggest to the chancellor that Staff Senate have a couple of forums on this issue. Senators should encourage attendance at these sessions. Depending on how Williams can schedule it, maybe the forums could have someone from Pitt Community College speak, as well as someone from the UNC-General Administration to explain what this would mean to university employees. We want attendance at these forums. UNC President Thomas Ross doesn't want to pursue this option if it doesn't have the overall support of the staff. Here, as a Staff Senate, this body could be in favor or not, but we need to speak for all staff members, not just for ourselves.

Chair Elect

Mandee Lancaster was not present, and there were no comments for the chair elect.

Treasurer

Kristen King reported that there were no expenditures in the past month. There is \$2,500 in the state account and \$793.75 in the chancellor's discretionary account. Our only expenditure to date has been our shirts. The Senate's total budget at that time was \$3,293.75.

Secretary

Justin Boulmay did not have any comments.

Committee Reports

Communications and Marketing

Senator Steven Foley said the committee was not able to meet in the past month, but they are updating the Pirate Perks because we're in the process of adding All Brighton Co. and Mega Sports. We're also gathering information for the newsletter for this month, and we have finalized our committee goals and will be sending them to the Executive Committee.

Diversity

Senator Leigh Fedash said the committee met the day before the meeting. They have set their goals:

- To work with the Office of Equity, Diversity, and Community Relations and get input on the next workforce survey
- To work with EDC to get the university definition of diversity out to the staff

- To clearly identify the mission of the Staff Senate's diversity committee
- To participate in community service

Fedash also noted that the committee's members do not have access to the SharePoint site and asked if there was a way that they could be added. Mary Susan Williams said that senators Tony Miller and Johnnie Eastwood are looking at re-doing the SharePoint site, which is being updated to make it user-friendly and easier, because Williams thinks it's not being used as well as it could if it were easier to use.

Human Resources

Senator Garrett Killian said the committee meet on September 2. Shawn Condon is the liaison between the committee and the human resources department. John Toller also works with us. We asked Shawn about the multisource feedback, as the staff is very interested in HR pursuing. Shawn said HR is interested in doing this. The upgrade that would make it happen isn't scheduled until spring 2012 but is working on the framework now. Multisource feedback is a system in which employees are evaluated by their peers and managers through anonymous comments. The Staff Senate has already passed a resolution supporting the program.

Killian also said that the Kronos timekeeping system will start its pilot group in early November. Assuming it's successful, Kronos will be implemented in the spring. Members can log in through OneStop.

The committee discussed the Christmas closure coming up, which Killian said he would discuss further under the New Business section of the meeting.

Rewards and Recognition

Senator Marsha Hall said on October 19 from noon to 1:00 p.m., a fitness walk will be held at the Brody Building. The Sheet Mobile will be there, and the Transit bus will be running. The bike share program will be active. The committee is in the middle of doing marketing and wants to offer door prizes at the event. Representatives from Recreation Services will be leading the walk. Zumba and yoga sessions will be held after the walk. Suddenlink will be giving away a free movie voucher.

The committee is also looking for options for Employee Appreciation Week.

By-laws

Senator Laura Bilbro-Berry said the committee met September 1 and talked about building on the work done last year. The committee wants to be more consistent in its use of bullet points in the by-laws and had already set itself up on the SharePoint site. It is now working on procedures for members to enter and leave the Staff Senate and looking to get the format of the by-laws worked out by December. The committee has some

opportunities it would like to discuss with the Executive Committee regarding the SharePoint site.

Old Business

Staff Engagement Surveys

Williams summarized the results of the Staff Engagement surveys:

- Flexible scheduling
- Professional development
- Perks for staff (under this category, Williams includes athletic events, discounts to the student stores and performing arts series)
- Salary increases

A lot of people listed the following points as things they want to see:

- More collaboration among East and West campus; to this, Williams said aside from the walks, we don't really see a crossing-over of campuses, so she asked the Senate what they meant by that.
- Holiday and vacation time; Williams noted that personnel flexibility might help that
- Holding supervisors to higher expectations; Williams said this would go back to the multisource feedback program.

That summarizes the items. The same things were seen for what "I would feel more engaged if" and "The staff would feel more engaged if" sections. We decided last week that there were some actions in place for some of those suggestions, and I'm going to tell you about a few of them that's taken place since we last met.

[The following portion of the minutes summarizes the discussion around the results of the survey, with the exception of salary increases.]

1. Flexible Scheduling

John Toller has agreed, and met with HR committee, their shop will educate supervisors, if that's what's needed, if that supervisor doesn't understand what it is. We're going to ask the chancellor, who already knows about it, to give it his support, perhaps in the form of a letter (similar to the summer letter).

2. More Campus Perks

Williams said she's excited about this. There were a lot of people working on different things, including the HR and Rewards committees. They got together with me, and one perk they wanted to share was this: they talked with Terry Holland about the possibility of a staff discount. There's not one now. Holland explained that if the discount's a certain percentage, it becomes taxable. He's

willing to work with the Senate. He's referred the Senate to Scott Weatherby, and representatives from the Senate be meeting with him next week. There are some options available and Williams said we're going to find out what they are. This is for all athletic events, not just football. She also said we've got Holland's approval to talk to someone about it.

Something we learned about the ECU-UAB game on September 24: the traveling tickets usually get a large number turned back. Last year, the university offered them free and for \$5/ticket. They've agreed to do that again. If, on the week of the game, if they have at least a thousand, they would offer them up. An e-mail would be sent out on Announce, offering them for \$5/ticket. Williams said they'd be working on getting that to happen if there were only 200 tickets. Williams also said she talked to Holland about a situation in which facilities and police department employees are not at their computers when the tickets become available. She doesn't know how to fix that right now, but maybe Scott has an idea. His suggestion was for a department to purchase tickets for a group. Williams said it crossed her mind for those folks who aren't working in front of a computer, but the sale would happen next week. Maybe those employees could get a coworker to buy some for them.

John Toller suggested funding any unsold tickets, because they know they're going to sell some of those. He said it would make the Staff Senate look smart and valuable. As long as we have the money to pay for it, it'd be worth the effort on a one-time basis to see what happens. He said Scott is a creative person and could come up with some ideas for that, but the Senate also has some funds for that purpose—although that's probably not how the Senate wants to use its funds. If athletics needs a bank, then the Senate could serve as that bank up to a certain point. Williams asked for feedback on that idea and how many people would be interested in that. She also said that just recently, maybe in the last couple of years, we made it through the 25,000+ mark with our staff on campus. There's a lot of people who like to participate, even with the economy as it is.

Williams talked with Brian Tuten on maybe having a staff day at the Dowdy Student Stores and the Brody store. That's in the works, too. She thinks there's some internal audit issues that Brian expressed when it came to giving a certain group of people a discount. Williams said when we're talking about all the staff, she thinks we might be okay with that. Tuten would be okay with it if it's acceptable with the internal audit. Tuten also mentioned to Williams that Business Services puts out a newsletter, the Directions and Dialogue newsletter. In that piece, they always try to include a coupon. They release this twice a year, and the new edition is getting ready to come out. The last edition included a 25-percent coupon to Dowdy Student Stores.

3. Staff Development and Career Growth

This was another one of the items on the activity. That's another item that President Ross has talked about, as well as the Executive Committee. Williams has had some conversations with Kendra Harris regarding some training opportunities that we could set up, perhaps in place of our regular Senate meeting. When you're a representative of the Staff Senate, it can really mean something. We're trying to get some opportunities for that.

Also, Williams said she and John Toller have talked about different opportunities for staff. Among the Executive Committee, we've talked about some of the training sessions, including the Financial Wellness Institute, which is a great opportunity. It's put on by the College of Business and you're free to go to that with supervisor approval. Maybe we can look at ways to restructure some of the current opportunities to either every other week or shorten them so they're not so long. The Financial Wellness Institute is four-hour classes for 10 weeks.

One senator said the time wasn't a constraint for people in his department. He said he was able to work around it, but some of the administrative staff have had to take off to participate in it. John Toller asked if there was another way the program could be provided; the senator said if the institute wanted to hit on certain topics on certain days, so it could be broken down into specific training opportunities. This senator lives on campus, so learning how to buy a home wasn't relatable. He suggested talking to your department to see what they'd want.

Williams said it was a great program and you're glued to the speaker, even for the four hours. But maybe the program could be broken up a bit so people who can't do four-hour classes for 10 weeks could attend. One senator suggested a couple of two-hour classes a week. Williams said they'd try to work with HR to see if they could come up with something, or they could take some specific sessions.

With regard to campus activities for staff members, Williams asked about collaboration between the East and West campuses to help the group understand what was meant by the suggestion. Senator Judy Havermann said that with as many people travel between the campuses for meetings, and they used to be able to use courtesy passes if they didn't have the proper parking permit. The courtesy pass allowed you to park, especially if you were only going to be there for an hour. But those were taken away. That might be something to look at—trying to accommodate people who travel between the two campuses.

Senator Derri Stormer said people talk about the campuses as two separate things. Williams noted that when the university has events, such as the Wellness Walk, how many people from East Campus would actually come? (Six or seven senators raised their hands.) That's always been a problem, she said. Senator Johnnie Eastwood said only a handful show up for the walks over there. Stormer said if there was a push from the university or supervisors saying it was okay, then people feel like they have to use their lunch break to participate in the walk,

because they don't want to get in trouble. Is it considered work or lunch time, especially when the walk is scheduled between noon and 1:00 p.m., and it takes 15 minutes just to get there. Do you take vacation time if you're late getting back to work?

Toller said it's a university sponsored event so it's work time, but the expectation is that people don't abuse it. You don't want to get into disputes between employees and supervisors, and that is a challenge. Some things will improve that, such as multisource feedback.

One senator noted that her supervisor was fine with it, but there were others in her building who weren't. Toller said we need to improve on that. Williams said she would bring this up with the chancellor during their meeting next week. The Senate would have to try its best to educate people about this policy. The conveyed message is that this is university time and, to employees, not to abuse it.

One senator said she works with both campuses. There's also a culture of East and West, and we just don't go over to this campus and vice versa. She thinks there is that mindset present among people. Stormer suggested getting employees to sign something to prove that they actually went to the event.

Senator Johnnie Eastwood said the senators could help educate the population as to what's going on here, as well as administrative support. We as senators could also push the message to our constituents. Williams said if you find an area that's having this issue, then maybe that's an opportunity to educate that area about the policy. That's what the Senate is for, to make sure everyone knows about this.

One senator asked if OneStop could be used as part of the sign-up process so that it would show that the signee participated in the event. Williams said it was an idea but didn't know how hard that would be to implement. Toller said the sign-up is easy; they already have a training module. It's also tracked so it shows the things that employees have enrolled in. Financial Wellness does things that way. Williams asked if that allowed people to submit an evaluation, and one senator noted it would give the university a good idea of the attendance to expect.

One senator suggested that the senators wear their Senate shirts to the event. Williams said the Senate should let the administration know that they appreciate their willingness to let the Senate buy the shirts by wearing them. One senator also asked about the signing on ahead of time, to make sure they actually walked. Williams said if they signed up to go, like a training session, then there would be a sign-up sheet at the event to make sure the people who registered actually showed up.

[This ends the discussion around the survey results.]

Adverse Weather Policy – Update

Williams said she'd received word that the policy update has been approved with further review of the Faculty Senate section that deals with making up course work. The final resolution should come in the next couple of weeks, but any further changes will not affect the staff. Since the university just had an adverse weather event, it will be good to find out how that went. Williams asked for feedback on how things were managed this time.

One senator said she worked in a clinic and had to come in to work.

Williams said the notification of being closed has been a problem in the past. Killian said this past time, they did a good job of getting the word out. Another senator noted that snow events were a bit different, but with the weather happening over the weekend, news was a little more forthcoming. Toller said a key issue, based on the calls he got, was that people who had signed up for ECU Alerts but couldn't recharge their cell phones. Without electricity, there was no way to watch TV, and it's hard to provide those messages through radio. The Alerts were the only method I had, and many employees I spoke with used it as their main source, too. One senator said they didn't get the message, and she is subscribed to Alerts.

In the future, Toller said there's supposed to be a kind of code that would tell people whether or not they should come in to work. The university is getting better at this system, he said.

Williams said she received some e-mails about the automated message from ECU Physicians, because it hadn't been changed since the Friday before the weather event. As of Monday after the event, the Friday message was still up.

New Business

Holiday Closure (Senator Garrett Killian)

Killian said they haven't heard a lot about it, and personally thinks how the university is handling the closure is a good thing. Toller and HR agree it would be advantageous that Staff Senate should put its seal of approval on it. I've spoken with people to get different opinions on the one-week closure, and all the feedback was positive. I was surprised that one of our housekeepers didn't know about it, even though the university had been talking about it since January.

They need feedback from Staff Senate about this closure and whether it should be done in the future.

Toller said the original intent was to try it this year and see what it would be like. If they're going to get timely action on the 2012–2013 schedules, they almost have to imagine whether this would be a success or a failure so they can pass it on and make a

recommendation to the Executive Council. Toller also said that the holiday schedules can be changed so long as they haven't reached that particular holiday on the calendar.

King asked if this was for West campus too, as there's an issue for closing clinics. Toller said like everything else, it's true for the clinics; they get to decide how to handle their work schedule. The number of holidays hasn't changed, so there's no inequality there, but the issue of closing is up to the clinics themselves.

Williams asked if the Executive Council hadn't already made those decisions. Toller said they hadn't for the 2012–2013 schedule.

Havermann suggested that Human Resources put out a notice about this policy, perhaps once a month, so people can be planning ahead of time.

Killian said the next HR committee meeting will look at options for people to use for this closure.

One senator said that she's heard complaints about people being told to take vacation, and her personal supervisor says it's either vacation or you don't get paid. So it comes down to HR being able to offer some suggested alternatives. But the complaint she's heard is that it's either A or B.

Senator Marlene Anderson said some people don't want to be told how to use their time, but there's still been more positive responses than negative ones.

Killian said he knows someone who started not too long ago at ECU and didn't have enough time accrued. There are also some groups such as IT and police, services that need to be provided even over the holiday periods. Toller also noted that we don't have the authority as an institution to change things like this, but there's a chance we could have more flexibility if SB 575 passes. Until then, the university is working within existing rules.

Miller said the feedback he's received is mostly positive, and the people who weren't positive still understood why the policy was being put in place. Williams asked the Senate if it would support a resolution in support of the policy if a resolution were to be presented before the body. She said the Senate should be ready for the next meeting to proceed with a vote.

Williams also said an advantage to the closing was that departments didn't have to choose which people would have to work and which would get to go home.

Guest Speaker – Requita Demery, Center for Student Leadership and Engagement

Demery, a student, said the center has an abundance of programs for students. Within Student Affairs, the center hopes students will be excited about learning more about leadership and bettering themselves. Chancellor Ballard's new title for ECU is the

Leadership University, and the center was excited and nervous when he said that, because they have to live up to that and they are working their hardest to ensure that they uphold that name.

Demery said she wants the Senate to be aware that the center exists and its programs. There are also opportunities for senators who want to interact with students more, and the Center would love to have them come to our events.

Some of the programs the center offers is LEAD Week, in which there's an event each day, such as students giving out T-shirts with our office name on them. We also do that in conjunction with other departments, talking about healthy eating habits. We also have a really cool thing called Speed Lead, which is like speed dating but with leadership. It's a cool opportunity for students to get to know each other and network.

The center also does the Character of Leadership series, which is something that a senator could get involved with. An alum comes each time and talks about their leadership journey. She said Steven Asby came at one point and that it's a great way for students to learn how they can accomplish their goals.

The center also has emerging leaders programs and lots of cohorts within that program. We hope to expand more each year, as we can. Students go through workshops about communication, values and ethics, and more.

Williams noted a lot of people here deal with students and the Senate can help market the center.

Announcements

The next Senate meeting is October 20, 2011, 3:00 p.m. at the East Carolina Heart Institute. (Someone noted the website says the next meeting is on October 21.)

The fitness walk will be held October 19. Information is forthcoming from that group, trying to make sure that it's indoors and that it's a university event. We'll try to make sure that information is marketed as well.

Williams asked if anyone else had a comment; no one did.

Adjournment

The motion to adjourn the meeting was seconded and approved.