

Staff Senate Meeting

October 20, 2011

East Carolina Heart Institute

Chair Mary Susan Williams called the meeting to order at 3:05 p.m.

Roll Call

Secretary Justin Boulmay took roll call.

Attended: Cindy Reaves, Steve Ayers, Shirley Bazemore, Justin Boulmay, Jay Cark, Teri Coleman, Marianne Cox, Johnnie Eastwood, William Edwards, Steven Foley, Jenny Gregory, Marsha Hall, Judy Havermann, Mande Lancaster, Hong Li, Stancil Lilley, Mike Litwin, Jean Merenda, Tony Miller, Crystal Morgan, Lisa Ormond, Kelly Rogers Dilda, Thomas Santana, Scarlett Sawyer, Derri Stormer, LuAnn Sullivan, Travis Taylor, Michael Tucker, Mary Susan Williams

Absent: Marlene Anderson, Stephanie Bailey, Jared Brinkley, Richard Cherry, Tarrick Cox, Pamela Fredrick, Deirdre Harris, Ernie Marshburn, Jane Moore, Teresa Ramaglino

Excused absence: Jennifer Abbott, Steven Asby, Roxene Barrett, Laura Bilbro-Berry, Jackie Daniels, Kendra Davis, Melissa Eakes, Garrett Killian, Kristen King

Minutes

There was a requested change for the September 2011 minutes to correct the spelling of All Britten. Senator Tony Miller motioned to approve as corrected, and Senator Cindy Reaves seconded. The motion was approved.

Executive Committee

Chair

Williams showed coverage from ECU News Services for the Fitness Walk, which had been held the day before. She called it a huge success and thought they had great representation from our administration. She also asked the Rewards and Recognition committee to stand, and those members received a round of applause. Williams said she'd received e-mails and phone calls, saying that event was the best they'd ever had. She also thanked the senators who came and helped and the co-workers who attended.

Williams also said that they've been talking about having forums to discuss SB 575, and those have been scheduled with the help of Mr. John Toller, Dr. Rick Niswander, vice chancellor for administration and finance, and Mr. Philip Rogers. Those forums are going to be held on November 18, Friday, the day after the next Senate meeting. Williams said she knows it's difficult to get out of the office two days in a row, but it is chancellor approved and we need as many senators there. There is one going to be held on East campus from 11-noon in Mendenhall

or Bate, and on West Campus from 1:30–2:30 p.m. There will be someone here from ECU leadership, from UNC-General Administration, and from Pitt Community College, as well as someone from the Board of Governors. We'll be getting these out as soon as possible as well as some FAQs about the Senate bill. This is our chance to learn what the bill's intentions are, so we need to make a presence. It's our livelihood that this bill addresses. Please put that on your calendar.

Williams said she's continued to work on Perks and make progress. Athletics is working on a proposal for special ticket purchases for staff. Dowdy Student Stores offered to put a coupon in our next newsletter. The Communications and Marketing newsletter will be working on that.

She said the Staff Senate newsletter looked great, and Chancellor Steve Ballard said it looked professional.

At the October UNC Staff Assembly meeting, Williams said they heard from President Tom Ross, who gave another update on morale and staff development. We had an opportunity to share with our constituent campuses and find out things they're doing.

Chair-Elect

Mandee Lancaster said the biggest thing from the Staff Assembly meeting is that it represents 32,000 people, a very powerful number. ECU's Staff Senate represents 5,000 employees, and that needs to be kept in mind when senators are talking to people.

She said it's very important for the Senate to listen to President Ross' inauguration speech. He made several points in that speech outlining or updating UNC tomorrow for today's climate. He spoke about being able to carry out the mission more effectively and efficiently, which means more collaboration within and across campuses. He also wanted there to be open communication and he doesn't want us to be frightened about any conversations anyone is having on our campus. Just because someone says something doesn't mean that's what's going to happen. He stressed community service, so Lancaster said the ECU Senate is on the right track there.

Lancaster said that Charlie Perusse, the Vice President of finance at the UNC-General Administration, was also in attendance. He gave attendees this big sheet about all the stuff going on with the budget, which is mostly stuff the Senate had heard from Dr. Niswander.

Lancaster wanted to bring up the fact that money has been set aside (\$123 million) in a reserve that could potentially be earmarked for salary increases for state employees in 2012. That's not to say it will happen, but that's more progress than the past few years. Lancaster said there are a few reasons:

- It's an election year
- State employees took a big hit with our benefits this year
- The economy is stabilizing and we're seeing that effect

Lancaster said there are no guarantees, but money has been put away. That's less than one percent increase. Williams added that they'd also met with Chancellor Steve Ballard and Mr. Philip Rogers, and they asked if Rogers had heard of this, and he verified that this was discussed when he was in Raleigh last week. It has been discussed, and that means they are thinking of staff, Williams said.

Regarding campus updates, Lancaster said that UNC–Chapel Hill got an award for building 10 Habitat homes in a partnership with staff and students. They partnered with Orange County habitat, and they built 10 homes. They challenged ECU, saying employees at East Carolina couldn't do that. NC State University has talked about trying to get rewards and things like athletic ticket discounts; they got about 4,000 tickets that were given to one football game to their staff, and then the university threw a tailgate for the staff. Lancaster said they remembered the idea. UNC–Greensboro implemented a Coffee with the Chancellor event, and Lancaster wants to get the chancellor in front of the ECU Senate more. Another school implemented a trade-a-place program in which administrators switch with certain people so they can learn about that person's job.

Regarding leadership development, Lancaster said the Senate's next meeting would include some business and then several administrators might come and discuss leadership. The chancellor will be out of town that week. Hopefully this will be the beginning of some nice development opportunities.

Treasurer

Treasurer Kristen King had an excused absence, and Boulmay read her report in her place. As of October 11, 2011, the Senate's state account had \$2,500, and the chancellor's discretionary account had \$793.75. The Senate's total funds (as of the October 2011 meeting) were \$3,293.75.

Secretary

Boulmay asked people who had come in after the attendance was first called to see him after the meeting so he mark who was present. He also led people in a birthday singing for senators who had had recent birthdays.

Guest Speaker(s)

Before the guest speakers addressed the Senate, Williams asked for a motion to hold off on making committee reports until later in the meeting, so the speakers could have more time to talk. Senator LuAnn Sullivan motioned, and Senator Derri Stormer seconded. The motion was approved.

The guest speakers were Sgt. Jermaine Cherry of the ECU Police Department and Sue Molhan, a victim advocate who works for the ECU Police Department.

Ms. Molhan thanked the Senate for inviting them to speak, since she likes to get the word out about her office, which is located in the Old Cafeteria Building. They work with students,

faculty, and staff. They help students in a bad relationship and need to get a protective order or they're being stalked and need a no-contact or domestic violence protective order. There's a lot of paperwork involved, and students don't always like to follow through because of that. She helps them with that. She goes to court with them. No matter how many times they have to go to court, she goes with them so they're not alone. Molhan is on call 24-7, so if they're sexually assaulted, they can call me, and she will respond by giving them their options as to whether or not they want to go to the hospital. If they do, Molhan can go with them and stay with them throughout the exam. Once they go to the detectives unit, she can also accompany them there so they're not intimidated or afraid. Molhan said she also does a lot of presentations in classrooms on domestic violence, sexual assault, and drinking and gives about 50 presentations per semester. Her office also puts on different events to raise awareness. Molhan said this can be very prevalent, particularly with freshmen. It's their first time away from home and they can get into relationships that aren't always healthy. Molhan's office does Take Back the Night, Walk a Mile In Her Shoes, and Voices for Victims, and they go into residence halls with me to talk about these issues.

Senator Judy Havermann asked where their office is located. Molhan said in the Old Cafeteria Building on the second floor, and her phone number is 252-737-1466.

Williams noted a lot of us work with students. An award was recently given to a staff member who, after she left campus and graduated and came back and brought her family, she presented this plaque to a staff member who took her under her wing and was that mom away from home. Stormer said she believes it went to an advisor. Williams noted that staff can make a difference in students' lives.

Sgt. Jermaine Cherry also thanked the Senate for inviting him and proceeded to talk about R.A.D. (Rape Aggression Defense training). This program was developed in 1989. He served four years in US Marine Corps. After that, he came out of the military and went into law enforcement for 20 years.

Sgt. Cherry said he saw an increasing need to develop self-defense training for women. ECU has been teaching it since 2004, and they currently have 8-10 instructors and that is increasing with demand. It consists of education, because education is the key. The first session of the course comprises classroom portion. The last three sessions deal with techniques, as well as simulations to put into practice what students learned. It hinges on the element of surprise. Throughout the presentation, women get to look at the mindset of an attacker and the options they will have if they are attacked. The program shows them how to defend themselves. Cherry said it's been a very good course and successful at ECU. It has taught hundreds of students, faculty, and staff. It's a 12-hour course free of charge that is taught on both east and west campus.

Sgt. Cherry said people can sign up by going to Police Department website, www.ecu.edu/police. On the website, people will see R.A.D. for Men, R.A.D., R.A.D. for Women. There are five types of R.A.D. programs available: for women, for men, for kids, keychain defense, and for seniors. With the exception of the key-chain defense course, the R.A.D. courses are 12-hour courses.

Williams asked about a teenage daughter coming with her to the class. Sgt. Cherry said mothers and daughters often take the course together. The program encourages participants to bring a friend or family member. They are not taught co-mingled. There are some things the instructors don't want the males to know. Studies have shown that women are attacked very differently than men. That's a main reason we don't mix the courses. They advertise by putting out flyers and over ECU Announce. Stormer is also a R.A.D. instructor.

Sgt. Cherry said the next course will be a combined course with the Greenville and ECU police departments. We teach together. If people want to sign up, please go to the website and help the department spread the word. Cherry said he has been teaching for almost five years and to see a young lady transformed in our course, to see them gain confidence to know that she can depend on her father or brother but also herself, to see that transformation take place, it is awesome experience. Cherry asked the senators to tell others about the program. It's free and with a lifetime return policy. Some people charge for it; we don't.

Senator LuAnn Sullivan asked when the next course is; Cherry said he'd have to give that information to Stormer. He says it's about mid-November.

Williams asked if they're in the evenings. Cherry said there are four sessions that normally run from 6:00–9:00 p.m. It's done over the course of two weeks, usually a Tuesday and Thursday.

Williams asked how many had taken it in Senate. A couple of people raised their hands.

Cherry said a lot of high school seniors do their senior project on RAD or domestic violence awareness. He just had a student, his mentee, loved the course so much, she did it again.

Senator Hong Li said it was really interesting. She saw one young student become more assertive throughout the course.

Committee Reports

Communications and Marketing

Senator Jenny Gregory said the main thing was getting out the newsletter on October 8 to highlight the fitness walk. There are some things on page 2 that will be discussed later but they wanted to get that information out.

Gregory said the second thing the committee did was to come up with guidelines for the Pirate Perk system. It's not something we exactly had because we had to turn away a few. It was online companies who solicited us to put their info on our website. Gregory said they didn't feel that is the goal for ECU, so she'll be sending out those guidelines. She also said she'd put them in our meeting minutes, so when the committee turns down our vendor, they can say that vendor doesn't meet the criteria.

Gregory asked if they needed to vote on that as a Senate body, and Williams said she believes that committee can just do it since they have that autonomy and that has been talked about before regarding online companies. Gregory said those guidelines are one of their goals.

The committee is also hoping to get two people from University Publications at our next meeting to brainstorm some ways to get the Senate name out to market our name better.

Gregory said one thing we didn't get to this time is a way to brand the Staff Senate.

Diversity

Senator Leigh Fedash said the group did not officially have a meeting this month but its members have been e-mailing back and forth. She personally thanked Miller for updating the SharePoint site. One of their goals was to define the purpose and mission statement of the diversity committee and requested that Lancaster do some research on what's already in place for that.

Human Resources

Senator Crystal Morgan said that at the last meeting, the HR committee received an update on Kronos. The testing group will consist of staff from family medicine, OBGYN, facilities, HR, payroll, and system support. Training will begin soon, and they want to encourage anyone in those areas to seek feedback and provide it to Shaun.

In the latest newsletter, there was information about the NC Thinks recognition program. This is for employees who come up with money-saving ideas. Shaun asked us to be a sounding board for ideas.

The committee was notified that there's a campus-wide discussion on HR 575 have been scheduled for November. Morgan asked the Senate to pass that information on to their constituents.

Morgan said the committee is also working on making changes to staff suggestions link. Right now, it's a tiny link on OneStop. It's obscure and hard to find. The committee wants to make it more visible on the website and in the newsletter. Also, the committee wants to incorporate a way to host questions and the official responses so people can see that we're working on that.

Morgan said the committee also completed the recommendation to support the university's 2011 winter closure policy.

Williams asked Gregory about the link on OneStop. Senator Jean Merenda said she thinks there's a link on Staff Senate site that takes you to OneStop. All the HR committee members have access to the messages box. Hulsey said it's set up to direct-link from the website. He had also been asked about making it non-anonymous and organizing it by topic. Gregory said they need to know exactly what Williams wants it to do, and Williams said she wants to make sure

people who submit questions are getting answers. Gregory said they can put it where it says "Submit an Issue" and start listing them out.

Williams recognized the committee for their hard work on developing the Closure resolution.

Rewards and Recognition

Regarding the Fitness Walk, which was held the day before the Senate meeting, Senator Marsha Hall said the rain kind of dampened things but they had a good turnout. One vendor backed out because of the rain. She thanked Mr. John Toller for the e-mail. The Sheetz smoothie machine was a big hit. The committee did a great job and she thanked everyone for coming out.

Hall asked if the spring one will be held at the beach (and noted she wanted to try the zipline).

By-laws

Senator Michael Tucker said the committee met on September 27. He thanked Jenny Gregory for getting their website up. One of the committee's big goals is to reformat bylaws into more readable format and we recently got approval from the Executive Committee. Tucker also thanked Miller for creating the SharePoint for the committees.

Miller stood up in front of the Senate to show the new SharePoint site. He said it wasn't meant to replace the public Staff Senate site. Instead, it's meant for internal workings of the Senate. Because the Executive Committee has control, members only see two tabs.

Miller said every subcommittee has a calendar so you can maintain events and meeting dates. There's also document libraries to stuff files related to minutes and agendas. Members can have discussions and see the people in groups. Miller said that at the moment, this page is temporarily open to faculty and staff. Miller said it will be open for senators as soon as he creates the member list. He also noted that he's on all the committees because he's acting as IT helper for the Senate. He also said he's available for on-site consultations.

Senator Johnnie Eastwood asked about the historical documents on existing sites. Miller said that those with existing sites, he'd be willing to help them copy documents over to the new site.

Old Business

Resolution Recommendation to Support Closure of East Carolina University at Winter Break

Senator Crystal Morgan presented the resolution by first thanking Senator Kendra Davis for giving a lot of help with the writing and the By-laws committee for reviewing the final draft. She summarized the main points of the resolution.

Discussion

During the discussion of the resolution, Eastwood asked if the Senate was looking to voice on behalf of our constituents that this is a good idea. Williams said it would be sent to our administration on campus, and Mr. Toller said he assumes it would go to the chancellor.

Gregory said she is supportive of having off but opposed to taking leave. She said their students like to work and get money, and they have members who aren't happy that their facility is closing for two weeks. Her department didn't do renovations in August because they were going to close down, so some people will have to work. They have people who will have to work regardless because they couldn't close in August. She said if they keep closing, then they're going to have to decrease our rates because it compares how many days we're open and closed. They're open around some holidays, and they promote that to some members that even though ECU is closed, we're still open. Someone asked Gregory which department she represents, and she said she's with the Rec Center.

Williams noted that the decision to close the university has been made, so this resolution is the senators making a voice that we're in support or not based on the feedback of constituents. Gregory said a lot of constituents are not happy about being told to take their own time.

Senator Steven Foley talked with some folks in his department (Housing), and they had some same discussions. Foley said that overall, they think it's a big benefit, especially since they recruit people who are going to travel. He said he knows they were in support of it. Prior to the university implementing its closure policy, Housing had already decided to close. Foley said he thinks it's along the lines of what they were already doing in terms of saving the budget and being sustainable.

Fedash said she and Havermann are both in the School of Dental Medicine. Havermann sent out an e-mail asking for feedback. Based on that, the consensus is they are in favor of it for reasons including day cares are closed during that time; that's a time they like to take off and they've felt pressured in the past to ask for it.

Senator William Edwards of Cardiovascular Sciences said his department has 200 employees who are mostly clinical. They'll be open Wednesday, Thursday, Friday of that week, so they've had the task of communicating why they have to be at work and why the other part of the university will be closed. Some administrative staff can take off, but most of the staff will not have that opportunity. Edwards said it's been a little more difficult for those departments. Most of the staff he talked with wanted to be off and didn't understand why. Hulsey asked Edwards if their being open impacts other offices. Edwards said that's a good question and they occasionally have to contact east campus. Other than e-records, he said he doesn't know of any IT related areas. Tony Miller asked if they were completely exempt or can they use those days elsewhere. Edwards said that Thursday and Friday are mostly used for vacation days, we do our best to try and allow staff off based on the volume and activity of the clinic, but it's business as usual. They'll be off Monday and Tuesday.

Mr. Toller said that clinics aside (which are service- and income-producing), he can say that working with clinical administration, especially for future years, there's going to be more thought given to how they can operate the business to try and give the employees an advantage.

He said Gregory's case is fixable and he can talk to the folks at the Rec Center, but he is concerned that if regular employees want time off, are there enough students to fill in. He said there is no mandate that the department have to be closed. The university wants to be closed, as opposed to having to be. Lancaster said there's not a choice, but you can apply for an exemption. Mr. Toller said since it's the first time through it, if someone wants to be open, a vice chancellor would have to approve it if it's not a hardship. Gregory said the biggest thing she's heard is they get a day a month vacation; now, we're being made when we have to take those two days so we're not really getting those twelve days to use at our discretion. Lancaster said there's no resolution to provide extra holidays yet. Mr. Toller said that's a SB-575 issue. Mr. Toller said the chancellor would jump on that opportunity if he were given the chance, but he doesn't have the authority. Williams said in their meeting with the chancellor, he asked why employees had to take two days and he wished he could just close the university.

Merenda asked how they got bonus days five years ago; Mr. Toller said that the legislature approved them. Mr. Toller again said that other departments could contact him. The unfortunate thing is that you can't be inconsistent. They want most of the university to be closed. The idea is to close down as much as we can, and they can work with some areas as long as it doesn't sink the deal for everyone.

Williams asked for motion to close discussion. Lancaster moved, and Stormer seconded.

Vote on Resolution

After discussion was closed, Williams asked the Senate to vote with a show of hands. Of full senators voting, 17 voted to approve the resolution. Four senators opposed it. There were no abstentions. The resolution was approved. Williams said this would be provided to HR and the chancellor.

New Business

There was no new business.

Community Activities Discussion

As holiday season approaches, the Senate has typically support the community, Williams said. People in the Senate last year or who kept up know we collected supplies for United Way in terms of food, toiletries, products for the shelter, etc.

This year, we want to decide what to do. We can do that. The Senate also collected a list of items that a couple had. It varied from pajamas and a coat and shoes. Our December meeting last year was spent wrapping their presents, so that's an option.

Lancaster said she had an idea about maybe going in groups to different places, maybe to a children's hospital or a nursing home or habitat. Williams said she wanted feedback.

Lancaster said last year, when they did Untied Way products drive, we did a food drive pretty soon afterward. My constituents wondered why we were doing another drive, like we were always hitting them up for stuff. So that's why she had the idea of going to perform a service and then going to do the food drive in March.

Gregory said she's wondering what they can do as a large group, such as stuffing boxes for troops. She's not sure about serving meals, but she doesn't know what's out there.

Fedash mentioned doing the shoe boxes for troops or children.

Lancaster threw out children's hospital, the Humane Society, nursing or retirement community.

Fedash was thinking hygiene or fun bags. That's something she's familiar with that can be catered toward the audience. She's also been involved in Soap Buckets. They bring in toiletry items from hotel stays and make hygiene kits. When you get down to it, the basic needs of a person need to be met. We would make those kits and distribute them to different places. Williams suggested they could do something they do throughout the year.

Havermann mentioned the Angel Cops, doing something with hygiene would be good. Homelessness is big in the community right now. She'd be in favor of doing something like that. And she doesn't mean to sound negative, but it occurs to her that going to a nursing home or children's hospital is that there's a lot of that that already goes on. Sometimes there's so much happening that it's a headache for the people working at those organizations. Maybe the Senate can pick a different time of year when there isn't so much.

Stormer said they get bombarded one time a year, so she suggested taking up collections but don't give them out until later.

Li mentioned helping staff members. Williams noted that we don't always know the staff that needs help.

Ex-officio member Phil Hulsey suggested that HR would be a good resource for introducing that idea. Toller said they could combine that with reminders about community service time. Hulsey also noted the Senate has a good relationship with United Way, and they take a lot of legwork out from us. It makes life a lot easier, and last year, we did the homeless shelter.

Gregory asked how they could hit these extreme couponers. Some of them have toothpaste at their house.

Havermann said she's involved in her church in a soup kitchen. She said she'd be happy to talk to Barbara Taft who runs it about whether she would appreciate help or, as my church does, we cook and deliver to the kitchen. I'd be willing to talk to her about any interest in us helping her.

Williams said the Exec Committee did not want to make this decision but by the Senate as a whole.

Merenda suggested putting together a quick survey because we'll go in circles here.

Senator Deirdre Harris suggested breaking it up by subcommittee. Williams asked if they can do that through e-mail. Lancaster said she had charged the committees to do a service project anyway, so would this take the place of that? Senator Lisa Ormond said she thought Harris was talking about one event. Senator Lancaster will send out a survey before the next meeting.

Announcements

Williams said the next meeting is scheduled for November 17.

Miller moved to adjourn, and Eastwood seconded.