

Staff Senate Meeting

November 17, 2011
East Carolina Heart Institute

Call to Order

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

Roll Call

Secretary Justin Boulmay took attendance. The following senators were in attendance, absent, and excused:

Attended: Marlene Anderson, Steven Asby, Steve Ayers, Shirley Bazemore, Laura Bilbro-Berry, Justin Boulmay, Teri Coleman, Marianne Cox, Tarrick Cox, Jackie Daniels, Johnnie Eastwood, William Edwards, Leigh Fedash, Steven Foley, Pamela Fredrick, Jenny Gregory, Marsha Hall, Judy Havermann, Garrett Killian, Kristen King, Mande Lancaster, Hong Li, Stancil Lilley, Tony Miller, Jane Moore, Lisa Ormond, Kelly Rogers Dilda, Thomas Santana, Scarlett Sawyer, Derri Stormer, Michael Tucker, Mary Susan Williams

Absent: Jennifer Abbott, Cindy Reaves, Roxene Barrett, Jared Brinkley, Richard Cherry, Jay Clark, Steven Foley, Dierdre Harris, Ernie Marshburn, Jean Merenda, Crystal Morgan, Teresa Ramaglino, LuAnn Sullivan, Travis Taylor

Excused: Stephanie Bailey, Kendra Davis, Melissa Eakes

Approval of Minutes

Senator Garrett Killian motioned to approve the minutes as is; Senator Steven Asby seconded the motion. The minutes were approved unanimously.

Executive Committee

Chair

Williams wanted to mention the forthcoming UNC Flex Forums and noted that the Staff Senate had sent out messages to advertise the event. [Note: the forums took place on Friday, November 18.] She said that people have asked whether it would be streamed online and that has been set up. Just make sure you do clear it with your supervisor that you're leaving, especially those in clinical support sections. Staff members are approved to go, but they still need to check with their supervisors.

After these sessions, Williams said an e-mail with a link to the webcast would be sent out, and another e-mail account is being developed for questions that didn't have time in the forums. That will probably be sent out on Monday. She said she hopes to see as many people there as possible and that the Senate needs people to take notes at the forum, to help pass microphones. Williams

said that if senators are interested in either or both sessions, they should see a member of the Executive Committee.

Williams said she sent out an e-mail regarding a new Pirate Perk but would let Senator Jenny Gregory talk about that during the committee reports.

Chair-Elect

Chair-Elect Mande Lancaster talked about community service. She distributed a hand out about the December service. Everyone got their first choice when they signed up to be a part of a community-service project. Lancaster read the list with the respective groups. She noted the team leader is responsible for contacting the agency and that the group's service can occur during the scheduled meeting time or during another time. It can occur during the scheduled meeting time, but it needs to be completed before the winter break.

Lancaster also said the Senate will meet for a holiday social on December 15 at 3:00 p.m. More information on that will be provided by the end of November.

Williams also said that Senator Marlene Anderson is retiring on November 30, and she invited everyone to her open retirement, and she wanted Williams to announce that she's having an open retirement party at the Heart Institute on November 30 from 11:00 a.m. to 2:00 p.m. She invited all senators to come by and see her.

Treasurer

Treasurer Kristen King said that the Senate didn't have expenditures this month. There is \$2,500 in the state fund, and there is \$793.75 in the chancellor's discretionary fund. The Staff Senate's total funds are \$3,293.75.

King also said that we started receiving regular financial statements on the Gail Jordan Scholarship. The scholarship balance is \$12,685.18.

Secretary

Secretary Justin Boulmay thanked senators for responding so quickly on Wednesday to an e-mail that asked them to say which UNC-Flex Forum they would attend that Friday. He also asked people to e-mail him directly if they needed to have an excused absence from the meeting. Some senators had contacted Williams, who had forwarded their e-mails to Boulmay. Boulmay said that it would be better to contact him, since Williams might not always be available to pass along their messages.

Committee Reports

Communications and Marketing

Senator Jenny Gregory said they met a week prior to the regular meeting. She said that Sam's Club is now a Perk membership. They're going to update this Perk every three months, up to a year. The committee will follow up in January to get the updated flyer.

At the last meeting, Clint Bailey and Jimmy Rostar of University Publications spoke to the committee on some ways to get the Staff Senate out there. The committee is going to start doing a monthly flyer that highlights a service for staff. For example, they can write that Staff Senate supports pharmacies or Rapid Access. If we get our name out there, then people will identify the Senate with what's in it for them. Bailey and Rostar also suggested partnering with different areas.

Gregory also said that the committee is hopefully going to be charging the senators with having better face-to-face contact with their constituents. They want to get a breakdown of each department in each division. The senators for the Advancement division, for example, can get together and make a presentation to each department at least once a year. The Senate sends out mass e-mails, and many people hit delete. Gregory said that a big suggestion was to give the senators more face time with their constituents.

Diversity

Senator Teri Coleman said the committee had an e-mail meeting and decided to do community service in addition to the Staff Senate one. The food bank on December 7.

Human Resources

Senator Garrett Killian said the Human Resources committee met on November 10. They discussed different methods for staff to send suggestions. One of them is a way to post anonymously through OneStop. Currently, those suggestions get routed to different places, and Killian said that the committee wants those responses to come to the HR committee. The committee will then route those comments to the appropriate department on campus to provide a response so they can put the response on the Staff Senate website. If they want to make a suggestion or have a comment to where they'd like a response in a phone call, then they can complete some additional information. Killian said the committee is working with Staff Senate's Communications and Marketing committee to make the changes to our website and on our inbox. Once the committee gets a response from that department, they will put them back on the website.

Rewards and Recognitions

Senator Marsha Hall said athletics offered an attempt to tailgate for the coming Saturday night game. They were just willing to offer us the spot to put the tent and the mechanism to offer a \$5 ticket. With it being so close to Thanksgiving, they figured it wouldn't be very successful. The issue has been tabled, and we're asking Athletics to help us in the fall. It couldn't be pulled together in two weeks. She asked if anyone had connections to face painting or a bouncy house, then please offer suggestions and give feedback. Mary Susan has asked for a spot for the first game next year.

Gregory said she's imagining a parking spot, but Williams said they were talking about a tailgating place to put a tent and eat. Marsha Hall said they were told they would have to use one vendor who was five times the cost of other estimates she'd received. Aramark did call back and is excited in helping us in the fall.

By-laws

Senator Laura Bilbro-Berry said they met on October 27. She noted that the committee members are excited that their committee is listed on the Staff Senate website. They also discussed the SharePoint site, and there is work being done to transfer data from all committees. The committee also set the date for completing the re-formatting of the by-laws by the end of January. Regarding new business, Bilbro-Berry said the committee is also working on the procedures manual for new senators, and the committee is gathering a list of staff senators and alternates to make sure everyone has access to the SharePoint site. The committee also discussed its Christmas service project and will meet on December 1.

Old Business

Senator Hong Li said someone noted that when a staff member retires, they don't get to keep their 1Cards or the benefits it provides. This staff member wanted Hong to inquire about that. Williams said that retirees still get access to the e-mail system, but only faculty and emeritus status get access to movies and facilities. Gregory said they offer memberships to retirees, and they're required to get a retiree card that is green and has a Retired label. Williams said she would check into it.

Senator Johnnie Eastwood asked about the procedure development for Gail Jordan Scholarship. Gregory said the committee met with foundation via conference call and was told that they shouldn't be worried about that right now, since it will take a while to get it endowed. They have a basis for it, but until it gets more money, it shouldn't be a concern.

New Business

Williams welcomed three guests to the Senate meeting: Dr. Marilyn Sheerer, provost and senior vice chancellor for academic affairs; and Austin Bunch, senior associate provost.

Dr. Sheerer said it's interesting to hear where leaders come from. They talked about their backgrounds and then discussed leadership attributes that Sheerer admires and has observed in successful people. She provided information on herself. She said the qualities she admires in leaders are humility; collaboration; communication and transparency; the ability to make hard decisions; and having a sense of humor about yourself.

Dr. Bunch made a presentation titled "Leadership & Followership" that focused on how to be a good leader and follower, which includes choosing your battles wisely; having the courage to assume responsibility and to serve; and even having the courage to admit that your professional environment is no longer suitable for you and it's time to leave.

There is no transcript available for the speakers as this was a professional development opportunity for senators.

Announcements

Williams said the staff forums were the following day. If anyone is interested in helping with the scribing or minutes, let her know. The next Staff Senate meeting is scheduled for December 15 at the East Carolina Heart Institute.

Eastwood also noted that one of the senators had gotten married and wanted to congratulate him.

Adjournment

The meeting adjourned at 5:00 p.m.