

# Staff Senate Minutes

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## Thursday, September 20, 2012

Meeting called to order at 3:10pm

### Roll Call

#### Present

Steve Ayers, Stephanie Bailey, Laura Bilbro-Berry, Justin Boulmay, Martina Christie, Diane Coltraine, Jackie Daniels, Kendra Davis, Melissa Eakes, Johnnie Eastwood, Bill Edwards, Steven Foley, Pamela Fredrick, Sydney Grammel, Jenny Gregory, Marsha Hall, Judy Havermann, Kim Higdon, Garrett Killian, Mande Lancaster, Hong Li, Jean Merenda, Mark Metcalf, Tony Miller, Crystal Morgan, Lisa Ormond, Cindy Reaves, Tricia Reidinger, Kelly Rogers-Dilda, Thomas Santana, Rick Smiley, Jackie Smith, LuAnn Sullivan, Travis Taylor, Brandon Thompson, Kim Thompson, Teresa Tripp, Michael Tucker, Belinda Ward

#### Excused

Jennifer Abbott, Tarrick Cox, Stancil Lilley, Beth Martin, Pati Rolf, Derri Stormer,

#### Absent

Jilayne Erwin, Chris Sutton

### Minutes

Second Laura Bilbro-Berry, Motion by Melissa Eakes, passed unanimously

### Chair Comments

- Chancellor's Meeting
  - No updates on Chancellor's Meeting; scheduled for next week
- Meeting Schedule
  - December falls on December 20, last Thursday before break.
  - Poll will be sent out to Senators to see what day(s) would be preferred
- Poll of interest for holiday party
  - Interest increased considerably for "during meeting"
- Service
  - Last year every committee was requested to submit service task, and all Senators were allowed to choose from the entire list of tasks
    - Response seemed to be that this idea would be appreciated again

### Chair-Elect Comments

- E-mails about absences
  - Don't be angry or concerned about receiving e-mail; we want to remind everyone

## Treasurer Comments

- Budget Update
  - 2500 in State Funds
  - 1027.01 in Chancellor's Discretionary Fund
- Gail Jordan Scholarship Update
  - 15466.45
  - The \$10,000 from CUPA HR should be awarded this month

## Secretary Comments

### By-Laws Committee Report

- Fully explore role and meaning of alternates
- Explore role of Membership Committee related to attendance and excused vs. unexcused absences
- Discussed follow-up items for Executive Committee
- Discussed team building and projects for team
- Discussed ideas for community service projects

### Communications and Marketing

- Primary goal is to update Staff Senate web site to the 960 template
- Secondary goal is to review all Pirate Perks

### HR

- Discussed first staff forum to determine what Staff are wanting as far as services and resources
- Possible first staff forum in October with additional in spring
- Discussed service activity choice

### Leadership and Professional Development

- Goal "how to design professional leadership" for group as large as Staff Senate

### Membership

- With idea of being standing committee, group discussed role of Senator replacement as needed, absences, and hope to provide materials for Senators and Alternates to provide information on their role
- Committee will work on wording of absences, with the idea that excused absences can exist and will have less effect on the standing of a Senator
- Newest Senator Diane Coltraine asked about the ability to let all staff know who their Senators are
- Primary focus of committee is spring elections

### Rewards and Recognition

- High probability that staff and faculty will have \$5 tickets for ECU vs. UTEP game
- Door prizes are requested for fitness walk

- Many businesses will have tables at Fitness Walk
- Request for volunteers

## Scholarship

- Gail Jordan Scholarship
  - Good news is scholarship will be endowed
  - Bad news is that 108% must exist before scholarship can be awarded
  - In addition, amount awarded must come from interest
  - Committee has draft of fund agreement, part of process to be endowed
- Children of SPA Scholarship
  - Ready to be handed out - \$1238 can be handed out as scholarship
  - Problem is existing fund agreement is outdated, so entire process of bootstrapping scholarship must be done again
  - Goal is to award for 2013-2014 academic year
  - Decision remains for whether to have single larger award or multiple smaller ones
  - “Children” includes step-children and adopted children

## Old Business

- Diversity Committee Discussion
  - Previous problem – no set schedule in which to meet
    - Solution – meeting will be before Staff Senate monthly meeting
  - Asked previous members what previous experiences were
    - Project of interactive diversity website was created, but cannot be located
  - Plan is to set attainable goals
  - Going to work with Amy Waters from Office of Equity and Diversity to provide links on Staff Senate web site to resources, but make sure not to duplicate existing offerings to confuse seekers of information
  - Going to try to have some appearance at Fitness Walk

## New Business

### Communications and Marketing Committee Presentation

- ??? Notes from Mandee

### By-Laws Committee Presentation

- How-To Guide Presentation
  - ??? Include presentation materials
  - Robert’s Rules of Order cheat sheet
  - SharePoint how-to guide
  - ??? Include directions for getting to document
- Staff Senate Entry Survey Presentation
  - ??? Include presentation materials

## Request for Information

- LuAnn Sullivan requested information on name tags
  - Kendra indicated that they were not yet ordered but her plan was to have them at the next meeting
- LuAnn Sullivan requested information on Kronos
  - John Toller defined Kronos as a time keeping system for all leave earning employees
  - John Toller indicated pilot mode is still in effect and progress is going slower than expected
  - Implementation will be phased, not all employees at once
  - Students will be included
  - Kendra listed feedback from Health Sciences Facilities specifically: initial experience was not good, but it is improving
  - One issue still on table is whether employees will be required to clock in and out for lunch. The pilot group is doing so, but it looks like that won't be implemented.
  - Request from Mark about reason for automating system
    - Response from John Toller is that ECU had an audit finding
  - Request from Teresa Tripp about non-Facilities about who sets up the basic information for each employee
    - Response from John Toller is that for pilot group it is the designated leave clerk
  - Comment from Teresa Tripp is that there is no final review for final spreadsheet of leave
    - Response from John Toller is that this is one more reason for implementation of system
  - Request from Teresa Tripp about whether you use clock
    - Response from John Toller is that you can use web interface
  - Request from Rick Smiley for whether leave clerks will still exist and if you forget will clock be updated
    - Response from John Toller is that the clock is time based, but supervisor can update clock; leave clerks will still exist
  - Comment from John Toller – areas used to using time clocks will continue to do so, but other departments will let people use web browser
  - Comment from Kim Higdon – what about areas that don't go to desk first thing
    - Response from John Toller – Rules will be flexible, and one thing to note is that
  - Comment from Melissa Eakes – what has effect on results of leave, increase? Decrease?
    - Comment from John Toller – No noticeable change
  - Request from Diane Coltraine – What is ETA for final rollout for staff?
    - Comment from John Toller – Starting rollout in January
  - Request from LuAnn Sullivan – Decision on what departments are next?
    - Comment from John Toller – Requests will be honored first

## Announcements

- Request to attend Fitness Walk on October 17

- Next Staff Senate meeting October 18, currently Greenville Centre but location will probably change. Guest speaker: Dr. Paul Cunningham
- Make sure to use your 24 hours of Community Service leave; they expire at end of December
- Staff Senate Office is Old Cafeteria Complex 2421 with mailstop of 113; phone number is coming soon
- Mark Metcalf – Shuck and Pluck event to raise funds and help support Pitt County Boys and Girls Club and Greenville Jaycees ; see him for tickets and information
- Thanks from Mande for hard work

## **Adjournment**

Motion to adjourn made by Mark Metcalf, second by LuAnn Sullivan. Adjourn at 4:50pm