Staff Senate Minutes

# Thursday, May 9, 2013

# Call to Order:

Meeting was called to order at 3:02pm

# Roll Call:

Roll was called and a quorum was present.

# Approval of Minutes:

* Kim Higdon made a motion to approve the minutes of April 11, 2013 as amended, seconded by Martina Christie. **MOTION APPROVED.**

## Executive Council Comments:

### Chair Mandee Lancaster Comments

* Current bill has been introduced to give a 3% salary increase this year and next year to those positions supported by state funds.
  + Passed first reading, passed to Appropriations Committee
  + Question: How does that relate to 1% from governor’s budget?
    - Answer: Currently unknown.
* House and Senate have created bills to allow concealed weapons on university campuses.
  + Staff Senate survey results were that 85% of respondents were supportive of Chancellor and UNC President opposition of bills allowing weapons in locked containers in vehicles on campus.
  + Question: Is there provision for number of weapons?
    - Answer: Not defined.
* Staff Senate Executive Committee has been and will be working with Toya Jacobs in IPAR to continue development of the Staff Senate Strategic Plan.

### Chair-Elect Garrett Killian Comments

* Questions have arisen from employees about campus flex schedule.
  + An E-mail from Dr. Niswander and/or Dr. Ballard describing flexible scheduling during summer months will be sent to all staff.
  + Comments from John Toller
    - If a supervisor agrees, it requires a written statement of understanding between supervisor and employee (where written can be an e-mail).
    - Contact John Toller or Karen Summerlin to help with working out accommodations for flex scheduling, if a supervisor is not granting it or does not understand the program.
    - The intent for employees is to work out department/phone coverage among them, and provide their recommendation to the supervisor. The supervisor should not be placed in the position of having to judge between employees regarding which employee receives certain schedules and which does not. It is not meant to be a competition among employees.
* Staff Appreciation Week April 15-19
  + Distributed 3900+ meal vouchers, 2400 were used.
* Staff Assembly
  + HR Committee continues working on Best Practices Document.
    - Document contains recommended changes to State Personnel Act
    - Goal is to finish by end of June
  + Assembly voted on resolution requesting President Ross and UNC General Administration to convey to Legislature to improve salaries to meet market demands
  + Janet Royster Golf Tournament is June 12. If anyone knows a business that would like to sponsor, sponsorship ranges from $50 to $500
* Comment from Janet Southerland ???
  + Awards for Staff Service Awards have been distributed. These are vouchers for Dowdy Stores, and should be used by May 31.

### Treasurer Kendra Davis Comments

* State account: $656.27
* Chancellor’s Discretionary Fund: $277.78

### Secretary Tony Miller Comments

* No comment

## Committee Reports

### By-Laws Committee

* Many thanks to members for their work
* Exit survey will be distributed to outgoing Senators
* Completed work on the role of Alternates and on receiving feedback on the issue of absences.

### Communications and Marketing

* Completed redesign of Senate web site
* 10000+ hits to the old site
* 1594 hits since going live with the new site
* Committee decided to discontinue quarterly newsletter
* Pirate Perks has high number of hits
* Facebook has 74 likes
* New goals include updating and maintaining site, blog posting, Facebook posting

### Diversity Committee

* Committee works with Office of Equity and Diversity to work on joint goals
* Committee is working on getting banners for Staff Senate presence
* Worked on display to design and implement graphic display
* Request of Senators and Alternates to respond to survey about diversity
* Participated on Chancellor’s Diversity Council
* Share newsletter from Office of Equity and Diversity with the Senate

### Human Resources

* Assisted with Senate’s continuing goals
* Working with ECU Human Resources on multi-source feedback
* Implemented Staff Forum in Spring for both campuses
* Charged with monitoring suggestion boxes maintained by Staff Senate
* Charged to work on best practices document; Garrett is participating
  + Currently on recruitment and selection
* Many thanks to John Toller and Shawn Condon for much assistance

### Leadership and Professional Development

* Charged by Executive Committee to develop services and programs to help Staff Senate and individuals
* Created mission statement
* Goal is to have meaningful meetings to develop skills to bring back to workplace, ECU as a whole
* Program 1 is to understand leadership. 2. Define who we are and who others are; provide networking opportunities. 3. Lead where you are; goal is to improve leadership skills.
* During the winter, major focus will be goal setting

### Membership

* Newly elected 20 Senators, 5 re-elected
* One Alternate became Senator
* Two Alternates were asked to serve 2013-2014
* Current representation is 1 Senator for every 100 Staff in a Division
* If Supervisor does not allow attendance, this will be conveyed to Executive Committee
* Membership Committee is made up of Chair-Elects of all Standing Committees of the Senate

### Scholarship

* Staff Senate handles two scholarships
  + Gail Jordan Scholarship – endowed in 2013
    - Hope is to have additional funds to begin application and award process
  + Children of SPA Scholarship – endowed, has funds, and is awarding money
    - Awarded two $1000 scholarships
    - This is currently at Endowment and awaiting final approval
  + Goals include creating timelines for scholarship application and for the entire process

### Rewards and Recognition

* Cancer Screenings yesterday with ECU Physicians
* Last year Committee Sponsored end of Summer pool party for Faculty and Staff
* Fall and Spring Staff Health Walks

## Old Business

* None

## New Business

* Outgoing Senators appreciation certificate ceremony

## Transition of Leadership

* Outgoing comments from Chair Mandee Lancaster
  + She is bittersweet about the transition
  + Mandee vows to assist with transition and will be active Ex-Officio member of the Senate
  + Garrett will be amazing Chair for 2013-2014
* Incoming comments from Chair-Elect Garrett Killian

## Officer Elections

* Floor was opened for nominations for Chair-Elect
  + None were received
  + Candidates Melissa Eakes, Bill Edwards, Judy Havermann presented position statements
* After ballot count, Chair-Elect position for 2013-2014 was filled by Bill Edwards
* Floor was opened for nominations for Secretary
  + None were received
* Motion to suspend the rules to elect Judy as Secretary, seconded by Johnny Eastwood, passed by Senate
  + Result is that Judy Havermann was declared Secretary for 2013-2014
* Floor was opened for nominations for Treasurer
  + None were received
  + Candidates Melissa Eakes, Lisa Graepel, Crystal Morgan, Lisa Ormond, Teresa Tripp presented position statements
  + Result is that Lisa Ormond is Treasurer for 2013-2014

## Announcements

Next meeting: June 13, ECHI Conference Room A

## Adjournment

Motion to adjourn by Laura Bilbro-Berry, second by Jenny Gregory, **MOTION APPROVED.** The meeting adjourned at 4:43pm.