

Staff Senate Monthly Meeting

June 8, 2023, at 3:00 p.m.
East Carolina Heart Institute Auditorium
In-person attendance for Staff Senators and Alternates
Virtual attendance available through [livestream link](#)

Meeting Minutes

Call to Order

Dana Lopez, Staff Senate Chair

Chair Lopez called the meeting to order at 3:00 p.m. She greeted staff who were available to join in-person and others who joined the meeting via livestream. Meeting best practices were shared to include that only staff senators and alternates may speak during Staff Senate meetings, and anyone outside of the Senate that wishes to have speaking privileges should email or contact the Staff Senate prior to the meeting. Senators should introduce themselves by stating their name and division when speaking.

Campus Update

Stephanie Coleman, Vice Chancellor Administration and Finance

Vice Chancellor Stephanie Coleman provided the campus update in Chancellor Rogers' absence. The General Assembly is still in session performing budget negotiations. It is understood that an approved budget is needed by June 30, 2023, in order to receive funds related to the Medicaid expansion. Salary increases for state employees have been proposed on both sides of the legislature. The House has proposed a salary increase of 4.25% in the first year of the biennium and a 3.25% increase in the second year, for a total of 7.5% over two years. The Senate has proposed a 2.5% increase in each of the biennium, for a total increase of 5% over the next two years. A labor market adjustment, which was given to certain classifications of employees, was included in last year's budget. The budget presented this year by the House does not include labor market adjustments, whereas the Senate's budget includes a labor market adjustment.

Each campus makes a proposal to the UNC System detailing the top three priorities of the institution. The Board of Governors then determines which priorities move forward as the official UNC System request. ECU's priority was growing the primary care workforce. This initiative has been listed in both budgets, and therefore will likely get funded. The Senate's budget proposes NC Care, which is a new rural health initiative focused on developing regional centers of care. It establishes a clinically integrated network with ECU Health and UNC Health to connect providers and facilities. The last item in the Senate's budget creates an NC Innovative Reserve, funded at \$1.4 billion dollars. This will establish a framework whereby the state may provide funds to NC Innovation to develop a network of regional innovation hubs, incentivize applied research opportunities, and

support the commercial growth and scale of emerging technologies. ECU will be one of the hubs for the east, so we will indirectly receive some of these funds.

Summer Melt will be discussed later in the meeting, and VC Coleman reiterated the importance of making students and their families feel welcome when they are on ECU's campus. Interactions with employees are one of the reasons why people choose to attend ECU, so it is important to have a positive impact. VC Coleman stated that Staff Senate does an awesome job of assisting with orientation and thanked the staff for the services they provide.

Summer Melt

Amy Eason, Assistant Director of Advising

Senator Amy Eason, from Academic Affairs, presented information regarding Summer Melt, which is defined as students who have previously been accepted and have indicated commitment to ECU, but are not enrolled on Census Day. Reasons why students may not have enrolled include financial burdens, college transition challenges, or lack of support. Senator Eason is leading the initiative to represent Staff Senate by meeting first-year students coming to ECU for orientation this summer. The Staff Senate's goal is to have representatives present at Summer Melt to welcome, connect, and have friendly conversations with parents and students about ECU, what Staff Senate represents, and how the Staff Senate helps support students throughout their time at ECU. There will be ten orientation sessions with most occurring from Monday-Tuesday and Wednesday-Thursday. Staff Senate will have a table set up on the second day of every orientation, which will be on Tuesdays and Thursdays, at Joyner Library on main campus from 11:00 a.m. – 1:00 p.m. This location is also where prospective students check out at the end of their session, after receiving advising, and can meet with other offices such as transportation, financial aid, and receive their ONE card. Last year's Staff Senate table was set up in the Student Center, which didn't have as much traffic, so the hope is that more conversations will occur at Joyner Library.

A sign-up sheet to participate at the Staff Senate table during Summer Melt has been posted in the general Staff Senate chat in Microsoft Teams. Senator Eason requested three people volunteer for each session. If volunteers are unable to work the entire shift, but can attend for one hour, it was requested to note this on the sign-in sheet. Giveaways, such as cups, sunglasses, pens, koozies, and card holders that attach to the back of phones will be provided to students who visit the table. Students will also be eligible to enter their name in a drawing for an ECU gift basket and the winner will be announced at the conclusion of the ten orientation sessions. Senator Eason reiterated that this initiative is a great opportunity to interact with students and welcome them to ECU, and encouraged senators who have a position where they do not interact with first-year students to participate.

Discussion

Chair Lopez asked what percentage of students ECU loses on average to Summer Melt.

Senator Aisha Powell, from Academic Affairs, responded that the Summer Melt Committee can share that information. The Staff Senate could reach out to Assistant Vice Chancellor Stephanie Whaley, from Admissions, to provide a report.

Chair Lopez asked what are some proven initiatives that have retained students.

Senator Eason stated communication is key. Every office on campus and any role that you have as staff to make the process easier for first-year students to attend ECU makes a huge difference. Having conversations with parents and students helps form a connection. If you don't know an answer to a question, find out which office the parents and students can speak to in order to get that questioned answered. Many students may feel overwhelmed, and without a connection to the people at the university, they may decide not to attend ECU.

Approval of Minutes

Christiana Shoopman, Staff Senate Secretary

The minutes from the May 11, 2023 meeting were emailed to Staff Senate members and no corrections were received. The meeting minutes were approved as presented.

Executive Committee Updates

Staff Senate Executive Committee

Dana Lopez, Chair

Chair Lopez stated the Executive Committee met with the Chancellor and his Cabinet and asked Dr. Rogers about his new position as the Chair of the American Athletic Conference. He was specifically asked how this role might affect or influence the engagement we have with the conference as well as how that can impact athletics and their representation with Staff Senate. Dr. Rogers stated his primary role is going to be very strategic and he is anticipating having to hire a new commissioner at some point.

Crystal Hildenbrand, Chair-Elect

Chair-Elect Hildenbrand stated that the Executive Committee also asked Chancellor Rogers about the alignment between UNC Heath and ECU Health and how it will impact employees. Chancellor Rogers stated that ECU Health, UNC Health, and East Carolina University are three very separate entities, so this will not affect our employees. This relationship will create an alignment between two hospital systems to best utilize the resources in eastern North Carolina and improve capital infrastructure. As Vice Chancellor Coleman stated, the legislature is going to create a new group called NC Care to coordinate the activities of these hospitals. This possible alignment will add three acute care centers to regions in North Carolina, bring monies to the new Brody Medical Sciences building, create three new psychiatric adolescent care facilities across the state, and completely renovate the pediatric outpatient facility behind the Brody Building. This would be the largest investment to facilities we've seen east of I-95.

Christiana Shoopman, Secretary

Senator Shoopman, from Academic Affairs, stated it is exciting to have many returning senators this year and greeted the new members. The Staff Senate continues to have vacancies in the areas of Administration and Finance, Athletics, and the Brody School of Medicine. She urged senators to nominate individuals to fill these positions and to help new members feel welcome during their first year of service.

Stephanie Stroud, Treasurer

Senator Stroud, from Administration and Finance, provided an update on the legislative increases, which Vice Chancellor Coleman discussed during the meeting. There are incentives tied to the Medicaid funds if the legislature completes the budget by the end of June, but it is unlikely that the final budget will be approved that soon. The House and the Senate have two different suggestions for the legislative pay increases, between 5% -7.25% over the next two years, which likely may result in around a 6% increase. Senator Stroud also stated that Chancellor Rogers emphasized the importance of conducting work in a professional, positive manner, as always, while these budgets are being finalized.

Welcome & On-Boarding Presentation

Staff Senate Executive Committee

Dana Lopez, Chair

Chair Lopez stated she works in the Student Affairs division and is the Chair of the Staff Senate for the 2023-2024 term. She displayed the onboarding presentation, which served as training for new senators and a refresher for returning senators. Chair Lopez discussed the Staff Senate's mission. The Staff Senate is a part of a shared governance on campus, which reports directly to the Chancellor. This body serves as a liaison between staff and the Chancellor, Board of Trustees, Faculty Senate, Student Government Association, and the UNC Staff Assembly. The Staff Senate reviews policies, rules, regulations, and procedures and make recommendations regarding different interests and concerns that affect staff. They also assist in the communication of issues and activities that affect staff members and promotes participation in the ECU community through its support of university activities and community service projects. The Staff Senate encourages a sense of community among all of the university employees.

Chair Lopez reintroduced all members of the Staff Senate Executive Committee as follows:

As Chair, Dana Lopez represents the staff across campus and will lead the Staff Senate and Executive Committee meetings. She will develop annual goals, oversee the completion of these goals, and serve as a delegate to the UNC Staff assembly and on various committees with the university, as needed.

As Chair-Elect, Crystal Hildenbrand, from Academic Affairs, assumes the Chair role the following senate year, and in absence of a Chair, will fill in, as needed. She will promote Staff Senate across campus, assist with committee coordination, and serve as a delegate on the UNC Staff Assembly.

The Vice-Chair for this year is Lauren Thorn from Student Affairs. Vice-Chair Thorn was absent from the meeting due to obligations in fulfilling her doctorate degree. The Vice-Chair will serve in an assisting role to the Chair and the Chair-Elect. The Vice-Chair will be elected annually to a one-year term and split duties with the Chair and Chair-Elect to help the Staff Senate Executive Committee run efficiently and accomplish their goals.

Secretary Christiana Shoopman, from Academic Affairs, facilitates effective communication across the Senate, records meeting minutes, documents absences, produces monthly meeting agendas, and attends university committee meetings. If asked by the Chair, she will also promote Staff Senate across campus.

Treasurer Stephanie Stroud is in Administration and Finance. She will be in charge of the Staff Senate budget management, work with committees regarding their budgets, and promote Staff Senate across campus while keeping staff informed of the budget each month.

The Staff Senate's Parliamentarian, Joshua Crockett, serves on the Student Government Association (SGA) and advises the presiding officer and other officers with activities taking place with SGA. This position does not have any voting rights. He was unable to attend the meeting.

Chair Lopez stated that the Staff Senate will continue to work with the Faculty Senate Chair, Dr. Anne Ticknor, and her Executive Committee, Dr. Mark Bowler, Melinda Doughty, and Amanda Haberstroh. Faculty Senate has been a legislative and advisory body and the primary faculty governing body for faculty representation at ECU for over 50 years.

Stephanie Stroud, Treasurer

Senator Stroud discussed the Student Government Association (SGA). This group is the source of governance for the students so that they may be heard collectively. Javier Limon is the President and Matthew Blount will serve as the Vice President.

Senator Stroud explained that the ECU Board of Trustees is composed of 13 volunteers, with 8 appointed by the UNC Board of Governors, 4 appointed by the General Assembly, and 1 ex-officio Student Body President. The board serves as an advisor to the Board of Governors on matters pertaining to ECU and shall also serve as advisor to the Chancellor concerning the management of the institution. Chair Scott Shook's term ends this year, and the new Chair will be elected in August. Jason Poole is currently the Vice-Chair and Kasey Burt is the Secretary.

Senator Stroud stated the UNC System Staff Assembly serves the President, the UNC System Office, and the Board of Governors, and is an advisory body of SHRA and EHRA non-faculty employees who represent the staff of the 17 UNC System schools. Chair Crystal Woods' term ends this year and Chair-Elect Shayna Hill will become the new chair.

Senator Stroud also presented information on the UNC Faculty Assembly, which is an advisory body on system-wide issues, serving the President, the UNC System Office, the Board of Governors, the NC General Assembly, and campus faculty and administrative bodies.

The University of North Carolina Association of Student Governments (UNCASG) is a student-led organization committed to advocacy work on behalf of all 230,000+ students within the UNC System. The delegates are selected from each of the 17 UNC System campuses, and they address issues such as access and affordability, campus safety, and student voter participation. Additionally, the UNCASG President represents the student voice on the UNC Board of Governors.

Crystal Hildenbrand, Chair-Elect

Chair-Elect Hildenbrand explained that the University of North Carolina System is governed by the Board of Governors, and they have the responsibility for the planning, development, and overall governance of the UNC System. The Board elects the President of the UNC System. The Board of Governors has 24 voting members, elected by the Senate and House of Representatives of the North Carolina General Assembly, to staggered four-year terms. Additionally, the President of the UNC Association of Student Governments serves as a nonvoting, ex-officio member of the Board. The Board of Governors' Chair is Randall Ramsay, the Vice-Chair is Wendy Floyd Murphy, and the President is Peter Hans.

Chair-Elect Hildenbrand stated that ECU's Staff Senate has representatives from seven divisions across campus. The number of senators for a division is determined by the number of staff in that division. One senator position is allotted for every 100 staff. There are also two alternates for every division. If a vacancy or change occurs in a senator's division, the alternate will serve as the senator. These individuals are decided during the election process each year.

Christiana Shoopman, Secretary

Senator Shoopman explained the responsibilities of Staff Senators. Senators are expected to attend all monthly meetings, which occur in-person every second Thursday of the month. Meeting locations will alternate between the ECHI auditorium and the Main Campus Student Center, to make it more equitable since senators represent Main and Health Sciences Campus. Senators are also responsible for attending any special or called meetings, as well as serving on one committee that meets monthly. She emphasized the importance of making yourself known as a senator to your respective unit so that you can be contacted regarding any questions or concerns from staff. Information gleaned from Staff Senate meetings should be shared so that all staff have the opportunity to be informed. Information can also be disseminated through listservs or other outlets departments use to share information.

The Staff Senate website, which is www.staffsenate.ecu.edu, is maintained primarily by the Communication and Marketing Committee. Senator Shoopman urged senators to take the time to become familiar with the website, as it holds pertinent information related to membership, meeting agendas and minutes, past recordings of meetings, bylaws, and Pirate Perks. The Staff Senate website is also a location where comments or concerns can be voiced anonymously by sending a message through the "Contact Us" link.

Senators should have access to the general Staff Senate channel on Microsoft Teams and to the specific committee to which they are assigned. Anyone without correct access was asked to notify a member of the Executive Committee at the conclusion of the meeting to get this resolved. It was requested that senators turn on notifications to appropriate Teams channels to

avoid missing information being shared. Committees were asked to use Teams for communication and to save files within the committee channel for transparency and documentation for future senators.

An example of the Staff Senate email signature was displayed. Senator Shoopman reiterated using a Staff Senate signature as a way to let staff know you are representing their voice, and whom they can contact. Reach out to Senator Shoopman directly or email staffsenate@ecu.edu for assistance with your signature and identifying the correct Staff Senate links to Facebook and Pirate Perks.

Stephanie Stroud, Treasurer

Senator Stroud explained the scheduling of Staff Senate meetings, which are held on the second Thursday of each month from 3:00-5:00 p.m. If the meeting cannot be held on the second Thursday, it will be moved to the second Tuesday of the month. Senators should notify staffsenate@ecu.edu if they are unable to attend the meeting. Excessive absences will be reviewed and addressed by the Executive Committee. Staff Senate meetings are open to any ECU employee, and not just Staff Senators. Senate meeting agendas and accompanying attachments are emailed to all Staff Senators prior to the meeting. If a senator is absent during a meeting, the first or second alternate will vote in the absent senator's spot. Any senator in attendance is allowed to speak during the meetings. Meetings will be held in-person for senators and livestreamed for the ECU Community.

The Treasurer's Report will be presented at each Staff Senate meeting to inform staff of finances and relevant budget information for the fiscal year. Committees should send budget requests and descriptions of funds needed to support their committee goals and activities to the Staff Senate at staffsenate@ecu.edu.

Dana Lopez

Chair Lopez presented some of the initiatives that the Staff Senate will focus on this year. Those initiatives include student orientation, community service, and continued involvement in the strategic plan. Staff Senate will assist with the Summer Melt initiative during student orientation, headed-up by Senator Eason. The Staff Senate will continue to assist with the strategic plan by helping implement the plan across our respective divisions. Chair Lopez also reinforced using community service leave hours for various service opportunities. Many staff do not exhaust their yearly allotted community service leave hours. She emphasized the importance of ensuring staff know they have volunteer hours and how they can be used.

Chair Lopez shared the committee expectations of senators. Each senator should have received their committee assignment for the 2023-2024 term. Please reach out if there are any concerns or confusion. Each committee is expected to accomplish three goals for the year. Two goals will be created within the committee, and one additional goal will be designated by the Executive Committee. Each committee will elect a Chair (if one hasn't been previously elected from the prior term), Chair-Elect, and Secretary. Senators are expected to attend their committee meetings and provide updates during the Staff Senate monthly meeting.

An overview was provided of each of the committees.

Communication and Marketing Committee

Chair-Elect Hildenbrand stated that Senator Melissa Parks is the Chair of the Communication and Marketing Committee. This committee handles the promotion of information and events, and also works with the administration to devise effective strategies to educate employees on key topics and/or policies.

Senator Aisha Powell, from Academic Affairs, stated this committee helps support initiatives of other committees. Specifically, they create marketing material to share with the ECU community. Staff Senate has an Instagram and Facebook account.

Membership Committee

Chair-Elect Hildenbrand explained that the Membership Committee handles the nomination and election process each year. This committee also assists with membership issues including addressing members' attendance and assigning alternates to assume member's seats in their absence.

The Chair of the Membership Committee, Joseph Moore, stated this committee made membership adjustments last year due to the reorganization. This committee will make sure there are no additional changes occurring in Banner that need to be addressed.

Diversity Committee

Chair-Elect Hildenbrand stated the Diversity Committee contributes to the welfare of university staff and fosters the interaction, integration, and representation of different races, ethnicity, cultures, national origins, abilities, religions, sexual orientations, intellectual positions, and perspectives throughout the university community.

The Chair of the Diversity Committee, Aisha Powell, stated last year's goals were to raise awareness of the Employee Resource Groups, plan the 2nd Annual Women in Leadership Panel, and collaborate with the Office for Equity and Diversity (OED) to offer Bystander Training.

Leadership and Professional Development Committee

Chair-Elect Hildenbrand stated the Leadership and Professional Development Committee works to develop a Professional Development Series for the Staff Senate. Through increased leadership development, members of the Staff Senate will be able to lead more effectively within their respective divisions.

The Chair of the Leadership and Professional Development Committee, Jennifer Jones, stated last year's goals were to plan and host the Ballard's Annual Lessons in Leadership in April during Staff Appreciation month. This committee also partners with the Director of Learning and Organizational Development to present at least two times a year.

By-Laws Committee

Senator Shoopman explained that the By-Laws Committee reviews and updates the by-laws to remain consistent with the Senate actions as they are deemed necessary. This committee will receive resolutions and bring them to the floor for discussions and inclusion into the updated by-laws.

The Chair of the By-Laws Committee, John Southworth, stated this committee reviewed the reorganization that took place to include how the divisions were rearranged, and worked on a succession plan to provide a process to follow when a member of the Executive Committee leaves the Senate. Many of the suggested changes to the by-laws are made by other senators, and this committee discusses those as a group, make recommendations, and puts those forward for a vote at Staff Senate monthly meetings.

Human Resources Committee

Senator Shoopman stated the Human Resources Committee provides input on relevant personnel policies and provides advisory input on issues related to compensation and benefits issues.

The Chair of the Human Resources Committee, Jennifer Muir, stated their biggest accomplishment this past year was revamping the Staff Emeritus Program. They put together packages to make the Staff Emeritus process more meaningful, are working to attain space in the Main Campus Student Center to showcase the Staff Emeritus Award winners, and are asking the Chancellor to write a letter to make it a more enriching process for the award recipients. They will continue to provide staff volunteer opportunities to help the Ronald McDonald House and with the ~~annual coat drive~~ (clarification received after the meeting that Staff Senate will not be involved in the annual coat drive, but instead, will gather items for the school supply drive for the ECU Community School – CHS 7/13/2023).

Recognition and Rewards Committee

Senator Shoopman stated the Recognition and Rewards Committee's role is to identify, develop, and implement a staff recognition program. This committee oversees the Staff Senate Health Fitness Walk, Staff Senate Cookout, and other Staff Appreciation events. During this past year, the Staff Appreciation Week was enhanced to include appreciation events throughout the month.

The Chair of the Recognition and Rewards Committee, Amy Eason, reiterated how wonderful the idea was for the committee to push for an entire month of staff appreciation events. This committee will strive to exceed expectations for this upcoming year as a way to celebrate staff. They will tackle the Fitness Walk in October, host different events for the Staff Senate Appreciation Month in April, and present the Outstanding Staff Awards in May.

Scholarship Committee

Senator Shoopman explained that the Scholarship Committee develops the guidelines and application process for the Gail Jordan Memorial Scholarship and the Children of SHRA Scholarship. Senator Michelle Bone is the Chair of the Scholarship Committee.

Chair-Elect Hildenbrand provided an update for the Scholarship Committee. She stated this committee held its biggest fundraiser to date with the online auction, which raised \$3,000. Not

only did they increase their fundraising goal, but they also increased the amount and number of scholarships. This committee awarded over \$7,200 worth of scholarships. They established community relationships with local vendors, and plan to continue building these relationships this coming year.

Committee Breakout Sessions

Dana Lopez, Staff Senate Chair

Chair Lopez provided instructions for the thirty-minute breakout session. This session provided senators with the opportunity to meet with their committee to establish two goals for the 2023-2024 term, identify a schedule for monthly committee meetings, and perform elections. The committees were asked to email the goals and elected positions to staffsenate@ecu.edu.

Discussion

Chair Lopez called the group back together for each committee to share their election results.

By-Laws Committee

- Senator John Southworth, Chair
- Since some members are absent, elections will be conducted during the committee meeting in July.

Diversity Committee

- Senator Aisha Powell, Chair
- Senator Coleman Hinson, Chair-Elect
- Senator Lisa Dozier, Secretary

Human Resources

- Senator Jennifer Muir, Chair
- Senator Michelle Smith, Chair-Elect
- The secretary will be identified at the next committee meeting.

Leadership and Professional Development

- Senator Jennifer Jones, Chair
- Senator Joani Zary, Chair-Elect
- Senator Lindsay Arnold, Secretary

Membership Committee

- Senator Joseph Moore, Chair
- Senator Laura Fanning, Chair-Elect
- Senator Christopher Cooper, Secretary

Senator Kimrey Miko stated she was the only member present from the Communications and Marketing Committee, so elections will take place during their next committee meeting.

Senator Amy Eason stated that the elections for the Recognition and Rewards Committee will occur during their next committee meeting.

Chair Lopez stated she will follow up with the Scholarship Committee.

Announcements

Dana Lopez, Staff Senate Chair

Staff Senate name tags will be ordered. Send Staff Senate an email at staffsenate@ecu.edu or select the link in the Staff Senate chat on Teams to provide your preferred name for the name tag. Staff Senate polos will be distributed to those who do not have one. Email the size polo you will need to the Staff Senate email address. Extra Staff Senate medium t-shirts are available to pick up after the meeting.

The 2022-2023 Executive Committee presented Senator Aisha Powell with a gift as a token of their appreciation for her leadership and hard work as the past Staff Senate Chair.

The next meeting will be held on July 13, 2023, at 3:00 p.m. at East Carolina Heart Institute Auditorium. Chair Lopez stated she looks forward to working with everyone and accomplishing great things this year.

The meeting adjourned at 4:22 p.m.

Meeting minutes were taken and prepared by Staff Senate Secretary, Christiana Shoopman.

Minutes approved 7/13/2023