

## Staff Senate Monthly Meeting

May 9, 2024, at 3:00 p.m.

East Carolina Heart Institute Auditorium (ECHI)

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 shared meeting best practices with staff, guests, and those who attended virtually and welcomed the new senators in attendance who will be serving during the 2024-2025 year. Speaking is limited to senators, alternates, ex-officio members, and individuals who have been granted speaking privileges before the meeting. Senators should state their name and their division before speaking. Non-senators who would like to speak at future meetings can notify Staff Senate by emailing [staffsenate@ecu.edu](mailto:staffsenate@ecu.edu).

#### Roll Call

Christiana Shoopman, Staff Senate Secretary

A roll call was conducted to determine if a quorum was present.

Senators absent: Dawn Boyd-Cribari (Administration and Finance), Dri-Zonda Brown-Smith (Academic Affairs), Maggie Bryant (Brody School of Medicine), Coleman Cannon Hinson (Brody School of Medicine), Margaret Dodson (Brody School of Medicine), Debbie Edwards (Chancellor's Division), SammyJo Fly (Academic Affairs), Todd Inman (Administration and Finance), Melissa Parks (Academic Affairs), Bri Wood (Athletics), Kristin Wooten (Brody School of Medicine), and Joani Zary (Brody School of Medicine)

Alternates present: Selena Barrow (Administration & Finance), Summer Edwards (Academic Affairs), and Kristina Page (Student Affairs)

#### Approval of Minutes

Christiana Shoopman, Staff Senate Secretary

The minutes from the April 11, 2024 meeting were emailed to members of the Staff Senate and no corrections were received. The meeting minutes were approved as presented.

#### Campus Update

Dr. Brandon Frye, Vice Chancellor for Student Affairs

Vice Chancellor Brandon Frye welcomed the new senators and thanked the outgoing senators for their service to ECU and to the Staff Senate. He enjoyed working with the Executive Committee this year and

looks forward to working with the newly elected committee.

VC Frye thanked staff for planning and initiating a successful commencement and graduation weekend. Over 2,850 graduates attended ceremonies over the weekend. By the end of the summer, ECU will have a total of 4,450 graduates receiving their diploma, with 795 being first-generation college students. VC Frye stated that staff contributed to the meaningful experiences for our graduates and their families in the Dowdy-Ficklen Stadium and departmental ceremonies. It was great to see the philosophy of “One ECU” in action.

The focus is now on recruiting new students to ECU, retaining them, and enhancing student success. VC Frye reminded staff of the role they have in welcoming and supporting students at ECU. Orientation begins soon, and the experiences and services we provide to those incoming students could shape their final decisions on attending ECU. He emphasized that every interaction helps with recruiting, enrolling, and retaining students.

Many renovations are taking place to enhance our campus, and VC Frye asked for patience on those projects since ECU’s campus environment is a big attractor for students.

In closing, VC Frye urged staff to continue to take care of themselves and others, and hopes everyone will have some time to relax and recharge before the start of classes in the fall.

### **Parking and Transportation Update**

Ben Omuya, Director of Parking and Transportation Services

Chair Lopez introduced Ben Omuya, the Director of Parking and Transportation Services, who joined ECU at the end of April of 2024. Ben Omuya is a seasoned professional with extensive experience in parking and transportation management. He served as the Regional Vice President of Pro Park America in New Jersey, where he created and implemented strategies to recruit and retain top talent while maximizing profitability through innovative plans. His leadership skills were heightened during his tenure as the Director of Parking at Montclair State University, where he managed operations, implemented cost optimization initiatives, and achieved significant revenue growth. He has also held roles as a senior portfolio manager and senior facility manager. His track record showcases his proficiency in financial analysis, forecasting, team leadership, and client service, making him a valuable asset in the parking and transportation industry.

Ben Omuya shared initial thoughts on how parking and transportation can be improved at ECU. He will begin in this new role by reviewing all operations to include improvements to the website and with communication. After a comprehensive review, he will start envisioning what the department will look like in the next few years. He understands there are issues with parking, since it is the first thing encountered and the last impression we have when leaving the institution.

Parking management includes behind-the-scenes work, to include repairs, security, patrols, and insurance. It costs approximately \$26 to manage one parking spot per month in liability insurance alone.

Ben Omuya's aim is to simplify the permit process. For example, employees who use payroll deduction for parking should not have to go through an annual renewal process each year for a permit. Removing this part of the process will eliminate stress.

It may take a year or two for campus to see changes and improvements, but Ben Omuya will be thoroughly reviewing processes to get the details figured out. He will first focus on customer service and effective communication to ensure the campus has the information they need about parking.

**Discussion:** Chair Lopez, from Student Affairs, stated the lack of available spaces in the parking deck during the day and a delay in paying at the gate are hot topics for staff. She asked if one solution is to raise the rate of \$1 per hour to have fewer people parking hourly for faster access or to dedicate floors for permit holders versus those who are parking hourly.

Ben Omuya responded that those items were helpful feedback and they have been raised during discussions with others he has met at ECU. Increasing the hourly parking rate will help control the amount of traffic coming in and out of the gate in the parking garage, and they are determining what hourly rate will be effective to allow permit holders to enter and exit quickly. He also spoke on how the design of the deck can impact traffic. One option is to install License Plate Recognition (LPR) for permit holders to use in lieu of ID badges for entering and exiting. A specific lane could be designated for permit holders versus those without permits. The options will be reviewed along with long-term plans before any approvals are made. Parking guidance systems, which use digital messages, could be used to communicate if the garage is full or not before arriving on campus. The most practical way to implement this is through an app. NC State's parking website communicates the spaces that are available on campus, which includes the garage. In New Jersey, they used the term, "Know before you go." as a way to inform campus about parking availability.

Senator Chad Carwein, from Administration and Finance, stated he worked with Parking and Transportation during the spring semester to send a survey to students, faculty, and staff about parking, transportation, and electric vehicle charging. Senator Carwein is looking forward to meeting with Ben Omuya later this summer when he is settled in to share the data from that survey.

Ex-officio member Toya Jacobs stated she works in the Old Cafeteria Building with contains offices for student services. They have a problem with students who park in the A lots around this building and rarely see patrolling of the area. Employees who pay for A permits want to be able to use that A permit.

Ben Omuya replied they have had challenges filling positions and have two remaining vacancies. With respect to patrolling, LPA citation processing has been implemented and another vehicle will be added to patrol campus for enforcement. This will improve efficiency in enforcement around campus and he anticipates we will see some changes in the fall.

Senator Madeline O'Connor, from Student Affairs, is the Business Services Manager for ECU Transit. Their primary purpose is to transport students. Their office has heard that students and their parents feel that the commuter pass is a far more expensive option than to drive closer to campus and park in the parking deck or to find a spot near campus. Since the parking deck opened there has been

a decrease in ridership from the bus route that takes the students from the community lot to classroom buildings. She recommended highlighting the commuter pass as being more cost effective and does not necessarily delay students in getting to class on time. Students assume the buses take longer and that the pass is more expensive, and that is not the case.

Ben Omuya agreed with Senator O'Connor and added the messaging needs to be improved. He pushed this same initiative in his last position. Messaging can be added to the website and discussed during orientation. He experimented and found that it took him less time taking the transit from the farther lots than it did parking in the deck and walking to buildings.

### **Faculty Senate Update**

Dr. Anne Ticknor, Chair of Faculty Senate, and Professor in the College of Education

Dr. Anne Ticknor highlighted a few agenda topics from two recent Faculty Senate meetings. ECU's Board of Trustees (BOT) Chair, Jason Poole, spoke at the Faculty Senate meeting held on April 23, 2024, and discussed priorities of the board. He spoke separately with Dr. Ticknor about regional transformation and how we can interact with our community in more informal ways. Faculty and staff may want to promote ways we can accomplish this task when we speak with BOT members.

The proposed revisions for the Faculty Manual regarding the Academic Integrity Policy passed. The Academic Integrity Policy was previously housed in the Office of Student Rights and Responsibilities. Faculty Senate has been trying to revise and place the policy in the Faculty Manual since academic integrity violations are most likely to occur in the classroom. The Office of University Counsel and the Office of Student Rights and Responsibilities have made revisions, as well. The revised policy is awaiting feedback from stakeholders before it is approved. Dr. Ticknor urged staff to review this policy to see if it makes sense. It is anticipated it will be in place this fall.

The academic calendar has been approved for 2025-2026. The Student Government Association (SGA) proposed the addition of two wellness days to the calendar, as a designated day in the fall and a designated day in the spring. This proposal did not pass in the Faculty Senate. Students protested at the April 23, 2024 meeting to bring awareness. At this time there is no plan to move forward with this initiative, but students may look for additional options, such as proposing a flexible wellness day.

Faculty Senate wrote a response with recommendations to the budget reports they were given in February and March of 2024 due to the deficit. Faculty Senate suggested creating a university-wide committee representing faculty, staff, and students selected by their respective senates, creating of a website to collect anonymous feedback, presenting an annual summary of the recommendations and their impact on university functioning, and maximizing faculty, staff, and student expertise in university-wide discussions.

The Faculty Manual related to faculty workload has been updated and goes into place next year.

An organizational meeting was held on April 30, 2024 for elections and Dr. Ticknor was elected to serve another term as the Chair. She stated there are 24 Faculty Senate committees, and they are always looking for ex-officio members who are not faculty. Dr. Ticknor stated if staff are interested in assisting or sharing information and expertise, to let her know.

Faculty Senate has revised nine of the twelve parts of the Faculty Manual due to changes in the UNC System Policy Manual.

The Board of Governors (BOG) have been moving quickly to repeal and replace Section 300.8.5 of the UNC Policy Manual. If this is approved by a vote at the May 23, 2024 BOG meeting, it will be implemented by September 1, 2024. Dr. Ticknor will share updates regarding this vote at the June Staff Senate meeting.

### **Treasurer's Report**

Stephanie Stroud, Staff Senate Treasurer

Treasurer Stephanie Stroud announced that the April 2024 Treasurer's Report included state funds for renting the ECHI auditorium for monthly meetings, certificates for outgoing senators, folders for the Staff Emeritus Awards, and a gift for the speaker for the Ballard's Annual Lessons in Leadership (B.A.L.L.) event. She is waiting on the UNC System Office regarding reimbursements for charges for Staff Assembly delegates' travel.

Discretionary funds were used to pay for Kona Ice at Family Day during Staff Appreciation Month. Other expenses included renting the space in the Main Campus Student Center for the Women Leaders at ECU Panel, certificates for scholarship awardees, and awards for Staff Emeritus and Outstanding Staff ceremonies.

Treasurer Stroud thanked the Scholarship Committee for their work on the Silent Auction. The money raised was split between the two Staff Senate scholarship accounts. The June Treasurer's Report will include additional items from Staff Appreciation Month.

### **Recognition of Outgoing Senators**

Joseph Moore, Chair of the Membership Committee

Senators Joseph Moore and Laura Beth Fanning, the Chair and Chair-Elect of the Membership Committee, respectively, recognized the Executive Committee for their service to the Staff Senate for the 2023-2024 year:

- Chair: Dana Lopez (Student Affairs)
- Chair-Elect: Crystal Hildenbrand (Academic Affairs)
- Vice Chair: Dr. Lauren Thorn (Student Affairs)
- Secretary: Christiana Shoopman (Academic Affairs)
- Treasurer: Stephanie Stroud (Administration and Finance)
- Parliamentarian: Joshua Crockett (SGA representative)

Senator Moore and Senator Fanning recognized the following senators and alternates for their service to Staff Senate during the 2022-2024 term:

**Academic Affairs**

- Michelle Bone\*
- Dri-Zonda Brown-Smith
- Amy Eason\*
- SammyJo Fly
- Melissa Parks
- Aisha Powell
- Holly Buck
- Summer Edwards\*

**Administration & Finance**

- Kimberly Aheimer
- Selena Barrow
- Dawn Boyd-Cribari
- Kelly Evans\*
- Todd Inman\*
- Jennifer Jones\*

**Brody School of Medicine**

- Margaret Dodson
- Margaret Moody
- Joseph Moore
- Jennifer Muir

**Chancellor's Division**

- Debbie Edwards
- Kimrey Miko\*

**Student Affairs**

- Dana Lopez\*
- Kristina Page\*
- Lauren Thorn

\*Denotes re-elected for another term

Senator Moore recognized Gary Wallace, from ITCS, for providing support during Staff Senate elections.

**Committee Updates****Executive Committee**

Crystal Hildenbrand, Staff Senate Chair-Elect, stated there were no updates from the Executive Committee.

**By-Laws Committee**

Senator John Southworth, Chair of the By-Laws Committee, provided an annual report.

Committee goals and accomplishments:

- Include an ex-officio position for a SGA representative, similar to the ex-officio position for the Faculty Senate representative.
- An amendment was passed to add the Dental Medicine Support Services (DMSS) employee designation that is now used in the School of Dental Medicine in the by-laws.
- Rework the language of the Parliamentarian position.
  - A Qualtrics survey was used to gather feedback on Staff Senate's views towards incorporating SGA and modifying the description for the parliamentarian. A vote on the proposed changes was brought forth later in the meeting.
- Review the by-laws for any inconsistencies and contradictions.
  - A comparison was conducted between the Faculty Senate and Staff Senate by-laws to determine how the governing bodies run differently and create ideas for potential changes.
  - A review was conducted of the Staff Assembly's by-laws and by-laws of other UNC System schools.

It was recommended that next year's committee continues to review the Staff Senate by-laws of other UNC System schools, work with SGA to amend their by-laws to include Staff Senate representation, and to explore the role of the parliamentarian position in conjunction with serving on the By-Laws Committee.

### **Communication and Marketing Committee**

Senator Chad Carwein, Chair of the Communication and Marketing Committee, reported accomplishments from the past year. A Canva Pro account was opened and linked to the Staff Senate's Facebook and Instagram social media accounts. A Smartsheet was created and placed Staff Senate's website to streamline scheduling. He thanked Senator Erin Gray and other committee members who worked with Creative Services to get projects approved.

The main goal for the upcoming year is to create a calendar with the dates of annual events and include the deadline for marketing requests.

### **Diversity Committee**

Past Chair Aisha Powell, Chair of the Diversity Committee, announced that the North Carolina American Council on Education will host the Women's Network Annual Conference on Friday, June 14, 2024, in Charlotte. The theme for this year's conference is "Agents, Allies, and Advocates for a Brighter Future." Past Chair Powell stated this is a great professional development opportunity.

The Organization of Black Staff invites everyone to the annual Juneteenth event on June 19, 2024, from 5:30-7:00 p.m. on the Health Sciences Campus.

Committee goals and accomplishments:

- Raise awareness of the Employee Resource Groups (ERG) on campus, to include their mission and how they help recruit and retain staff.
  - The ERG groups spoke at the August 2023 Staff Senate monthly meeting.
- Plan the 3<sup>rd</sup> Annual Women Leaders at ECU Panel.
  - 270 participants registered for the panel; 89 attended in-person, 133 attended virtually.
- Partner with the Office for Equity and Diversity to share diversity information and discuss strategies to support the strategic plan *Future Focused. Innovation Driven.* under priority 2.2 workforce access, to commit to sustaining the inclusive environment that welcomes a broad representation of persons and perspectives.
  - Past Chair Powell thanked the Office for Equity and Diversity for their partnership.
- Collaborate and foster communication between various campus diversity organizations, councils, and committees.
  - Diversity information was shared during each Staff Senate monthly meeting.

Recommendations for next year include to discuss the committee charge based on the landscape of diversity at ECU and the UNC System, to continue to read the Indigenous Land Acknowledgement at the August Staff Senate meeting, invite the Employee Resource Groups to Staff Senate meetings to keep staff informed of their missions and goals, brainstorm collaborations with other Staff Senate committees to support staff engagement for a thriving and diverse workforce, and research diversity trends in the UNC System. Recommendations for the 4<sup>th</sup> Annual Women Leaders at ECU Panel will be shared with the 2024-2025 Diversity Committee.

### **Human Resources Committee**

Senator Jennifer Muir, Chair of the Human Resources Committee, stated their group worked very closely with Chair Lopez this year. They held four outreach events that provided service opportunities on campus for senators: the Supply Drive in August for the ECU Community School, service with the food bank, a volunteer opportunity with Mr. Beast, and partnering with Pitt County Schools to proctor end-of-grade tests. Senator Dawn Boyd-Cribari attended the meeting for testing coordinators this year to learn about their needs and how Staff Senate could partner with them. The request for volunteers to help proctor will be shared with campus.

The Human Resources Committee also presented Staff Emeritus awards to recipients during the University Awards for Service ceremony.

Goals for the upcoming year include streamlining processes related to proctoring, compiling a list of all of the testing coordinators at Pitt County Schools in order to have direct communication regarding testing dates and the number of volunteers requested, keeping the Staff Emeritus nomination period open so that employees can be nominated as they retire, meeting with the newly formed Department for People Operations, Success, and Opportunity as a way to inform staff and provide opportunities for feedback, and planning a HR panel for the campus community.

### **Leadership and Professional Development Committee**

Senator Jennifer Jones, Chair of the Leadership and Professional Development Committee, provided the annual report. Senator Joani Zary will be the chair during the next term.

Committee goals and accomplishments:

- Successfully plan and host the Ballard's Annual Lessons in Leadership (B.A.L.L.) event and have a speaker committed in January of 2024.
  - A speaker was named by September 1, 2023. Approximately 200 participants attended in-person and virtually, which included participants across the UNC System. This event created an increased engagement with staff in the Brody School of Medicine. The committee came in significantly under budget by using an internal speaker and all digital advertising. Only \$684 was spent from an allocated budget of \$3,500.
- Partner with the Director of Learning and Organizational Leadership to present twice to Staff Senate.
  - HR spoke at the October 2023 and February 2024 Staff Senate meetings.
  - Staff Senate hosted the Introduction to Servant Leadership course on April 25, 2024. 22 participants attended in-person and \$289 was spent on the room reservation and a small breakfast.
  - A Survivor course is being planned for July of 2024.
- Outline a process to partner with the Marketing and Communications Committee for digital advertising requests for events.
- The food budget was increased by using Aramark Catering Services to provide a more professional atmosphere at events.

Recommendations for next year include continuing to partner with the Director of Learning and Organizational Leadership, to involve hosting the Survivor Workshop before the July Staff Senate meeting



and providing additional trainings. Other recommendations are to highlight leadership and professional development events and LinkedIn Learning opportunities at each Staff Senate monthly meeting, and continue to host events during Staff Appreciation Month. For next year's B.A.L.L. event, the committee should brainstorm ways to increase advertising and attendance, order less food but plan to have tables for the food, communicate with HR how registration will be handled, and secure a speaker.

### **Membership Committee**

Senator Joseph Moore, Chair of the Membership Committee, stated there are five Staff Senate vacancies that need to be filled for the upcoming year. Two alternates are needed for Athletics, and one senator and two alternates are needed to represent the Brody School of Medicine.

Committee goals and accomplishments:

- Increase the number of Staff Senate nominations in underserved areas of campus, such as the Brody School of Medicine and Athletics.
  - A spreadsheet was created that pulls information from Banner to report areas of low representation.
  - Brody has low representation due to 80% of staff in those areas being Clinical Support Services (CSS) staff who may be unable to participate due to clinic responsibilities.
  - In Athletics, there is a high number of coaching staff who are unable to participate.
- Create promotional materials for recruitment purposes and educate on the rewards of serving as a Staff Senator.
  - Senator Moore thanked the Communications and Marketing Committee for helping design and getting approval of promotional materials through Creative Services.
- Increase the number of voters and/or nominations by 3% from the previous year.
  - This goal was achieved.

Some recommendations for the upcoming year are to focus on recruitment efforts in the underserved areas and use electronic bulletin boards across campus to spread awareness about upcoming Staff Senate events. The electronic bulletin boards will also help recruit employees in Administration and Finance who may not have access to email. Due to the merging of departments, next year's committee will need to review the staff membership counts to determine how this will affect the senate seats for the following year.

An onboarding survey was emailed to new senators to gather information on committee choice, name badge preference, and shirt size. Assignments to committees are on a first-come, first-serve basis depending on when the onboarding survey was submitted.

### **Recognition and Rewards Committee**

Senator Amy Eason, Chair of the Recognition and Rewards Committee, provided highlights from the past year.

Committee goals and accomplishments:

- Host the Wellness Walk in the fall at the Health Sciences campus.
  - Secured 18 vendors for the Wellness Walk, which was an increase from the prior year.
  - The event had a great staff turnout.
- Plan events for Staff Appreciation Month.

- Served 264 more meals compared to last year.
  - 532 staff members participated in the cookout.
  - 756 staff members used their meal swipe at the dining hall.
- Provided budgets for the staff at the Dental School's Community Service Learning Centers and the Coastal Studies Institute to partake in a meal. A dentist from one of the satellite locations emailed their committee to say thank you and stated the morale of their staff increased from having a meal together, and they felt connected to main campus.
- Host the Resource Panel.
  - A Resource Panel was held at the end of April that provided six resources, which was an increase of two additional resources from the year before.
- Seek nominations for Outstanding Staff.
  - The nominations almost doubled, and faculty and students nominated staff members.

Senator Eason provided an update on student orientation and Summer Melt, which is defined as students who have previously been accepted to ECU directly from high school, but did not enroll. Reasons why the student did not enroll could be due to financial hardships or other challenges. This initiative began several years ago with the Admissions Office as a way to connect with prospective students and their families.

Staff Senate participates in Summer Melt each year. Ten orientation sessions, a day and a half long, are held from the middle of June through the third week in July. At the end of the second day, the students meet their academic advisors, pick up their ECU 1 Card, and have the opportunity to visit various tables to learn about different resources at ECU. Staff Senate has a table present where parents and students can learn about Staff Senate and how staff support our students. Senator Eason stated this is a terrific way to connect with students coming in for the fall semester. Staff Senate will have a basket at the table where students can put their name in for a raffle to win an ECU gift basket. One of the items donated is a one-day parking pass for the parking deck.

Senator Eason will post a sign-up sheet for staff to volunteer to participate at the Staff Senate table during Summer Melt. Staff Senate will have a table on Tuesdays and Thursdays each week from 11:00 a.m. – 1:00 p.m. at the Main Campus Student Center. Co-workers who are not a part of Staff Senate are welcome to join.

### **Scholarship Committee**

Senator Michelle Bone, the Chair of the Scholarship Committee, provided the annual report.

Committee goals and accomplishments:

- The Silent Auction raised around \$2,600, which was lower, but close to last year's fundraising effort of \$3,000.
- The same amount of scholarship money was given compared to the prior year.

Recommendations for next year include increasing fundraising and adding more items to the Silent Auction. The committee should also review if Spirit Nights should be reinstated or create another option to raise money.

**Discussion:** Chair Lopez thanked the committee chairs for the updates and the entire Staff Senate for their work over the last year. She added that the meaningful work helps promotes the Staff Senate, allows for engagement, and provides scholarships for staff.

## Old Business

Dana Lopez, Staff Senate Chair

A vote was conducted on the following proposed changes to the by-laws:

The first change was related to creating a non-voting, ex-officio position on Staff Senate similar to the position created for a Faculty Senator last year. The following was proposed to be added to Article I, Section 1.4 and was taken to a vote:

“F. SGA Representative. A representative from the SGA acts as a non-voting ex-officio member of the Staff Senate. SGA will select the representative from their body that will serve as an ex-officio member on the Staff Senate.”

**A voice vote was conducted, and the motion was carried with all in favor to incorporate the proposed change to Article I, Section 1.4.**

The second change was related to rewording the Parliamentary role in the Staff Senate. The following changed was proposed to Article IV, Section 4.0 B., with changes highlighted, and taken to a vote:

“The Parliamentarian – The Parliamentarian advises the presiding officer and other officers, committees, and members on matters of parliamentary procedure. An election will be held annually for the Parliamentarian. The Parliamentarian will serve a one-year term. If no Parliamentarian is elected, the Staff Senate Chair may appoint any active ECU Staff, Faculty, or Student to the position of Parliamentarian. If the Parliamentarian is not an active Senator, they shall have no voting rights. The Parliamentarian serves as an ex-officio member of the By-Laws Committee.”

**A voice vote was conducted, and the motion was carried with all in favor to incorporate the proposed changes to Article IV, Section 4.0 B.**

The third change was related to inconsistencies which contradict processes and areas where clarity was needed. The following changes were proposed, with changes highlighted, and taken to a vote:

### **Contradiction in Section 2.0 B:**

“After the closing date of nominations, the ECU Department of Human Resources shall certify the eligibility of the nominated staff members and the Membership Committee shall notify the nominated staff members that their names will be placed on the election ballots.”

### **Contradiction in Section 2.1 D:**

“The Membership Committee shall record report the names of the elected Senators, according to bylaw Article IV Section 4.1. Standing Committees of the Staff Senate a. Membership Committee and/or appointed under bylaw Article I Section 1.6 Vacancies.”

**Clarity issue in Section 3.0 D. d:**

“File a ~~hard~~ copy of the minutes in the University Archives.”

**Contradiction and lack of clarity in Section 3.1:**

“Only Staff Senators, ~~and~~ Alternate Senators, and ex-officio members may address the Staff Senate. Other individuals ~~outside of the elected Staff Senators~~ must petition the Executive Committee at least one week prior to the regularly scheduled monthly meeting if they wish to speak at regular monthly meetings.”

**Minor clarity issue in Section 4.0 A. b:**

“Develop the agenda for the upcoming Staff Senate meeting that addresses all matters brought to their attention by the Chair, University Chancellor, or ~~any~~ other university affiliate.”

**Grammar and clarity issues in Section 4.0 A. f. 2):**

“In case of a Staff Assembly delegate vacancy, the ~~Vacancies-vacancy may be~~ shall be filled by the Vice-Chair ~~and/or (1) elected delegate from~~ or a member of the Senate body.”

**Too much specificity regarding potentially temporary systems and clarity issues in Section 4.0 B. e:**

“The Treasurer will be responsible for the budget of the Senate. The Treasurer will coordinate with the assigned Chair and Secretary on all budgetary matters including but not limited to producing purchase orders ~~through PORT~~, processing travel reimbursements through ~~an~~ on-line Travel System, working with Accounts Payable on various payments generated from the Senate budgets, maintaining monthly credit card payments, and reconciling all Senate accounts monthly through the mechanisms of ~~the ECU Banner/ODS/ and e-print~~ financial systems. The Treasurer will be responsible for working with the Standing Committees regarding their budget requests. Additionally, the Treasurer will serve on the Scholarship Committee for the purpose of notifying ~~the~~ committee of scholarship balances, ~~and the~~ availability of funds to disburse, and to submit requests to the proper funding source ~~and within~~ ECU Financial Aid.”

**Clarity issues in Section 4.1:**

“As appropriate, ~~any existing additional~~ committees ~~functioning at ECU~~ may be incorporated into the committee structure of the Staff Senate.”

**Missing Lettering in what should be Section 4.1 A:**

“~~A.~~ Standing Committees of the Staff Senate will include:”

**New heading to improve clarity and removal of unnecessary date reference in Sections 7.0 A, B, & C:****~~A.~~ Staff Senate Travel**

- a. ~~Effective 040-11-02:~~ Chair and Director of Human Resources must approve Staff Senate travel.
- b. Staff Senators and Alternate Senators must submit to the Secretary reasons for the travel and direct benefits to ECU and ECU staff.
- c. All costs will be kept to minimal levels and only a reasonable number of Staff Senators or Alternate Senators will be approved to go.”

**A voice vote was conducted, and the motion was carried with all in favor to incorporate the proposed changes in the sections listed above.**

## New Business

### **Election of 2024-2025 Executive Committee**

Dr. Lauren Thorn, Staff Senate Vice Chair

Elections were held for the Chair-Elect, Vice Chair, Secretary, Treasurer, and Parliamentarian positions of the Staff Senate Executive Committee. Position descriptions were provided and those who were nominated were allowed to provide remarks. Elections were conducted for positions from the largest number of nominees to the least. Voting was conducted using paper ballots.

**Discussion:** Senator John Southworth noted that senators and alternates from the 2023-2024 term, as well as those newly elected for the 2024-2025 term, were allowed to vote.

Treasurer: Maggie Bryant, Laura Beth Fanning, Patricia Highsmith, Jennifer Jones, and Kristina Page were nominated as candidates for the Treasurer position. There were no additional nominations from the floor. Maggie Bryant was absent. Laura Beth Fanning, Patricia Highsmith, Jennifer Jones, and Kristina Page provided remarks. **A vote was conducted, and Jennifer Jones won.**

Secretary: Jenna Boardman was nominated as a candidate for the Secretary position. Laura Fanning, Patricia Highsmith, and Kristina Page were nominated from the floor and declined. Jenna Boardman provided remarks. **A vote was conducted, and Jenna Boardman won.**

Vice Chair: Jenny Gregory and Bri Wood were nominated as candidates for the Vice Chair position. Both were absent. Chair Lopez provided a background information for both candidates. Laura Beth Fanning, Patricia Highsmith, and Kristina Page were nominated from the floor, accepted the nomination, and declined to provide additional remarks. **A vote was conducted, and Kristina Page won.**

Chair-Elect: Bri Wood was nominated as a candidate for the Chair position. She was absent. Laura Beth Fanning and Patricia Highsmith were nominated from the floor. Laura Beth Fanning declined the nomination. Patricia Highsmith accepted the nomination and declined to provide additional remarks. **A vote was conducted, and Patricia Highsmith won.**

\*Note: A notification was received that **Patricia Highsmith will be changing jobs to another unit at ECU and will not be able to serve on the Staff Senate, therefore, Bri Wood, as runner-up, will serve as the Chair-Elect for the 2024-2025 term.**

Parliamentarian: The Parliamentarian position was taken to a vote due to the by-laws change that was approved earlier in the meeting. John Southworth and Michelle Bone were nominated from the floor. John Southworth accepted, and Michelle Bone declined. No remarks were provided. **A vote was conducted, and John Southworth won.**

The following staff will serve as the Executive Committee for the 2024-2025 term:

- Chair: Crystal Hildenbrand (Academic Affairs)
- Chair-Elect: Bri Wood (Athletics)
- Vice Chair: Kristina Page (Student Affairs)

- Secretary: Jenna Boardman (University Advancement)
- Treasurer: Jennifer Jones (Administration and Finance)
- Parliamentarian: John Southworth (Administration and Finance)

Chair Lopez thanked the senators who will be serving on the Executive Committee next term, as well as the 2023-2024 Executive Committee for their hard work, and noted the group raised some complex topics during meetings with the Chancellor, and she thought they were managed very well.

Chair Lopez also thanked the entire Staff Senate for their work, in taking the time to attend meetings and give back to the ECU community. She passed the gavel to Chair-Elect Crystal Hildenbrand, who will serve as the Chair beginning in June of 2024.

Chair-Elect Hildenbrand presented Chair Lopez with a gift from the Executive Committee for her work and dedication over the past year.

In closing, Chair Dana Lopez announced the next Staff Senate meeting will be held on June 13, 2024, at 3:00 p.m. at the East Carolina Heart Institute (ECHI) Auditorium.

The meeting adjourned at 4:58 p.m.

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