

Staff Senate Monthly Meeting

June 13, 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

Crystal Hildenbrand, Staff Senate Chair

Chair Hildenbrand 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 who will serve 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 want to speak at future meetings can notify Staff Senate by emailing staffsenate@ecu.edu.

Roll Call

Jenna Boardman, Staff Senate Secretary

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

Senators absent: Kristy Ashley (Athletics), Kristin Wooten (Brody School of Medicine), and Katrina Harper (Brody School of Medicine)

Alternates present: Dominique Coleman (Academic Affairs), Bret Wilson (Admin & Finance), Michelle Smith (Admin & Finance), Patricia Earnhardt Tyndall (Chancellor's Office), Ronnie Woodward (Chancellor's Office), Dana Lopez (Student Affairs), Anthony Bechtel (Student Affairs), Jeremy Perry (University Advancement), Stephanie Fields (University Advancement)

Approval of Minutes

Jenna Boardman, Staff Senate Secretary

The minutes from the May 9, 2024 meeting were emailed to members of the Staff Senate and no corrections were received. The meeting minutes were approved as presented.

Treasurer's Report

Jennifer Jones, Staff Senate Treasurer

Treasurer Jennifer Jones announced that the May 2024 Treasurer's Report included state funds for parking passes for outstanding staff awards ceremony, renting a bounce house for staff appreciation

month, renting a room for the Servant Leadership class, printing senator certificates, and new gavel for the Chair. We received reimbursement and expenses from the UNC System Office for Staff Assembly delegates' travel.

Discretionary funds were used to pay for numerous expenses incurred during Staff Appreciation Month. Other expenses included catering for the BALL event.

Summer Melt

Amy Eason, Assistant Director of Advising

Senator Amy Eason, from Academic Affairs, presented information regarding Summer Melt. This initiative focuses on as students who have previously been accepted and have indicated a 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 leads the initiative to represent the Staff Senate by meeting first-year students coming to ECU for summer orientation. The Staff Senate's goal is to have representatives present at New Student Orientation to welcome, connect, and have friendly conversations with parents and students about ECU, what the Staff Senate represents, and how the Staff Senate helps support students throughout their time at ECU. Eight orientation sessions remain, most of which occur from Monday to Tuesday and Wednesday to Thursday. Staff Senate will have a table set up on the second day of every orientation, which will be on Tuesdays and Thursdays, in the Main Campus Student Center from 11:00 a.m. – 1:00 p.m. This location is also where the incoming students check out at the end of their session after receiving advice. They can meet with other offices, such as transportation, student health, and financial aid, and receive their ONE card.

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 cannot 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 names in a drawing for an ECU gift basket. The winner will be announced after the 10 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.

On-Boarding Presentation

Staff Senate Executive Committee

Crystal Hildenbrand, Chair

Chair Hildenbrand stated she works in the Academic Affairs division and is the Chair of the Staff Senate for the 2024-2025 term. She displayed the onboarding presentation, which served as training for new senators and a refresher for returning senators. Chair Hildenbrand 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 makes recommendations regarding different interests and concerns that affect staff. They also assist in the communication of issues and activities that affect staff members and promote 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 university employees.

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

As Chair, Crystal Hildenbrand represents the staff across campus and will lead the Staff Senate and Executive Committee meetings. She will develop annual goals, oversee their completion, and serve as a delegate to the UNC Staff Assembly and on various committees with the university, as needed.

As Chair-Elect, Bri Wood from Athletics assumes the Chair role for the following senate year and will fill in as needed in the Chair's absence. She will promote the 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 Kristina Page from Student Affairs. Vice-Chair Page will assist 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 its goals.

Secretary Jenna Boardman, from University Advancement, facilitates effective communication across the Senate, records meeting minutes, documents absences, produces monthly meeting agendas and minutes, monitors the Staff Senate email account, and attends university committee meetings. She will also promote Staff Senate across campus.

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

Parliamentarian John Southworth is from Administration and Finance. He will advise the presiding officer and other officers, committees, and members on matters of parliamentary procedure. He will also serve as an ex-officio member of the By-Laws Committee.

Chair Hildenbrand 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 Doty, and Amanda Haberstroh. The Faculty Senate has been a legislative and advisory body and the primary faculty governing body for faculty representation at ECU for over 50 years.

Bri Wood, Chair-Elect

Senator Wood discussed the Student Government Association (SGA). This group is the source of governance for the students so that they may be heard collectively. Anderson Ward is the President, and Ava Barefoot will serve as the Vice President.

Senator Wood 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. It shall also serve as an advisor to the Chancellor concerning the management of the institution. Chair Jason Poole's term ends this year, and the new Chair will be elected in August. Vince Smith is currently the vice chair, and Cassie Burt is the secretary.

Senator Wood stated that 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 Shayna Hill was elected in October 2023 and will serve a two-year term.

Kristina Page, Vice Chair

Senator Page presented information on the UNC Faculty Assembly, 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.

Senator Page stated that the UNC Association of Student Governments (ASG) is a student-led organization committed to advocacy work for all 230,000+ students within the UNC System. With delegates selected from each of the seventeen UNC System campuses, UNCASG addresses issues like access and affordability, campus safety, and student voter participation. The UNCASG President represents the student voice on the UNC Board of Governors.

Senator Page explained that the University of North Carolina System is governed by the Board of Governors, who are responsible 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 Wendy Floyd Murphy, the Vice Chair is Kellie Hunt Blue, and the President is Peter Hans.

Senator Page stated that ECU's Staff Senate has representatives from seven units across campus. The number of senators for a unit is determined by the number of staff in that unit. 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.

Jenna Boardman, Secretary

Senator Boardman explained the responsibilities of Staff Senators. Senators are expected to attend all monthly in-person meetings every second Thursday of the month. Meeting locations will alternate between the ECHI auditorium and the Main Campus Student Center. Senators are also responsible for attending any special or called meetings and 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 can be informed. Information can also be disseminated through listservs or other outlets departments use to share information.

Senator Boardman 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, not just Staff Senators. Senate meeting agendas and accompanying attachments are emailed to all Staff Senators before 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 live-streamed for the ECU Community.

The Staff Senate website, which is www.staffsenate.ecu.edu, is maintained primarily by the Communication and Marketing Committee. Senator Boardman 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 the specific committee to which they are assigned. Anyone without correct access was asked to notify a member of the Executive Committee after the meeting to resolve this. 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 Boardman reiterated the importance of using a Staff Senate signature to let staff know you represent their voice and whom they can contact. Reach out to Senator Boardman directly or email staffsenate@ecu.edu for assistance with your signature and identifying the correct Staff Senate links to Facebook and Pirate Perks.

Jennifer Jones, Treasurer

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.

Crystal Hildenbrand, Chair

Chair Hildenbrand presented some of the initiatives that the Staff Senate will focus on this year. Those initiatives include helping to retain and recognize its skilled employees, organize staff wellness opportunities, and recognize all employees equally for their time and dedicated service to the state and university. The Executive Committee also listed their goals for the year. The goals include creating an open,

positive communication environment for our staff, building community within our Staff Senate to help continue the positive impact on each unit, continuing a relationship with the Faculty Senate, SGA, and the Chancellor's Office to strengthen the Staff Senate's role in the university's shared governance, continue to impact the local community by providing more opportunities for community service.

John Southworth, Parliamentarian

Senator Southworth shared the committee expectations of senators. Each senator should have received their committee assignment for the 2024-2025 term. Please reach out if you have any concerns or need clarification. Each committee is expected to accomplish three goals for the year. Two goals will be created within the 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 of each of the committees was provided.

Communication and Marketing Committee

Senator Southworth stated that Senator Erin Gray is the Communication and Marketing Committee Chair. This committee handles the promotion of information and events and works with the administration to devise effective strategies to educate employees on key topics and/or policies. Specifically, they create marketing material to share with the ECU community. Staff Senate has an Instagram and Facebook account.

Membership Committee

Senator Southworth stated that Senator Laura Fanning is the Membership Committee Chair. This committee handles each year's nomination and election process and assists with membership issues, including addressing members' attendance and assigning alternates to assume members' seats in their absence.

Diversity Committee

Senator Southworth stated the Diversity Committee contributes to the welfare of university staff and fosters the interaction, integration, and representation of different races, ethnicities, cultures, national origins, abilities, religions, sexual orientations, intellectual positions, and perspectives throughout the university community.

Leadership and Professional Development Committee

Senator Southworth stated that Senator Joani Zary is the Leadership and Professional Development Committee Chair. This committee works to develop a Professional Development Series for the Staff Senate. Through increased leadership development, members of the Staff Senate can lead more effectively within their respective divisions.

By-Laws Committee

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

Human Resources Committee

Chair-Elect Wood stated Senator Michelle Smith is the Human Resources Committee Chair. This committee provides input on relevant personnel policies and advisory input on compensation and benefits issues.

Recognition and Rewards Committee

Chair-Elect Wood 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.

Scholarship Committee

Chair-Elect Wood explained that the Scholarship Committee develops the guidelines and application process for the Gail Jordan Memorial and Children of SHRA Scholarships. This committee also runs the annual Staff Senate Silent Auction held in the spring to raise more scholarship funds.

Committee Breakout Sessions

Crystal Hildenbrand, Staff Senate Chair

Chair Hildenbrand provided instructions for the 30-minute breakout session. This session allowed senators to meet with their committee to establish two goals for the 2024-2025 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 Hildenbrand called the group back together so that each committee could share their election results.

By-Laws Committee

- Senator Lauren Arp, Chair
- Senator Christiana Shoopman, Chair-Elect
- Senator Madeline O'Connor, Secretary

Communication and Marketing Committee

- Senator Erin Gray, Chair
- Senator Patricia Earnhardt Tyndall, Chair-Elect
- Senator Kimrey Miko, Secretary

Diversity Committee

- Senator, Bret Wilson, Chair
- TBA, Chair-Elect
- Senator Moses McDaniel, Secretary

Human Resources Committee

- Senator Michelle Smith, Chair

- Senator Gary Martin, Chair-Elect
- Senator Lyndsay Edgerton, Secretary

Leadership and Professional Development Committee

- Senator Joani Zary, Chair
- Senator Lindsay Arnold, Chair-Elect
- Senator Amy Eason, Secretary

Membership Committee

- Senator Laura Fanning, Chair
- Senator Anthony Bechtel, Chair-Elect
- TBA, Secretary

Recognition and Rewards Committee

- Senator Dana Lopez, Chair
- Senator Jameta Edwards, Chair-Elect
- Senator Ronnie Woodward, Secretary

Scholarship Committee

- TBA, Chair
- TBA, Chair-Elect
- TBA, Secretary

Old Business

Crystal Hildenbrand, Staff Senate Chair

There was no old business to discuss.

New Business

Crystal Hildenbrand, Staff Senate Chair

Senator Dana Lopez presented a situation in which a staff member changed positions to a different unit at the university. This change in position is causing a Senator to be removed from the Senate because the new unit has no open Senator spaces, while the old unit has open Senator spaces.

Senator Dana Lopez moved to allow Senator Patricia Highsmith to continue in her Brody School of Medicine Senator position for the remainder of this year.

Motion passes.

Announcements

Crystal Hildenbrand, Staff Senate Chair

Staff Senate polos will be distributed to those who do not have one. New senators should have completed the onboarding survey to give their polo size.

Senator Chad Carwein (Administration and Finance) provided information about the Greenville Community Garden. Volunteers are needed this Saturday (June 15th) starting at 8 AM. The garden is located near the Tar River Greenway at 209 Stancil Drive.

Senator Joani Zary (Brody School of Medicine) provided information about the “Survivor” Workshop that will take place at next month’s meeting. The Human Resources office organizes it, and it is a fun and innovative opportunity to learn about your teammates, find new ways of communicating and collaborating, and compete for prizes and bragging rights. Senator Zary reiterated that Senators should RSVP to the invite so they will have an accurate headcount.

In closing, Chair Crystal Hildenbrand announced the next Staff Senate meeting will be held on July 11, 2024, at 3:00 p.m. at the East Carolina Heart Institute (ECHI) Conference Rooms.

The meeting adjourned at 4:23 p.m.

Meeting minutes were taken and prepared by Staff Senate Secretary, Jenna Boardman.