

Staff Senate Monthly Meeting

July 11, 2024, at 3:00 p.m.
East Carolina Heart Institute Conference Rooms (ECHI)
In-person attendance for Staff Senators and Alternates

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: Tracy Smith (Admin & Finance), Kristy Ashley (Athletics), Lauren Arp (Brody School of Medicine), Maggie Bryant (Brody School of Medicine), Kristin Wooten (Brody School of Medicine), Moses McDaniel (Brody School of Medicine)

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

Approval of Minutes

Jenna Boardman, Staff Senate Secretary

The minutes from the June 13, 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

The Treasurer's Report is delayed due to EOY reporting. Jennifer Jones, Staff Senator Treasurer, will present it at the August 8th meeting.

Committee Updates

Executive Committee

Bri Wood, Staff Senate Chair-Elect, announced that the UNC System Staff Assembly meeting is next week at Western Carolina University. Chair Hildenbrand and former Chair Lopez will attend in person. Bri Wood, Chair-Elect and Senator Smith will be attending virtually. The meeting will include a presentation from Aetna regarding the new state health insurance, a round table discussion with UNC System President Peter Hans and an HR System update. Updates to come next month.

By-Laws Committee

Senator Christiana Shoopman, Chair-Elect of the By-Laws Committee, provided the committee's goals for this year:

- Review the By-Laws for Staff Senates at other UNC system schools to get ideas for potential changes to the ECU's Staff Senate By-Laws that could be a benefit to ECU
- Work with SGA to help them edit their By-Laws to include an ex-officio member of Staff Senate and Faculty Senate similar to the changes proposed to the Staff Senate By-Laws this year
- Explore the role of the Parliamentarian's position on the By-Laws Committee

Jeremy Perry has been named Secretary for the By-Laws Committee.

Communication and Marketing Committee

Senator Erin Gray, Chair of the Communication and Marketing Committee, announced that headshots will be taken prior to the August 8th meeting. An Excel sign-up sheet will be added to Teams so that Senators can sign up for a timeslot. Please wear your ECU Staff Senate polo. Senator Jenny Gregory will attend the next committee meeting to provide tips and best practices for logo review. One of the committee's goals is to increase presence on social media. When you are at events or representing Staff Senate, please take photos and send them to the committee for posting. Each month, a committee will be featured on social media in alignment with events throughout the year.

Diversity Committee

Senator Summer Edwards, Member of the Diversity Committee, reported the committee met on July 2nd to discuss our goals and proposed changes to the committee. We have three main goals for the upcoming year:

- Host the 4th Annual Women Leaders at ECU in Spring 2025.
- Read the Indigenous Land Acknowledgement during the August Staff Senate meeting.
- Research staff well-being trends in the UNC System and national staff trends within higher education.

Considering the policy changes within the UNC System, we discussed and are proposing an update to our committee's name and charge. During our discussion, we were mindful of the changes ECU has already implemented and wanted to model our proposed revisions off the verbiage used on ECU's campus.

The proposed name for the committee is the Well-Being Committee.

Our committee charge currently reads:

“This committee exists to contribute to the welfare of university staff and to foster the interaction, integration, and representation of different races, ethnicities, cultures, national origins, abilities, religions, sexual orientations, intellectual positions, and perspectives throughout our university community.”

With our committee's proposed edits, this is the drafted charge that will be sent to the By-Laws Committee for review:

“This committee exists to contribute to the welfare of university staff and to foster the interaction, integration, perspectives, representation, and overall well-being of all ECU staff.”

All proposed changes will be sent through the By-Laws Committee for review and further action.

Human Resources Committee

Senator Michelle Smith, Chair of the Human Resources Committee, reported the committee met on July 9th to review the goals for this year:

- Continue to streamline outreach opportunities and define the process
- Continue building on the Staff Emeritus packages

Planning for the annual school supply drive for the ECU Community School is underway. The delivery date will be September 4th, 2024. More information is forthcoming regarding items needed and drop-off locations.

Leadership and Professional Development Committee

Senator Joani Zary, Chair of the Leadership and Professional Development Committee, reported the committee met on June 25th to review the committee's goals. Rob Weatherly, from the People Operations, Success, and Opportunities (POSO) Office, joined the committee meeting to discuss particulars for today's “Survivor” teambuilding activity. They also discussed planning speakers during Staff Appreciation Month and the BALL event.

Membership Committee

Senator Laura Fanning, Chair of the Membership Committee, reported the committee met to review goals. The committee plans to research other UNC System schools' membership structures and possibly suggest improvements for our group. One senator resigned from Student Affairs, and the first alternate, Dana Lopez, has accepted the Senator seat. They will return to the list of nominees from that division and work to fill the alternate seat. Stephanie Stroud was named Secretary for the committee.

Recognition and Rewards Committee

Senator Ronnie Woodward, Secretary for the Recognition and Rewards Committee, reported the committee met on July 9th to begin planning for the Wellness Walk. More information will be announced soon.

Scholarship Committee

Senator Michelle Bone, Secretary of the Scholarship Committee, reported that the committee has met to discuss goals and is still working on naming a chair. They plan to update the rubric for the scholarship application and come up with new ideas to raise funds. New fundraising events are to come, and more senator participation will be expected.

Guest Speakers & Professional Development Activity

Rob Weatherly and Christy Carraway

People Operations, Success, and Opportunity Office

Old Business

Crystal Hildenbrand, Staff Senate Chair

There was no old business to discuss.

New Business

Crystal Hildenbrand, Staff Senate Chair

There was no new business to discuss.

Announcements

Crystal Hildenbrand, Staff Senate Chair

Bri Wood shared a volunteer opportunity with the Ronald McDonald House. Their annual Telethon is being held on August 16th. Please contact Bri for more details.

In closing, Chair Crystal Hildenbrand announced the next Staff Senate meeting will be held on August 8, 2024, at 3:00 p.m. at the East Carolina Heart Institute (ECHI) Auditorium.

The meeting adjourned at 4:26 p.m.

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