

**East Carolina University
2006-07 Staff Senate
Minutes of March 15, 2007
Willis Building Auditorium**

I. Attendance:

Present: Judy Barnette, Carolyn Belch, Shawna Borz, Harold Coleman, Pat Cox, Christy Daniels, Paula Daughtry, Michael Dixon, Shonda Drake, Carolyn Dunn, Kay Evans, Ellen Finch, Jennifer Johnson, Dianne Norris, Jackie Petway, Jennifer Pitt, Wayne Reeves, Terri Stansbury, Doreen Strayhorn, Ann Taft, Teresa Tripp, Judy Tucker, Amanda Turner, Nan Walrath, Joani Zary

Absent: Leigh Cobb, Tandy Dunn, Johnnie Eastwood, Vickie Glover, Tony Higgs, Judy Melendez, Ramona Metts, Greg Morris, Linda Phillips

Ex-Officios Present: Gwen Green, Robin McKinnon-Wilkins, Karen Summerlin, John Toller, Chris Turner

Ex-Officios Absent: LaKeshia Alston, Taffye Clayton, Lee Ann Goff, Robyn Galloway, Angela Moye, Jim Mullen

II. Call to Order

A. Senator Reeves welcomed everyone and called the meeting to order at 3:30 p.m.

III. Roll Call

A. Roll Call:

Senator Daniels called roll.

IV. Approval of Minutes

A. Minutes of February 15, 2007

Senator Daniels reported that the minutes from the February 15, 2007 Staff Senate meeting were distributed to the Staff Senate, Announce, and Health Sciences Announce. The minutes were approved unanimously.

V. Special Order of the Day

A. Campus Climate Survey – Dr. Virginia Hardy

The Chancellor has asked that we look at all aspects of diversity on this campus. We are looking at race, ethnicity, gender, class, etc. The diversity on this campus is very broad. The University will be undergoing a climate survey starting on March 14-April 4. The purpose of the survey is to assess the climate across both campuses. All employees and students will be expected to complete the survey. We have a consultant, Rankins & Associates, Inc., working with us. This group has done many similar surveys in higher education. We are the first university in the south that they have worked with. UNC-Greensboro is working with the firm and have requested to see our survey. The survey was crafted by the consultant in conjunction with members of the Chancellor's Diversity Council. The Chancellor really wants to have 100% participation. The survey results will be used to 1) assist the university in developing recommendations for inclusion and managing diversity on our campus; 2) to assist all areas of the campus in focusing their efforts to make the ECU campus inclusive and welcoming for all; and 3) to provide important information about our campus climate and enable us to improve the environment for working and learning at the University. The surveys will be available on-line and also there will be a limited number of paper copies. Drop boxes will be available in the Mendenhall Student Center and the Brody SOM lobby. The surveys will go directly to the consultant and the IP address that is used in submitting the survey will be stripped automatically when it reaches Rankin and Associates. The campus will receive reports of group results only (no individual answers) and no individual can be identifiable in the results. The results will be published on the web and will also be reported in meetings with all members of the campus community. Sue Rakin will compile the data and will be with us another year to analyze everything. Dr. Hardy encouraged the Staff Senate to complete the survey and to also encourage their peers to complete the survey. Senator Reeves thanked Dr. Hardy for coming to the Staff Senate meeting to give an overview of the Campus Climate Survey and the diversity efforts on campus.

B. University Strategic Plan – Dr. Jim Smith, Provost and VC for Academic Affairs

Dr. Smith reviewed the history of university strategic planning and how the current draft of the University Strategic Plan was put together. Erskine Bowles has made it clear that the university and campus plans don't do much and he wants the plans to be made "more real and personable." The Chancellor has sent out to the entire campus a draft of the strategic plan so that everyone will have the opportunity to provide feedback. Responses to the draft strategic plan are due to Robin Johnson on April 1st. The Board of Trustees will review the strategic plan at their April 20 meeting. The Staff Senate did note to Dr. Smith that there is no mention of staff in the plan. Senator Reeves thanked Dr. Smith for coming to the Staff Senate meeting to give an overview of the University Strategic Plan and for involving the

staff in the review process. Senator Reeves encouraged the Staff Senate to review the draft of the strategic plan and send their comments or suggestions to Senator Johnson who will consolidate our comments and submit them on behalf of the Staff Senate.

VI. Comments from the Executive Committee

- A. Comments from the Chair – Report was given by Senator Reeves in Senator Cobb’s absence.

A blood drive will be held on April 2, 2007 from 10:00 a.m. – 4:00 p.m., in Brody 2W40. Volunteers from the Staff Senate are needed. Senator Cobb would also like to have someone volunteer to take over coordinating and organizing the blood drives since she will no longer be on the Staff Senate after May. Duties would include: scheduling the rooms, sending out emails on announce, getting posters displayed throughout buildings, handling door prizes, distributing prizes to winners, and getting Senators to volunteer. The Red Cross representative handles obtaining all door prizes. If you are interested, please let Senator Cobb know.

Senator Reeves and Senator Cobb met with the Chancellor on March 1. They had continued discussions about the Rewards Program for outstanding employees. There is still concern about the tax implications on the rewards and the funding has not been approved yet. In lieu of the actual reward item being given, a rewards voucher will be issued during the Employee Appreciation week to those employees receiving an “outstanding” performance rating. Also, discussed with the Chancellor was the lack of supervisor support for employees that participate on the Staff Senate. We had 9 Staff Senators to resign from the Staff Senate this year. Dr. Ballard is ready and willing to support the Staff Senate. He has offered to write letters to each of the Staff Senate supervisors to encourage staff participation. Senator Reeves requested the Staff Senate to identify things that cause employees to resign from the Staff Senate and send those to him via email. Senator Cobb and Reeves presented Staff Senate shirts to Chancellor Ballard and Vice Chancellor Kevin Seitz.

A Pace Working Group has been created on campus. Senators Cobb and Reeves requested that representatives from the Staff Senate be integrated on this working group so the Staff Senate could have input.

The review of the HR initiatives for the Pace report has been completed by the Staff Senate and input has been sent to the Staff Assembly Chair.

- B. Comments from the Chair-Elect, Wayne Reeves

Due to limited time, Senator Reeves deferred his report.

C. Comments from the Secretary, Christy Daniels

No report.

D. Comments from the Treasurer, Judy Tucker

Senator Tucker distributed a financial report for March 2007 which included refreshments from February 2007. The Chancellor's account does not reflect the cost of the Staff Senate shirts.

VII. Monthly Updates and Reports:

A. Communication & Marketing – Jennifer Johnson, Chair

See attached committee minutes.

B. Diversity – Doreen Strayhorn, Chair

See attached committee minutes.

C. Human Resource Services Committee – Vickie Glover, Chair

See attached committee minutes.

D. Rewards & Recognition – Amanda Turner, Chair

See attached committee minutes.

VIII. Old Business:

None

IX. New Business:

A. Ratification of the UNC Staff Assembly By-laws – Wayne Reeves

Senator Reeves reported that the UNC Staff Assembly by-laws are the governing document by which the UNC Staff Assembly conducts business and we have a delegate responsibility as outlined in the document. We need to ratify the UNC Staff Assembly By-laws.

ACTION: A motion was made to ratify the UNC Staff Assembly By-laws. There were 22 senators in favor of the motion; no opposition. Motion approved.

B. Review and Revision of Staff Senate By-laws – Wayne Reeves

Senator Reeves presented the proposed amendments to the Staff Senate By-laws.

ACTION: A motion was made to approve the proposed amendments to the Staff Senate By-laws. Motion was approved and seconded.

Discussion:

The Communications and Marketing Committee requested that the proposed amendments to the By-laws be deferred since the Communications and Marketing Committee members were unable to review the committee structure for their committee. The Communications and Marketing Committee did note under their committee structure that the word “website” is listed in the by-laws as one word when it should be listed as two words “web site”. Senator Reeves explained that the amendments had been published in advance for review and that based on the concerns of the Communications and Marketing Committee, a future amendment to the by-laws would be the appropriate route instead of delaying the current proposed amendments.

ACTION: A motion was made to approve the proposed amendments to the Staff Senate By-laws with the change of website to two words. There were 22 senators in favor of the motion; no opposition. Motion approved.

X. Announcements

Senator Daughtry announced that two staff members at ECU have children who are among the 12 athletes of the Special Olympics of North Carolina who have been selected to compete in the 2007 Special Olympics World Games in Shanghai, China. Karen Frye (Medical Foundation) and Clara Richards’ (Department of OB/GYN) children, Kathryn Frye and Chris Richards, are on the roller skating team. There is a personal web page for each of them www.firstgiving.com and information on how you can help support them financially to go to China. Senator Daughtry distributed copies of the information for those who may be interested in making a donation to support them.

John Toller announced that the NC Health State Plan Board will be meeting at ECU on April 17 at the Laupus Library. ECU is the first campus that has ever hosted one of their meetings. John will be talking with the Director of the State Health Plan during their meeting. If there are items that you would like him to bring forward, please let John know.

Senator Reeves announced that the Staff Senate “File for a Seat” ballots have gone out. The voting will be completed by March 23. Four divisions will be voting. The new senators will be announced as soon as the ballots are tallied.

XI. Adjournment

Senator Reeves thanked everyone and adjourned the meeting at 4:46 p.m.