

East Carolina University
2007-2008 Staff Senate Minutes

October 18, 2007
Willis Building – Auditorium
3:30 – 5:00 pm

I. Attendance:

Present: Harold Coleman, Paula Daughtry, Michael Dixon, Shonda Drake, Johnnie Eastwood, Jennifer Johnson, Vicki Johnson, Bruce Maxwell, Judy Melendez, Amanda Pantelidis, Jackie Petway, Christa Radford, Diane Raines, Wayne Reeves, Terri Stansbury, Verna Taft, Ann Taft, Audra Thomas, Teresa Tripp, Amanda Turner, Michelle Wallace, Mary Susan Williams, Richard Yakubowski, Joani Zary

Ex-Officio Officers: Sara Lilly for Ms. Gwen Green, Jim Mullen, John Toller, Chris Turner

Guests: Mr. Steve Duncan, ECU's Program Coordinator for the President's Advisory Committee on Efficiency and Effectiveness (PACE), Ms. Nonie Garcia, Director of Classification and Compensation for ECU

Absent: Andrea Bristol, Jamie Charles, Angelo Daniels, Carolyn Dunn, Kay Evans, Rosalie Farley, Vickie Glover, Roy Newton, Mark Parker

Ex-Officio Officers: LaKeshia Alston, Taffye Clayton, Robyn Galloway, Lee Ann Goff, Gwen Green, Angela Moye, Karen Summerlin, Ashley Worthington

II. Call to Order

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

III. Roll Call

Senator Williams called roll.

IV. Approval of Minutes

A. September 13, 2007 Meeting Minutes

Senator Williams reported that the minutes from the September 13, 2007 meeting were distributed to members and via Announce & Health Sciences Announce. The minutes were approved as written.

V. Guest Speaker

A. Dr. Steve Duncan, ECU's PACE Coordinator

Dr. Duncan gave a presentation on President Bowles' initiative and a historical summary of ECU's PACE process. ECU submitted PACE report to President Bowles in June. ECU

had over 100 ideas for consideration and each was evaluated by Departmental Representatives. ECU also considered initiatives from the President Bowles PACE Council and determined that could be implemented at ECU whereas others could not. Dr Duncan also reiterated that where institutions did not meet target goals for PACE initiatives, budget targets were adjusted to compensate. PACE is an on-going process that will continue well into the future.

A copy of Mr. Duncan's presentation and list of departmental representatives is attached.

VI. Comments from Executive Committee

A. Comments from the Chair, Wayne Reeves

Senator Reeves deferred comments towards the end after the guest speakers.

1. Living Wage for Employees

Senator Reeves reported that Chancellor Ballard is committed to addressing living wage for ECU employees. Living wage is defined as minimum salary in North Carolina which typically is not below \$26, 626 which will allow workers to support their families without outside (public or private) assistance.

2. Diversity

Senator Reeves reported that Chancellor Ballard is committed to diversity at ECU. ECU has an immediate need to address faculty diversity and there is currently a structure in place to address this issue. Chancellor Ballard requests the Staff Senate to continue to support Diversity efforts for the good of ECU.

3. Summer Flex Schedule

Senator Reeves reported that Chancellor Ballard was not pleased with the service levels of the 2007 Summer Flex Schedule. Senator Reeves reiterated that the mission at ECU is to provide full services during the summer period as well as the rest of the year. Some units did not provide full services during University business hours for the summer period. Chancellor Ballard and the Executive Council will release more information on this topic at a later date.

4. Rewards and Recognition Pilot Program

Senator Reeves reported that the effectiveness of the performance pilot rewards and recognition program is still under consideration. Senator Reeves reported that with uncertainty about the funding for this program this year, discussion has been centered on incorporating this program with the treasured pirate initiative or perhaps opening the ice cream social to all staff during staff appreciation week. The Action Committee is developing options to be looked at and considered for future rewards and recognition.

5. Personnel Survey

Senator Reeves reported that ECU is developing a employee survey to go out to all ECU staff employees. The purpose of this survey is to obtain

information regarding their concerns and ideas for improvements in the current personnel system based on the President's Bowles Task Force on a modified relationship with OSP personnel system.

6. Senator Reeves reported that Senator Daughtry has been elected as Secretary to the UNC Staff. Congratulations to Senator Daughtry.

7. Smoking Policy

Senator Reeves reported that legislation has been passed and signed by the Governor "allowing" UNC Institutions to regulate smoking on their campus up to 100 feet from buildings. A campus wide smoking policy for ECU is beginning to be implemented but has not been published to the ECU Community. Staffs are requested and encourage to be patient on the smoking policy. Staff should refrain from enforcing a perceived smoking policy until it is issued. Staff are requested to civil, cordial and respectful to any one seen smoking and are reminded that the ECU has not published a revised smoking policy. Senator Reeves reported that signage and stickers have already gone up in some buildings. Senator Reeves reported that more guidance regarding the campus wide smoking policy will be forthcoming.

B. Comments from the Chair-Elect, Paula Daughtry

Senator Daughtry deferred comments to after the guest speakers presentations:

1. UNC Tomorrow

Senator Daughtry distributed information from the UNC Tomorrow Video produced for The University of North Carolina Tomorrow Commission. President Bowels is scheduled to visit ECU on October 30, 2007.

A copy of the handout is attached. A copy of the NC Tomorrow Video handout is attached.

C. Comments from the Secretary, Mary Susan Williams

Senator Williams deferred comments

D. Comments from Treasurer

Senator Turner distributed a financial report for October 2007.

VII. Monthly Updates and Reports / 07-08 Committee Minutes and Objectives

A. Committee Reports

1. Communication and Marketing – Michael Dixon, Chair
See attached committee minutes

2. Diversity Committee – Audra Thomas, Chair
See attached committee minutes

3. Human Resources Services Committee – Richard Yakubowski, Chair Elect
See attached committee minutes
4. Rewards & Recognition, Amanda Pantelidis, Chair
See attached committee minutes

John Toller agreed to give funding towards the computer loan program to update and provide additional equipment for computer loan users.

VIII. Old Business

A. 2007-2008 Senate By Laws Revisions

Revisions of by laws were distributed by Senator Daughtry. Revisions were briefly discussed. By Laws revisions were submitted, approved and adopted by a majority vote. The 07-08 Revised Staff Senate Bylaws will be posted on the Staff Senate website located at <http://www.ecu.edu/staffsenate/>.

B. 2007 American Heart Association Down East Heart Walk

Senator Daughtry reported for Senator Farley. The 2007 Heart Walk was a great success. ECU raised \$2,348. Senator Farley raised \$612.00 selling bracelets. Donations will be accepted through November 30, 2007.

C. OSP Branding Seminar

Senator Eastwood gave an update on OSP Branding. Focus group is currently focused on current state employees and ways to motivate and retain state employees.

IX. New Business

A Career Banding Project at ECU: Guest Speaker- Ms. Nonie Garcia, Director of Classification and Compensation at ECU

Ms. Garcia spoke to the Senators on the Career Banding Project at ECU. Ms. Garcia reported that all ECU staff positions will be banded by June 1, 2008. To date 80% of positions at ECU have been banded leaving approximately 1,000 positions to be done. Ms. Garcia distributed an abbreviated sample list of classes in each band that are left to be done at ECU. This will be done in two phases. Phase 1 is due to State Commission in December and will be implemented in January or February of 2008 and Phase 2 is due to State Commission in February and will be implemented by June 1, 2008. Ms. Garcia stated that once all positions are banded managers can submit an appeal if they feel the position is not banded correctly. The human resources website contains information related to the career banding project and is an excellent source to refer to. Currently the state has not issued any money to assist with bringing salaries to market rate. ECU is currently working on a plan to help

adjust salary rates. Ms. Garcia distributed an abbreviated sample list of classes for the Career Banding Project. This handout is attached.

- B. Senator Reeves discussed that Senator Taft had contacted him regarding the availability of food services available to staff during fall and spring break. Senator Taft expressed that there is a great need for dining services to be available to staff during breaks when students are not on campus. Senator Reeves will follow-up with the appropriate agency to address.

X. Announcements

Next Staff Meeting will be held November 15, 2007 from 3:30 – 5:00 p.m., in the Willis Building Auditorium. Dr. Greg Chadwick will be addressing the Staff Senate in regards to ECU's new Dental School.

XI. Adjournment

Senator Reeves thanked everyone and adjourned the meeting at 5:15 p.m.

Staff Senate Human Resources Services Committee – October 18, 2007

Present: Phil Hulsey, Judy Melendez, Christa Radford, Diane Rains, Teresa Tripp, Richard Yakubowski

Discussion

- Chancellor Ballard is supportive of the living wage for all ECU employees; minimum salary of \$26,626.
- In the future, SPA & CSS employee salaries will be made public like EPA salaries.
- UNC Smoke Free Bill – How to implement?

Action Items

- Tuition Payroll Deduction Plan - Committee will check with Cashier/Payroll to see if this option will be available in Spring Semester.
- Career Banding Employee Advisory Committee – Committee will work with Nonie Garcia, HR Classification & Compensation Director, to start this committee.

Rewards and Recognition Committee
October 18, 2007
Willis Building
2:30 – 3:30

In attendance: Amanda Pantelidis (Chair), Harold Coleman, Vicki Johnson, Diane Norris (A), Jackie Petway, Mike Rowe (A), Verna Taft, and Joani Zary.

Absent: Jamie Charles (Chair-Elect) and Christopher Turner (Ex-Officio)

Proceedings:

- Meeting called to order at 2:35pm by Chair, Amanda Pantelidis.
- Last Month's meeting minutes were approved.
- The committee approved (1) computer loan application.
- The committee has received questions and concerns regarding the current computer loan application as it reads regarding Pay Grad vs. Banded information. The committee will change Pay Grade to highest earned salary in a certain band. Salary will be determined at a later date.
- Centennial Awards will be on March 27, 2008. Dr. Austin Bunch is still our current contact and will be hearing from him soon about forming a committee.
- The committee continues to talk about potential Employee Appreciation Week dates. We are being conscious of Spring Break for ECU and for Pitt County Schools.
- The committee addressed the Easter Egg Hunt topic and it was determined that maybe our committee and the Staff Senate should not be involved in this activity any longer. Chair, Amanda Pantelidis will communicate these thoughts with Staff Senate Chair, Wayne Reeves.
- Meeting adjourned at 3:25pm.

Minutes submitted by Chair, Amanda Pantelidis on November 8, 2007.

Communications & Marketing Committee Meeting Minutes
10/18/2007

Members present: Jennifer Johnson, Mike Dixon (Chair), Johnnie Eastwood, Andrea Bristol (Chair Elect), Bruce Maxwell

- Continued discussion on the revamp of the Pirate Perks program, including the viewing of the online form that Mike has developed. It was decided that the Staff Senate would require each vendor to re-apply to the Pirate Perks program (using a short form vs. the original application).
- Reported that the request for funds to purchase pens for promo purposes was tabled until January by the Executive Committee.
- Each member of the committee was assigned a category within Pirate Perks and given a 3-ring binder with the original paper-based materials on each vendor in that category. It was asked of the committee members that they go through that paperwork and begin to contact the vendors to determine continuing interest in Pirate Perks participation, as well as to receive comments/suggestions from the Perk participant. It was also asked of the committee members that they let the vendor know about the plans to implement an electronic application form and the yearly requirement to fill out an online form to continue participation. It was decided by the committee that we should not contact the vendors until the online form was up and running.

East Carolina University
Staff Senate
Diversity Committee
Minutes

Date: October 18, 2007
Time: 2:30 p.m.
Location: Willis Building

Members in attendance: Senator Drake, Senator Taft, Senator Thomas

Discussion Items:

- Review Chancellor Diversity Committee meeting minutes
- Review of Dr. Daryl Smith's visit to campus
- Committee discussed Civil Discourse workshop and the need to have attendance. Committee members who were available to attend were encouraged to do so.
- Committee discussed alternative ways to inform staff about diversity issues that are happening on campus as well as the diversity resources available to the campus.

Action Items:

- Committee will contact Dr. Hardy to see how the Staff Senate Diversity Committee can assist with diversity efforts on campus.
- Choosing a date to set up a table at Wright Place for the committee to disseminate diversity information to campus.