

**East Carolina University
2007-08 Staff Senate
Minutes of December 6, 2007
Willis Building Auditorium**

I. Attendance:

Present: Andrea Bristol, Jamie Charles, Harold Coleman, Angelo Daniels, Paula Daughtry, Michael Dixon, Carolyn Dunn, Johnnie Eastwood, Kay Evans, Karen James, Jennifer Johnson, Vickie Johnson, Roy Newton, Angela Marshall, Bruce Maxwell, Judy Melendez, Amanda Pantelidis, Mark Parker, Jackie Petway, Christa Radford, Diane Raines, Mike Rowe, Wayne Reeves, Terri Stansbury, Audra Thomas, Verna Taft, Ann Taft, Teresa Tripp, Amanda Turner, Michelle Wallace, Richard Yakubowski, Joani Zary

Absent: Shonda Drake, Rosalie Farley, Vickie Glover, Phil Hulsey, Sharon Letchworth, Dianne Norris, Mary Susan Williams

Ex-Officio Advisors Present: LaKesha Alston, Sara Lilly, Robyn Galloway, John Toller

Ex-Officio Advisors Absent: Taffye Clayton, Angela Moye, Jim Mullen, Lee Ann Goff, Ashley Washington, Karen Summerlin, Chris Turner

II. Call to Order

Senator Reeves welcomed everyone and called the meeting to order at 4:00 p.m. after the senators had some time to socialize and celebrate this Holiday season.

III. Roll Call

In Senator William's absence Senator Turner called roll.

IV. Approval of Minutes

A. Minutes of November 15, 2007

Review of the November 2007 meeting minutes was deferred due to accessibility issues by a majority of the senators. The minutes were subsequently reviewed via e-mail on Friday, December 7, 2007 and no changes were noted.

VI. Comments from the Executive Committee

A. Comments from the Chair, Wayne Reeves

1. Career Banding and Salary Pay Plan

Senator Reeves gave an update from his meeting with Chancellor Ballard and Vice Chancellor Seitz. Senator Reeves stated that the Career Banding process is an ongoing process and according to Human Resources they hope to have all positions banded by July 2008. Senator Reeves commented that the Administration is committed to fair and equitable salary planning for the staff. He reminded the Senate that the Career Banding initiative comes with out funding and that it is a departmental and supervisor responsibility to consider salary adjustments when they begin the budgetary planning process. Human Resources is working with the Vice Chancellors and or their divisional representatives in the analysis and planning process.

- Senator Marshall commented that there is a lot of mis-information being distributed about the Career Banding process both from one employee to another and from supervisors to employees.
- Associate Vice Chancellor Toller responded by reminding the Senate that the Career Banding process is a “salary neutral program” and encouraged all supervisors and employees in general to think creatively as they are looking at their budgets. The University’s budget process is an important element for the success of Career Banding in the long term. Career Banding gives units the flexibility to allocate salary resources, but this new flexibility must be integrated with a new approach to budgeting. This is not just a fiscal change, but a cultural change as well. Additionally, Supervisors need to be comfortable in discussing Career Banding such that employees have an accurate and comprehensive understanding of its design and capabilities. To assist with this, HR will be conducting training sessions early in the new year for supervisors and employees.

2. Employee Survey

Senator Reeves gave an update on the employee survey to gather feedback on modifying the UNC Campus Institution’s Personnel Management System. Senator Reeves stated that over 1200 employees responded to the survey and stated that on average other universities only had about 200 – 300 responses received. So he congratulated all senators on getting the word out to their constituents to complete the survey. Senator Reeves also stated that he is still in the process of reviewing and validating the data and once that is

completed he will compile a report to give to Chancellor Ballard and the Staff Senate.

3. Senator Reeves reminded senators about the dynamic and changing times of the university and encouraged the senators to embrace these changes, listen, understand and act as a sounding board to help explain the changes to our co-workers. It is going to take all of us working together to continue to embrace the UNC Tomorrow initiatives. As a university we are going to have to change, adapt and move forward. As senators we need to explain, lead and guide conversations departmentally as well as university wide in order to be a spring board for change.
4. ECU Tomorrow
Senator Reeves held up the ECU Tomorrow: A Vision For Leadership and Service booklet that was mailed to all employees. He reminded senators that this is a map for ECU, providing us with a vision and directions for where we are going and how we are going to get there. He encouraged all senators to read it if they haven't already done so. <http://author.ecu.edu/cs-admin/chancellor/ecutomorrow.cfm>
5. ECU Leadership Academy
Senator Reeves encouraged all senators to apply. This is a great opportunity for personal and professional growth and will benefit all senators. <http://www.ecu.edu/chancellor/leadershipacademy.cfm>

B. Comments from the Chair Elect, Paula Daughtry

1. Senator Daughtry gave an update on the Down East Heart Walk and informed the senate that collectively the ECU Staff Senate raised \$2486.00.

C. Comments from the Treasurer – Amanda Turner

1. Senator Turner presented the Treasurer's Report. A statement of financial position for December 2007 was distributed.

VII. Monthly Updates and Reports

A. Committee Reports

1. Communications & Market Committee– Michael Dixon, Chair
See Attached Committee Minutes
2. Diversity – Audra Thomas, Chair
See Attached Committee Minutes
3. Human Resource Services Committee – Vickie Glover, Chair
See Attached Committee Minutes
4. Rewards & Recognition - Amanda Pantelidis, Chair
See Attached Committee Minutes

VIII. Old Business

A. Update on the University Sponsored Child Care Task Force

See attached report on the Child Care Task Force

X. Announcements

Next Staff Senate Meeting will be held on Thursday, January 17, 2007 from 3:30 – 5:00 p.m., in the Willis Building Auditorium.

The Chancellor's Luncheon will be on Wednesday, January 30, 2008 from 11:00 – 1:00 p.m., Mendenhall Student Center, Great Rooms.

*****Staff Senate Meeting Location and Time Changes**

February 21, 2008

Brody School of Medicine 2W40 3:30 – 5:00 p.m.

March 20, 2008

Mendenhall Stud. Ctr Multi-Purpose Rm 2:00–4:00 p.m.

April 17, 2008

Mendenhall Stud. Ctr Multi-Purpose Rm 2:00–4:00 p.m.

Committee Appointments

1. The following Senators have been appointed to the Centennial Awards Selection Committee: Amanda Pantelidis, Jamie Charles, Kay Evans, Harold Coleman and Amanda Turner.

XI. Adjournment

Senator Reeves thanked everyone and wished all Senators a Happy Holiday and adjourned the meeting at 5:00 p.m.

Child Care Task Force Report

Senator Stansbury gave a quick update on the status of University Sponsored Child Care Task Force. In late September 2007, Provost Marilyn Sheerer called a meeting of the Child Care Committee that issued *Providing Child Care at East Carolina University: A Preliminary Report* in October 2006. This committee was appointed by Provost Smith in April 2006.

Drawing membership from this committee, Provost Sheerer formed the University Sponsored Child Care Task Force and charged this group with responsibility for moving the university sponsored child care initiative forward. This task force includes:

- Mr. Scott Buck, Associate Vice Chancellor for Administration & Finance - Business Services
- Dr. Cynthia Johnson, Chair of the Department of Child Development and Family Relations
- Ms. Nan Lee, Teaching Instructor, Department of Child Development and Family Relations
- Dr. Jane Manner, Associate Professor, Department of Curriculum and Instruction
- Dr. Rick Niswander, Dean of the College of Business
- Dr. David A. Powers, Professor Emeritus, College of Education
- Dr. John Reisch, Associate Professor, Department of Accounting
- Dr. Mark Sprague, Associate Professor, Department of Physics
- Ms. Terri Stansbury, ECU Staff Senate

The University Sponsored Child Care Task Force began meeting in October 2007. The task force met with representatives from Pitt County Memorial Hospital to discuss the hospital's child care program. Ms. Jennifer Congleton, Administrative Employee Recognition and Retention Director for Pitt County Memorial Hospital, spoke with the task force about her role as liaison with the hospital's child care program. Ms. Becky Scramlin, Director of *A Child's Place* (Pitt County Memorial Hospital's child care program), shared information about the design and operation of the hospital's child care program. Mr. Nigel Birtwistle, Client Services Director for Bright Horizons, came to Greenville to speak to the committee on the child care program options available through his firm. Representative from the City of Greenville City Manager's Office and from Pitt Community College have joined the task force for a number of these meetings.

Based on information gathered during these presentations in October and November, the task force is working closely with Mr. Scott Buck's office to design a Request for Proposals. The task force has set mid-January 2008 as a target for completing and distributing a Request for Proposals.

Senator Stansbury encouraged all Senators to contact her if they have questions and or comments on child care requirements.

Staff Senate
Diversity Committee
Minutes

Date: December 6, 2007
Time: 2:30 p.m.
Location: Willis Building

Members in attendance: Terri Stansbury, Ann Taft, Audra Thomas,
Kay Evans, Angelo Daniels, Lakesha Alston

Discussion Items:

- Committee revisited purpose of committee and expectations of the committee
- Committee discussed avenues for partnership with other campus departments concerning the promotion of campus diversity. The upcoming MLK events may be one partnership option in January 2008.
- Committee discussed ECU Diversity plan; recognizing that the plan is a work in progress as the University is in the process of hiring a Chief Diversity Officer.
- Committee discussed what can be done to support diversity initiatives already in progress on campus.

Action Items:

- Committee will have a retreat in January in discuss goals for the Spring 2008 Semester and begin to align committee goals with the Institutional goals and plans.
- Committee will be volunteering/working with the Office of Institutional Diversity on upcoming programs.

Staff Senate Human Resources Services Committee – December 6, 2007

Present: Judy Melendez, Roy Newton, Mark Parker, Christa Radford, Diane Rains, Teresa Tripp, & Richard Yakubowski

Excused: Vickie Glover

New Business

- Roy Newton will serve as the Staff Senate's representative on the Employee Advisory Committee on Career Banding which will meet quarterly beginning in January. Mark Parker will serve as back-up for this committee.
- Judy Melendez was nominated as the Staff Senate's representative on the Comprehensive University Policy Manual Committee. Diane Rains was nominated as an alternate for this committee. The purpose of this committee is to write a comprehensive University Policy Manual; there will no longer be a separate HR Staff Manual, Faculty Senate Manual, etc.

Rewards and Recognition Committee

December 6, 2007

Willis Building

2:30 – 3:30

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

Absent: 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 been charged with drafting a proposal for Employee Appreciation Week costs for the Chancellor. Items that were discussed in detail:
 - ARAMARK Pricing Quote
 - Potential for 8hrs of Vacation Leave
 - Carnival – NC State Univ
 - Door Prizes from local vendors
- Meeting adjourned at 3:25pm.

Minutes submitted by Chair, Amanda Pantelidis on January 9, 2008.