

**East Carolina University
2006-2007 Staff Senate**

May 17, 2007

Willis Building – Auditorium

3:30 – 5:00 pm

I. Attendance:

Present: Carolyn Belch, Beverly Bowen, Jamie Charles, Harold Coleman, Angelo Daniels, Christy Daniels, Paula Daughtry, Shonda Drake, Carolyn Dunn, Johnnie Eastwood, Kay Evans, Rosalie Farley, Vickie Glover, Karen James, Jennifer Johnson, Bruce Maxwell, Judy Melendez, Roy Newton, Amanda Pantelidis, Maureen Pollack, Christa Radford, Wayne Reeves, Mike Rowe, Terri Stansbury, Audra Thomas, Teresa Tripp, Nan Walrath, Mary Susan Williams, Richard Yakubowski, Joani Zary

Ex-Officio Officers: LaKeshia Alston, Gwen Green, Robin McKinnons-Wilkins, John Toller

Guests: Ms. Amy Waters, Program Specialist – Office of Equal Opportunity and Equity

Absent: Michael Dixon, Mark Parker, Jackie Petway, Jennifer Pitt, Diane Rains, Verna Taft, Ann Taft, Judy Tucker, Amanda Turner, Dianne Norris

Ex-Officio Officers: Taffye Clayton, Robyn Galloway, Lee Ann Goff Angela Moye, Robin McKinnon-Wilkins, Jim Mullen, Karen Summerlin

II. Call to Order

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

III. Roll Call

Senator Daniels called roll.

IV. Approval of Minutes

A. April 19, 2007 Meeting Minutes

Senator Daniels reported that the minutes from the April 19, 2007 meeting were distributed to members and via Announce & Health Sciences Announce. The minutes were approved as written.

V. Special Order of the Day

A. Senator Reeves thanked all the Staff Senate members who submitted nominations for the Executive Committee positions. He also thanked all of the members who were nominated and expressed appreciation on behalf of the Staff Senate for their consideration of the nomination.

1. Senator Reeves recognized the nominees for the Chair-Elect position and asked each nominee to speak to the members regarding their interest in the nominated position. The nominees for Chair-Elect were: Senator Amanda Pantelidis, Senator Paula Daughtry, and Senator Johnnie Eastwood.
2. Senator Reeves recognized the nominees for Secretary and asked each nominee to speak to the members regarding their interest in the nominated position. The nominees for Secretary were: Senator Mary Susan Williams, Senator Christa Radford, and Senator Vickie Glover.
3. Senator Reeves recognized the nominees for Treasurer and asked each nominee to speak to the members regarding their interest in the nominated position. The nominees for Treasurer were: Senator Amanda Turner, Senator Teresa Tripp, and Senator Carolyn Dunn. Senator Daniels read Senator Turner's comments since she was out on maternity leave.

Ballots were distributed to the Staff Senators and they were instructed to vote for one nominee for Chair-Elect, Secretary, and Treasurer.

B. Recognition of 07-08 Committee Members

Senator Reeves recognized the 07-08 Committee members and asked them to meet to determine a Committee Chair-Elect for the 07-08 year. The following members were recognized:

- Communications & Marketing Committee: Michael Dixon, Chair, and the Chair-Elect will be determined at a future meeting.
- Diversity Committee: Carolyn Belch, Chair, and the Chair-Elect will be determined at a future meeting.
- Human Resources Services Committee: Vickie Glover, Chair, and Richard Yakubowski, Chair-Elect
- Rewards & Recognition Committee: The committee will meet further to determine leadership roles since the current Chair was unable to attend the meeting.

C. Votes for nominees of Executive Committee tallied.

The Staff Senate Ex-Officios tallied the votes for the Chair-Elect, Secretary, and Treasurer positions. Senator Reeves announced the results of the vote:

Chair-Elect for 2007-08: Senator Paula Daughtry

Secretary for 2007-08: Senator Mary Susan Williams

Treasurer for 2007-08: Senator Amanda Turner

VI. Comments from Executive Committee

A. Comments from the Chair-Elect, Wayne Reeves

Senator Reeves reported that the Executive Committee met with Chancellor Ballard today at 1:30 p.m. The update to the Chancellor included:

- The UNC Staff Assembly Chair is requesting President Boyles' support for equitable status of Staff Senate Chairs comparable to Faculty Senate Chairs. Currently, the majority of Staff Senate Chairs are performing "volunteer service" for Staff Senate & UNC Staff Assembly business, whereas Faculty Senate business is more integrated into duties and role as universities employees.
- PACE Issues – A UNC Task Force is being formed to examine modifications to the State Personnel Act that will provide the Universities with greater flexibility in personnel matters. The task force will report to President Bowles. President Bowles has committed to 6 of the delegates to be from the UNC Staff Assembly (3 SPA/3 EPA).
- Senator Reeves reported that he had briefed the UNC Staff Assembly that ECU has concerns with respect to the impact of the proposed medical plan increase and benefit reductions. The briefing was well received by the UNC Staff Assembly and was referred to UNC Staff Assembly HR Benefits Committee for further action.
- Senator Reeves briefed that the Ice Cream Social to recognize outstanding employees was a huge success and attendees were very appreciative. The Staff Senate Executive Committee thanked the Chancellor and the Chancellor's Executive Council, and Deans for their support on this event. The awards program for outstanding employees is in progress.

B. Comments from the Secretary, Christy Daniels

Senator Daniels reported that she will update the committee membership list and directory as of result of today's meeting and send it out to the full Staff Senate.

C. Comments from the Treasurer, Judy Tucker

Senator Daniels reported on behalf of Senator Tucker who was unable to attend today's Staff Senate meeting. Senator Daniels distributed a treasurer's report for May 2007. The total amount available was \$ 855.80. Senator Daniels reported that there were still some outstanding expenditures that were not included in the report. Senator Daniels reported that the Executive Committee met with Vice Chancellor Seitz this afternoon and requested that our budget be increased by \$500 for next year which would put our total budget (State and Chancellor's Discretionary funds combined) to \$3,000.

VII. Old Business

None

VIII. New Business

A. Affirmative Action Plan Information & Statistics

Ms. Amy Waters – Program Specialist (EEO) shared information about Affirmative Action and Equal Employment Opportunity. The concepts “equal employment opportunity” and “affirmative action” are often confused and/or misunderstood. It is important, especially when engaged in recruitment activities, to understand what the two concepts mean and the differences in their meanings as it relates to the recruitment and selection process. Equal opportunity law bans discrimination. Affirmative action goes farther by requiring employers to take “affirmative” steps to achieve a balanced representation of workers. Equal employment opportunity means providing the same opportunities with regards to employment decisions to all individuals without regard to their membership in or identification with a protected class group. There are ten protected classes or groups: race, sex, creed, religion, national origin, age, color, handicapping condition, veteran status and sexual orientation. In the recruitment and selection process, this means applying the same standards to all applicants both in the application review and the interview process. Affirmative Action means actively seeking to recruit underrepresented groups to the workplace. It is a policy to encourage equal opportunity and to level the playing field for groups of people who have been and are discriminated against. Affirmative Action seeks to recruit a diverse pool of applicants to select from and equal opportunity requires applying the same standards to all applicants during the application review and interview process. In this manner, the practice of affirmative action and equal opportunity work together to form the basis of affirmative action planning. Ms. Waters reviewed the SPA job title checklist by job group and the incumbency vs. estimated availability for job groups at ECU. She also shared information on the annual placement goals for SPA workforce at ECU (see attached).

IX. Announcements

- A. Staff Senate Retreat will be held August 9, 2007 from 8:00 a.m. – 1:00 p.m., in the Health Sciences Building, Room 1150. Retreat shall be attended by 07-08 Executive Committee, 07-08 Committee Chairs and Chairs-Elect, and Ex-Officio representatives.
- B. Next Staff Senate Meeting will be held Thursday, September 13, 2007 from 3:30 - 5:00 p.m., in the Willis Building Auditorium.

X. Adjournment

Senator Reeves thanked everyone and adjourned the meeting at 5:00 p.m.