

East Carolina University

2004-2005 Staff Senate

October 14, 2004

Willis Building – Auditorium

3:30 – 5:00 pm

I. Attendance

Present: Alan Bailey, Rebecca Bizzell, Dennis McGee, Suzanne Rouse, Verna Taft, Barbara Ward, Ann Weingartz, Stery Moore, Brenda Swain, Leigh Cobb, Jane DeSomma, Ellen Finch, Darlene Garland, Lisa Graepel, Petra Rouse, Alise Rowan, Luann Sullivan, Amanda Turner, Richard Yakubowski, Leigh Ann Zuchelkowski, Lynn Burroughs, and Wan-Yu Lee. Ex-Officio Officers: Tandy Dunn, Annie Fuller, Gwen Green, Greg Miller, Angela Moye, Jim Mullen, and John Toller. Absent: Pat Brown, Ethel Greer, Kim Wilson, Charlotte Andrews, Gwen Peaden, Linda Phillips, Wayne Reeves, Joanie Tyson, Helen Cuthrell-Martin, Chris Inniss, Ed Medrano, Alice Martin, and Pat Tutino. Ex-Officio Officers: Taffye Clayton, Robin McKinnon-Wilkins, and Becky Smith.

II. Call to Order

Rebecca Bizzell welcomed everyone and called the meeting to order at 3:35pm.

III. Approval of Minutes

A. September 9, 2004 Meeting Minutes

– Rebecca Bizzell reported that the minutes from the September 9th meeting and several attachments were distributed to members and to the University community via Announce on September 22nd. The minutes were approved with no changes.

IV. Special Order of the Day

A. Introduction – Leigh Cobb

– Leigh Cobb invited Ruth Parish from the ECU Brody School of Medicine Outpatient Pharmacies to speak to the Staff Senate after it was mentioned during the retreat in August that a majority of Senate members were unaware of the programs available to ECU Employees through the ECU Brody School of Medicine Outpatient Pharmacies.

B. Speaker - Ruth Parish, Director of Pharmacy, ECU Brody School of Medicine Outpatient Pharmacies

- Ruth Parish has been with the Pharmacy Services Division of the Brody School of Medicine for the past three years. She was the manager of the Brody and FPC Outpatient Pharmacies prior to becoming the Director of Pharmacy Services. She manages three pharmacies at Brody Outpatient Clinic, Family Practice Clinic, and Leo Jenkins Cancer Center. The Brody Outpatient and Family Practice Center pharmacies are retail pharmacies. Ruth informed Senate members that any ECU Employee could use the Brody School of Medicine pharmacies even if their prescriptions came from outside physicians. She said that currently all three pharmacies have an integrated voice response system for ordering prescriptions. All three have e-mail, fax, and Logician addresses for easy access. Co-pays for prescriptions are the same as other pharmacies; cash prices for prescriptions are comparable to outside pharmacies but over-the-counter products cost much less than area pharmacies. The list of over-the-counter products available at the BSOM Outpatient Pharmacies will be expanding over the next few months. Ruth also said that she hopes to begin a delivery service where ECU Employees who order their prescriptions through the Brody School of Medicine pharmacies can have their prescriptions delivered to them at their office on-campus. To be eligible for this service, employees would have to pre-register with the pharmacy and provide a delivery address and a credit card. The prescriptions would be

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delivered next day in a plain white paper bag with just the employee's name on the outside. Ruth also talked about a new promotion for ECU Employees that she hopes to begin in December in which an employee would receive a \$25.00 food coupon from an area Greenville restaurant for every 10 prescriptions filled with BSOM Pharmacy Services. More information about the new delivery service and new promotion will be sent out via e-mail to all ECU Employees once the details have been finalized.

V. **Comments from Executive Committee**

A. Comments from the Chair, Rebecca Bizzell

- Rebecca informed the Senate that Brandy Piner has resigned from the Staff Senate and from her position as Chair of the Personnel Policies Committee. Rebecca read Brandy's resignation letter to the Senate and shared her correspondence with Brandy thanking Brandy for her support on behalf of the Staff Senate. Rebecca also informed the Senate that she sent a letter to Margaret Streeter with ITCS thanking her for speaking at the September 2004 meeting.

B. Comments from the Chair-Elect, Kim Wilson

- In Kim's absence, Rebecca shared that Kim brought it to the attention of the Chancellor's office of the lack of staff representation on the search committees for the Provost/Vice Chancellor for Academic Affairs position and the Vice Chancellor for Research and Graduate Studies position. With Kim's encouragement, the Chancellor's office requested that Rebecca, as Staff Senate Chair, serve on the search committee for the Provost/Vice Chancellor for Academic Affairs position and that Kim Wilson, as Staff Senate Chair-Elect, serve on the search committee for the Vice Chancellor for Research and Graduate Studies position. These search committees will be added to the list of other monthly updates.

C. Comments from the Secretary, Amanda Turner

- Amanda presented statistics on the attendance from the September 2004 meeting. There were 29 Senate members in attendance (representing 88% of the total membership) and 6 Ex-Officio members in attendance (representing 55% of the total assigned). Amanda also informed the Senate that the Executive Committee was working on the "Constituency List" to be discussed at the next meeting.

D. Comments from the Treasurer, Alan Bailey

- Rebecca distributed Alan's status report on the Staff Senate accounts since Alan was delayed in attending the meeting. The total amount available at the end of October was \$2,306.86. Please see attached report for more details.

VI. **Monthly Updates**

A. Committee Reports

1. Communications Committee – Ann Weingartz, Chair

- Ann passed around sign-up sheets for Senate members to volunteer to work the Staff Senate booth at the Employee Benefits Fair. She also informed the Senate that the Staff Senate and the Pirate Perks websites are up and running.

2. Compensation & Benefits Committee – Pat Brown, Chair

- Alise Rowan reported that a new section is going to be added to the Pirate Perks website listing in-house perks for ECU Employees. They are also going to add a link on the website where employees can submit other "perks" that aren't listed on the website.

3. Diversity Committee – Petra Rouse, Chair

- **Discussed Diversity Connections** - Petra spoke with Toya Jacobs at Ledonia Wright Cultural Center regarding a meeting for October 21st at 2pm. The group decided that any of the members could attend this meeting if space permits, Petra will contact Toya and then let the Senate know.

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- **Discussed Blood Drive/Bone Marrow Drive** - Petra will contact the Red Cross regarding set-up, refreshments, etc. The Committee would still like to have it around Valentine's Day.

- **Discussed Poster Contest** - Petra informed the Senate that she had emailed Ann Weingartz regarding pricing for the poster. Ann informed her that she needed specific information before she could give a quote. Committee is still planning for 50-100 posters. Angela is going to find a contact person in the Art Department. Once a contact person is established, the Committee will set a deadline for drawings to be turned in, and then determine a winner. Still checking into a cash prize with Alan Bailey for the contest winner, possibly \$25 in cash or a gift certificate to the Student Stores or UBE.

4. Personnel Policies Committee

- Nothing to report at this time.

5. Rewards & Recognition Committee – Lynn Burroughs, Chair

- Lynn Burroughs reported that the Committee is currently reviewing Computer Loan Applications. She talked with Annie Fuller about the Committee assisting with the Employee Service Awards on November 8, 2004. They've also talked about new ideas for Employee Service Award gifts. Lynn asked all Senate members to e-mail her with any ideas for new Employee Service Award gifts. Lynn also reported that they would be contacting the Chancellor to inquire about support for Employee Appreciation Day/Week in the spring. Lynn said that the Committee is also revisiting the idea of Welcome Packets for New Employees. The Committee suggested that a link be placed on the Pirate Perks website linking to the State Employees website and/or to other sites promoting Statewide benefits for employees.

B. Other Updates

Realizing it was the first time that Other Updates was included on the agenda, Rebecca Bizzell suggested the following format: Share if the committee has met and if you attended the meeting. Then, briefly share any information pertinent and appropriate for the group. Going forward, she encouraged representatives to submit such information to the Secretary to distribute with the agenda so the representative would be able to answer questions regarding information that Senate members have already had a chance to review.

1. Parking & Transportation Committee – Alise Rowan/Brenda Swain (alternate)

- Alise Rowan reported that the Committee met and that she attended the meeting. The Committee meets once a month at the end of the month. Alise reported that the committee discussed the possibility of adding a "D" Level Parking permit at some point in the distant future. She also informed all Senate members that the 14th Street Bridge would be closed for a full year beginning February 2005.

2. ECU Citation Appeals – Dennis McGee/Suzanne Rouse/Richard Yakubowski

- Will meet on October 20, 2004.

3. SEANC – Richard Yakubowski

- Rick Yakubowski reported that monthly meeting for SEANC won't be until next week. He handed out information about SEANC to all Senate members and reminded everyone that SEANC is the voice of State Employees to the General Assembly. He also reminded everyone that is it an election year so don't forget to vote. See attached files for distributed information about SEANC.

4. Faculty Senate – Alan Bailey/Rebecca Bizzell

- Rebecca Bizzell reported that the Faculty Senate met twice on 9/14/04 and 10/12/04 and that she had attended both meetings. She advised that the agendas and minutes for all Faculty Senate meetings are available on the website <http://www.ecu.edu/fsonline/> and the pertinent issues had already been addressed with the Staff Senate.

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5. Search committee for the Assistant to the Chancellor for Institutional Diversity – Kim Wilson and Petra Rouse – Rebecca Bizzell reported that as Staff Senate Chair-Elect, Kim Wilson was recently asked to serve on the search committee for the Vice Chancellor for Research and Graduate Studies. As such, Kim requested that another member of the Staff Senate be identified to serve with Petra Rouse on the search committee. Rick Yakubowski volunteered to serve with Petra on the search committee. The search committee has not met yet.
6. New Employee Orientation Program – Annie Fuller
- Annie Fuller reported that the Communications Committee would be responsible for the New Staff Seminar presentations for November.
7. Treasured Pirate Employee Award Program – Annie Fuller
- Annie Fuller presented the proposal for the “Treasured Pirate Employee Award Program”. This program is made possible by the generous sponsorship of TIAA-CREF and will be administered by the Department of Human Resources. This program was developed in an effort to acknowledge the every day contributions of employees. The Treasured Pirate Program is proposed as an “on the spot” award designed to recognize ECU Employees for a special or unique contributions to their college/unit or the university. This program recognizes SPA, CSS, non-teaching EPA, and EPA employees at the college/unit level. The program provides recipients an award certificate and a \$20.00 gift certificate to a selected ECU vendor. A specified number of awards will be available to each college/unit according to the number of employees in the college/unit. Each award is given to an individual employee, not a group or team. For all members of a group to receive an award, each should be nominated individually.
Each college/unit chooses the recipients based on the following award criteria:
 - Leadership on the job
 - Customer focus
 - Business results
 - Quality of service
 - Cost effectiveness
 - Delivery of service to students, staff and/or alumni
 - Relationships fostered at work

The planning committee for the Treasured Pirate Employee Award Program will include Rebecca Bizzell, Kim Wilson, and two members from the following Committees (one from Main Campus and one from Health Sciences Campus): Compensation and Benefits Committee (Pat Brown and Ellen Finch), Rewards and Recognition Committee (Lynn Burroughs and Leigh Cobb), and Communications Committee (Pat Tutino and the other not named yet).

VII. Old Business

- A. ECU Staff Senate Luncheon with the Chancellor – Alan Bailey
- Alan reminded Senate members of the luncheon hosted by the Chancellor. Details listed below in Announcements.

VIII. New Business

- A. Pilot Health Program for University Employees and Survey – John Toller, Human Resources
- John Toller, Associate Vice Chancellor of Human Resources, reported that the Office of the President is working on an initiative to develop a pilot health program for University employees (under the support of the State Health Plan). An employee survey is being developed to gather information on satisfaction with the current Health Plan and suggestions for changes. John reported that the survey should be ready for distribution shortly with returns expected no later than October 31st. There are only 12 questions and it should only

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take 5 minutes or so to complete. The survey will be primarily web-based, although a telephone response option will also be available. The goal is to get 100% of ECU employees to complete the survey and John has asked the Staff Senate to help reach this goal. Rebecca Bizzell distributed a letter from the Office of the President dated October 13, 2004 regarding the survey to Staff Senate members.

- B. Membership Committee and Updates to By-Laws – Rebecca Bizzell
– In the interest of time, both new business items were tabled until the November 2004 meeting. Staff Senate members were asked to review emailed materials prior to next meeting.

IX. Announcements

- A. ECU Staff Senate Luncheon hosted by Chancellor: Thursday, October 21, 2004
Location: Mendenhall Great Rooms 2 & 3. Time 12:00 – 1:00 pm
- B. Next ECU Staff Senate Meeting: **Thursday, November 18, 2004.**
Location: Willis Building auditorium. Time: 3:30 pm to 5:00 pm

X. Adjournment

- Rebecca Bizzell thanked everyone and adjourned the meeting at 5:10pm.