**WCU Staff Senate Meeting Agenda  
January 10, 2013 (8:30-10:30 am)  
Cardinal Room (University Center)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Members** | **Present** | **Excused** | **Not Excused** |
| Tammy Ammons-Hagberg | x |  |  |
| Paula Carnes-Ashe | x |  |  |
| Michelle Cooper | x |  |  |
| Wiley Danner |  | x-Shawna proxy |  |
| Pam DeGraffenreid | x |  |  |
| Phyllis Franks |  |  | **x** |
| Patrick Hinkle | x |  |  |
| Robin Hitch | x |  |  |
| Alison Joseph | x |  |  |
| Jason LaVigne | x |  |  |
| Amy McKenzie | x |  |  |
| Gwen Nicholson | x |  |  |
| Jen Nickel | x |  |  |
| Joseph Philpott | x |  |  |
| David Rathbone | x |  |  |
| Emily Sharpe | x |  |  |
| Will Shivers |  | X – Shawna proxy |  |
| Andy Voelker | x |  |  |
| Shawna Young | x |  |  |
| Dianne Lynch (Ex-Officio Member) – David Belcher |  |  |  |
| Kathy Wong (Ex-Officio Member) | x |  |  |
| Mary Jean Herzog (Faculty Senate Chair – ex-officio) |  |  |  |
| Alecia Page (SGA President-ex-officio) |  |  |  |

1. Approval of the Meeting Agenda (Robin Hitch)

Approved

1. Approval of the Minutes of the Previous Meeting (Robin Hitch)

Approved

1. External Informational Reports
   1. Office of the Chancellor Updates (Chancellor Belcher/Dianne Lynch)

Not present

* 1. Human Resources Report (Kathy Wong, ex-officio member)
* Recent budget decisions at the federal level have reinstated the FICA deduction to its full amount. Employees will see an additional 2.2% deduction in their January paychecks.
* Effective Jan. 1 new SPA employees can choose to participate in the optional retirement plan or in the state retirement plan. Current SPA employees will not be able to switch retirement plans at this time. Those hired as of Aug. 1, 2012 have a ten year vesting time period.
* The new year for NC Flex funds began on January 1st.
* Electronic W2s will be released early next week once HR receives approval to release them. The paper W2s will be printed at the end of the month. Box 12dd will show the value of the employee’s health insurance but the amount isn’t taxable. The information release is part of the new healthcare legislation.
* The SPA salary study has been completed. Labor market adjustments have been processed for Facilities Management and Residential Living. The SPA salary study was presented to the Executive Council in November over a series of meetings. HR will present the salary study at the Chancellor’s Leadership Council this month (January). Once that is done, the information will be released to campus. Highlights: xxxxxx The Executive Council is working to establish a compensation philosophy for SPA employees and will be looking to study SPA salaries each year.
* Data has been pulled for the EPA salary study. The analysis will be presented to the Executive Council in February.
* HR can present to the Staff Senate on how positions are classified and the process for competency evaluation of employees.
* Upcoming changes in time and leave reporting are due to software upgrades from General Administration.
  1. Faculty Senate Report (Mary Jean Herzog or designee)

Not present

* 1. SGA President Report (Alecia Page or designee)

Not present

1. Sub-committee Updates
2. Governance Committee (Joe Philpott)
   1. Vote on bylaw change: extension of term limits

Review of proposed changes and vote.

Vote approved

* 1. 2013 Elections

1. HR Committee (Joe Philpott)

Waiting to see the SPA salary document once it’s available for possible recommendations to the senate.

1. PR Committee (Alison Joseph)

January newsletter has been sent out. The next newsletter will go out in March. The committee will be working to create letterhead and more formal templates for official notices and resolutions and the like. The committee will also be working to develop an orientation for new senators.

1. Resources and Environment (Andy Voelker)
   1. Resolution requiring official identification for outside vendors and contractors

The draft resolution addresses staff concern regarding individuals posing as vendors to gain access to residence halls and university offices. The draft resolution has the support of UPD.

Discussion:

Alison Joseph: Who would be responsible for furnishing vendors and contractors with campus identification?

Andy Voelker: Our initial thought is that the hiring department will be responsible for properly identifying contractors/vendors. We want the identification requirement to be flexible and not time prohibitive. It can be as simple as a license check by the hiring department. It doesn’t have to be a formally issued CatCard.

Alison Joseph: It would be good to have a consistent identification card or badge for vendors/contractors to wear.

Tammy Ammons-Hagberg: It would be good if we could create a database of vendors/contractors on campus at any given time for the UPD to refer to if employees contact UPD to check on an individual.

David Rathbone: We’ve had an instance where someone impersonated a Facilities employee to gain access to a student’s dorm room. We need a badge to issue to outside vendors/contractors that can be returned at the end of the work day.

General discussion and conclusion: The resolution should recommend that hiring departments issue contractors/vendors badges and supply UPD with a spreadsheet of vendor names each time outside companies are hired to work on campus.

Andy Voelker: It’s important to get input from others, especially departments that regularly hire outside contractors/vendors, on how best to implement this with minimal expense and interference with work.

David Rathbone: It’s important to note that this resolution supports the 2020 strategic plan.

Andy Voelker: The Committee will get input from others, fine tune the language of the resolution and bring it to the February meeting for a vote.

1. Scholarship (Amy McKenzie)

Scholarship application will be available online and paper this year. The Committee hopes to offer 2-3 $1,000 scholarships. The scholarship will be awarded by the end of March.

The yard sale date hasn’t been set yet, but based on prior years, it will probably be held in April. As soon as a date is set, the Committee will be asking for help with donations and staffing the table.

1. Internal Informational Reports
   1. Treasurer Report (Paula Carnes-Ashe, Treasurer)

$1,221.40 in discretionary fund

* 1. Parlimentarian Report (David Rathbone)

Work on the draft Conflict of Interest policy is ongoing.

* 1. Staff Assembly Report (Andy Voelker/Jason LaVigne)

Staff Assembly meeting is next week. There is strong interest in having the chairs of the Staff and Faculty Assemblies named ex-officio members of the Board of Governors. The Staff Assembly is also recommending that each university Staff Senate chair become an Ex-Officio member of the university’s Board of Trustees. (Note: David Rathbone will be attending the meeting in Jason’s place.)

* 1. Chancellor’s Leadership Council Report (Robin Hitch)

No report

* 1. Campus Master Planning (Shawna Young)

The taskforce has narrowed the 22 companies who responded to the RFP to four finalists. The finalists will be giving formal presentations on campus January 18th.

1. New Business
   1. Employee advocacy/Ombuds office – discussion

Joe Philpott: The HR Committee will be working with Mary Jean Herzog and the Faculty Senate to research how employee advocacy is handled elsewhere. Given financial realities, it’s possible that we might promote a model where a faculty member is given course release time to handle ombuds work part-time.

1. Old Business
   1. University Budget Advisory Committee Election Process (Robin Hitch)

Discussion on proposed process to elect senators to serve on Budget Advisory Committee:

Alison Joseph: A three year commitment for committee participation could be challenging for senators. A two year term of service may be more reasonable. Those interested in serving on the committee can take a year to get a better understanding of the work of the Staff Senate and university governance before serving on the committee.

Tammy Ammons-Hagberg: We could consider a 1 year term and participants the option of serving a second year.

Jason LaVigne: Since the budget review process is such an involved process, the Chancellor would probably prefer at least a two year commitment from committee members.

Robin Hitch: The staggered election works well too because then you mix experienced members and new people on the committee.

Amy McKenzie: It sounds like it’s best to keep service on the committee to a single term of two years. Is the Staff Senate chair automatically a member?

JasonLaVigne/Robin Hitch: The chair (and vice chair) is on Chancellor’s Leadership Council (CLC) and automatically has a role in the budget review process. It’s important to have broad participation in the budget review process so the chair (and vice chair) shouldn’t have double representation on but the CLC and the Budget Advisory committee.

Amy McKenzie: So let’s add language to the proposal that we’ll have three representatives serve two year terms and we’ll hold staggered elections.

David Rathbone: We should consider including language that committee participants should come from different departments/divisions/ HR classifications. It’s important to have fairness and equal representation on this committee.

*General agreement on David’s recommendation.*

General Discussion:

The Staff Senate will vote on membership for the Budget Advisory Committee at the same time new senators arrive and vote for new leadership for the Staff Senate. New senators will be allowed to begin attending meetings once they are elected but not vote on general senate business until their term begins in July. Orientation for new senators will include information on the responsibilities of Budget Advisory Committee members.

General Discussion: Staff Senate membership and refilling Suzanne Baker’s seat. General agreement that we should try to find the runner up from Suzanne’s election year and see if that individual can finish Suzanne’s term.

Amy McKenzie: Should we allow people to serve more than one term on the Budget Advisory Committee?

General Discussion: Discussion on the pros and cons of prolonged membership of same individuals on the Budget Advisory Committee. It’s important to keep classification and division/department diversity on the committee. There’s also concern that the senate doesn’t want people to feel compelled to serve two terms. There’s the additional concern that if individuals serve two terms there’s a strong possibility of serving the last year of second term once they’ve rotated off the senate.

Question: Do we want to include language on how committee will be appointed if no volunteers?

General Discussion: Yes, the Staff Senate chair will appoint members.

* 1. WCU Suggestion Box – Update (Robin Hitch/Mary-Jean Herzog)

Continuing to gather information from various areas to respond to suggestions.

Adjourn: 10:35

Next Staff Senate Meeting:

8:30 – 10:30 February 14, 2013

UC Cardinal Room