**WCU Staff Senate Meeting Agenda  
January 8, 2014 (8:30-10:30am)  
Cardinal Room (University Center)**

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| **Members** | **Present** | **Excused** | **Not Excused** |
| Marty Brow (proxy for vote: Andy Voelker) | X |  |  |
| Brian Buchanan | X |  |  |
| Pam Buchanan | X |  |  |
| Sarah Carter (proxy: Jen Nickel) |  | X |  |
| Jennifer Cooper (proxy: Jen Nickel) |  | X |  |
| Michelle Cooper | X |  |  |
| Pam DeGraffenreid (proxy: Michelle Cooper) |  | X |  |
| Patrick Frazier (proxy for vote: Andy Voelker) | X |  |  |
| Patrick Hinkle | X |  |  |
| Robin Hitch | X |  |  |
| Amy McKenzie | X |  |  |
| Gwen Nicholson |  |  | X |
| Jen Nickel | X |  |  |
| David Rathbone | X |  |  |
| Carrie Shuler (proxy for vote: Amy McKenzie) | X |  |  |
| Andy Voelker | X |  |  |
| Brian Wood |  |  | X |
| Dr. David Belcher (Ex-Officio Member) | X |  |  |
| Kathy Wong (Ex-Officio Member) | X |  |  |
| Leroy Kauffman (Faculty Senate – ex-officio) | X |  |  |
| Colton Overcash (SGA – ex-officio) | X |  |  |

1. Approval of the Meeting Agenda (Robin Hitch)
   1. Approved
2. Approval of the Minutes of the Previous Meeting (Robin Hitch)
   1. Approved
3. External Informational Reports
   1. Office of the Chancellor Updates (Chancellor Belcher)
      * 1. Provost: New Provost starting next Wednesday. Dr. Lofquist will be staying on with WCU until mid-February.
        2. Dr. Belcher recommended inviting Dr. Morrison-Shetlar to attend one of our meetings. Her biggest priorities once she arrives at WCU will tenure and budgets.
      1. 125th: Kickoff is two weeks from tomorrow (23rd). All information about the 125th celebrations are on the website. The big event will be in August. Branding help is available (125th in a Box) to help people brand their events to the theme.
      2. No current news on salaries.
      3. Board of Governors meeting: There is a large agenda planned.
         1. Tuition and fees: Has to be adopted by all trustees. Anticipating a lengthy policy discussion on it.
         2. Budget and finance: (Dr. Belcher serves on this committee) February board meeting will include a vote on tuition and fees.
         3. President Ross asked schools to not raise tuition for in-state students, and no schools are. However, it was mandated that out of state tuition be increased. There are two tiers to this plan. There will be a push to have them rescind that ruling as it could impact out of state enrollment.
         4. Fees: health expenses are growing rapidly (both health services and psychological/counseling) and this is rising across the country. More money is needed for more employees to address these needs and provide services.
         5. System legislative agenda: The short session will focus on budgets and there is not a lot of time to talk about other items, but salary could/should be on that list. The Chancellor commented on the tasks of several committees (Educational Planning Committee, Personnel and Tenure Committee, etc.)
         6. Annual Enrollment Report: We had the largest number and percentage increase in the state. Our numbers are up in this spring from last spring as well. The first big indicator of our retention rate will be how many students come back in the spring semester.
         7. Athletics Report (more on BOG agenda): We look very good. They look at Academic Progress for student athletes and we meet all of the minimum standards.
         8. Mission Review: All universities are revising their missions. For WCU, it was about wording who we are. Other universities decided to keep what they had, some changed theirs significantly. When a university adds a doctoral program, they will have to change their mission statement each time.
         9. Academic issues are front and center in GA right now and for that reason, all deans are being taken to the next BOG meeting.
         10. Discussion:
             1. Marty Brow: If they raise the tuition for out of state students, will the money go into a general fund?
             2. Chancellor Belcher: Yes, I think it will be used to balance the budget. There is a feeling in the state that out-of-state students are not charged enough.
             3. General discussion on merits of increasing out-of-state tuition, different states’ ways of handling a similar problem.
             4. Robin Hitch: Once you have lived here as a student for a year, are you considered a resident?
             5. Chancellor Belcher: No, I think the rules are significant; living here does not count as residency.
             6. Leroy Kauffman: There are ways for graduate students to qualify for in-state tuition.
             7. Chancellor Belcher: There are several institutions that are coming close to the limit for the number of incoming freshman that are out of state (this is a big deal as there are severe penalties for going over the limit).
             8. Michelle Cooper: The terminal degree for psychologists is now a doctorate, will that impact WCU and could it become an opportunity to create a higher degree here?
             9. Chancellor Belcher: I have heard of this. I have spoken to Dr. Ross about this and he is aware of the issue. I do not think that PhDs are in our immediate future at this time.
             10. Leroy Kauffman: How does the out of state enrollment rule affect athletics?
             11. Chancellor Belcher: They have to follow the same rules, student athletes are not exempt.
             12. General discussion on the topic of out of state students.
             13. Amy McKenzie: I think we were confused about the parking changes that the BOT had voted on. Which tiered plan has been decided?
             14. Chancellor Belcher: Tiered based on salary was agreed upon. I will determine that for sure.
             15. Amy McKenzie: We were very happy that the tiered plan was voted upon.
             16. Chancellor Belcher: Best practice is actually the location-based, but we are comfortable with the salary.
             17. Amy McKenzie: I would like to see more involvement with the sustainability committee and other options in future parking discussions.
             18. General discussion on sustainability options with regard to parking.
             19. Amy McKenzie: It sounds like our staff forum (with two shifts) will happen in April to give the new provost time to get settled in.
             20. Chancellor Belcher: Budget Advisory Committee outline/schedule has been finalized as of 5:00pm yesterday. There will be a website online soon. All information will be posted there, in plenty of time for each upcoming meeting.

The way that I had envisioned the budget advisory committee was a committee that met in September and throughout the year. They would also invite individuals to come and discuss issues, policies, etc. I think the momentum for these meetings should originate with faculty/staff senates and the SGA.

* 1. Human Resources Report (Kathy Wong)
     1. W-2s: They are ready to be released. Once GA approves them, they will be out (hopefully by Friday of this week).
     2. New NCFlex year, your new accounts are available.
     3. Working on new grievance policy, effective March 1. This is one policy for the whole UNC system. This includes mandatory mediation.
        1. Robin Hitch: Will the mediation include the ombudsperson?
        2. Kathy Wong: That is something to be discussed, as the impartiality of that position is important.
        3. Leroy Kauffman: If it’s a faculty/staff issue, which policy does it fall under?
        4. Kathy Wong: The policy of the grieving party is the policy it falls under.
        5. Andy Voelker: How does that work for SPA/EPA staff?
        6. Kathy Wong: This will be for SPA and there is a parallel policy for EPA non-faculty.
        7. General discussion on process and differences between SPA/EPA non-faculty/faculty policies.
     4. Opt-out: New process for employees to provide emergency contact policy. When you log into MyCat, there will be a question that you have to respond to for emergency notifications.
        1. Chancellor Belcher: In the past it has been opt-in, but that is not best practice.
        2. Brian Buchanan: Since I have been here, we have had one exercise that was very serious. In that exercise, my team opened the campus and closed the campus. I know that in each building, there is a designated person responsible for the building.
        3. Chancellor Belcher: The policies like this for each campus keep evolving. And these exercises expose the holes in such policies. We are working on finding best policies and practices.
        4. General discussion on previous experiences and policies.
     5. January paychecks: we always encourage you to check your deductions.
     6. Will be sending out Universal Availability Notice soon concerning the supplemental retirement account.
     7. No updates on salary adjustment fund.
     8. Made an offer on the Director of Employee Relations to Dr. Rusty Martz. He is from UNCA and will be starting on February 1, and could be a regular presence at future staff senate meetings and/or HR subcommittee meetings.
     9. Discussion:
        1. David Rathbone: Some of my coworkers had forgotten to turn their NC4 in
        2. Kathy Wong: They still have time to turn those documents in. and you can change that anytime you want (each payroll cycle).
        3. Leroy Kauffman: If they did not change their NC4, they will automatically be put into single, 0. If they want something different, they will need to turn the document in.
        4. Pam Buchanan: Please remind us about the new health plan.
        5. Kathy Wong: This is the first year that the plan is on a calendar year, so everything has reset and it’s a new state health plan year, new deductibles, etc.
        6. Colton Overcash: Can you discuss the new health care bill and how that affects students?
        7. Kathy Wong: We are not hearing anything right now. The employer mandate has been backed up to January 2015. I think there will be more updates this year.
        8. Pam Buchanan: I went to a meeting in December with BCBS. As long as the health plan we have on campus is available, it looks like that option will be covered/acceptable to the ACA. If you do not purchase the student health plan or are not covered by your parents, you can purchase it off of the exchange through BCBS. North Carolina has not setup an exchange.
        9. Kathy Wong: I have seen some states that have setup exchanges with some interesting plan offerings.
        10. General discussion on ACA plan offerings, etc.
  2. Faculty Senate Report (Leroy Kauffman)
     1. First meeting is later this month.
     2. No other updates, no meetings since end of semester.
  3. SGA President Report (Colton Overcash)
     1. Social Media initiative passed through the senate, will be working on that after the break ends. Looking to work with IT on that idea.
     2. Looking at lost and found centralization.
        1. Michelle Cooper: This had been discussed. The university police office serves as the central lost and found on campus.
        2. Robin Hitch: Maybe we just need to promote that.
        3. Kathy Wong: Is there a protocol for a lost item?
        4. Michelle Cooper: I know that for cell phones and other similar items there is a process.
        5. David Rathbone: They have a central place at university police and most dean’s offices have a box for lost and found, and they might not know that the central one exists.
        6. Robin Hitch/Marty Brow: We probably need a written policy from University administration.
        7. Brian Buchanan: The housekeeping process is to turn items into Jean Andrei and then she keeps them for a certain amount of time and then turns it in to university police.
        8. Leroy Kauffman: When I was in the dean’s office, we kept items. Anything with identifying information, we called the student and alerted them.
        9. Michelle Cooper: It is helpful to have the awareness of where items could/should be.
        10. Marty Brow: The benefit of the university police serving as the central location is that they are never closed.
     3. We realized that student organizations have not utilized university resources as much as they should. Working to encourage groups to use these resources.
     4. We recently performed an internal audit to measure productivity of the SGA.
     5. We will be holding a dining services forum to bring students and dining services together to work together. Faculty and staff are welcome to attend.
        1. Robin: Please send dates of upcoming events and we can help promote those events.

1. Sub-committee Updates
2. Governance Committee (David Rathbone)
   1. Term extension discussion: this was for individuals that will agree to extend their time.
      1. Last year, the vote was passed to extend terms to three years. After last year’s elections, we did not determine who would be serving 2 and 3 year terms.
      2. In addition to voting in new senators this year, we will ask for some volunteers to extend their terms in order to balance elections next year.
      3. Andy reviewed the individuals who have volunteered to extend their terms from the professional category (Pam DeGraffenreid and Michelle Cooper).
         1. The Senate decided that Pam DeGreffenreid, Michelle Cooper and Brian Buchanan will each extend their terms of service by one year.
         2. General discussion on how to recommend individuals for senate positions, non-members attending meetings, etc.
         3. Pam Buchanan: Do you think sometimes it’s a matter of semantics? It is awkward to nominate myself, but it’s less awkward to state my intent to serve.
   2. Elections: Shawna has a lot of the election information on the sharepoint site, and David will be looking into that very soon. We should have meetings very soon to discuss elections.
3. HR Committee (Pam DeGraffenreid/Michelle Cooper)
   1. No report. Pam could not attend.
4. PR Committee (Jen Nickel)
   1. Current focus is planning the Staff Forum and getting it on Dr. Belcher and Dr. Morrison-Shetlar’s calendars.
   2. Robin will email Terry and Anne to determine a date. Currently looking at the second week in April.
   3. January newsletter coming out soon, focusing on diversity with a message from James Fenton from Intercultural Affairs.
5. Resources and Environment (Andy Voelker)
   1. Vote on dissolution of Resources and Environment Committee:
      1. There is very little for the committee to work on specifically and requests are few and far between. Andy explained the bylaw change to remove the committee.
      2. Andy reminded the senate that this will change committee structure moving forward.
      3. The senate voted to dissolve the resources and environment committee.
         1. David Rathbone: Can we get the most recent version of the bylaws with current changes listed online?
         2. Robin Hitch: Yes, we will get those online.
      4. Changes to committees:
         1. Robin Hitch: Now serving on PR
         2. David Rathbone: Now serving on Scholarship
         3. Andy Voelker: Now serving on PR
         4. Patrick Hinkle: Now serving on HR
         5. Andy will get in touch with remaining members.
6. Scholarship (Marty Brow)
   1. Update on ornaments (will give update next month)
   2. Working on several goals for the year:
      1. Working with the Jackson County Arts Council
      2. Planning a cookie sale
      3. Looking at ordering ornaments for 125th by Jan/Feb
      4. Also looking to inspect and repair popcorn machines
      5. Looking into Mountain Heritage Day booth
   3. Marty needs volunteers to help with these initiatives
   4. Yard sale will be coming up soon
7. Internal Informational Reports
   1. Treasurer Report (Pam DeGraffenreid)
      1. Not present.
   2. Parliamentarian Report (Andy Voelker)
      1. Nothing to report.
   3. Staff Assembly Report (Andy Voelker)
      1. Nothing to report.
   4. Chancellor’s Meeting Report (Robin Hitch)
      1. Nothing to report.
8. New Business
   1. Encouraging attendance for Sylva SEANC meeting
      1. 30 people are needed before they will come here to hold a meeting.
      2. Patrick Hinkle: Are they wanting to discuss something specifically?
      3. Robin Hitch: They wanted to discuss recent changes in the legislature.
      4. Patrick Hinkle: Could we combine with it the forum?
      5. Robin Hitch: I don’t know that they will come to campus.
      6. Michelle Cooper: Robert Orr was very involved in SEANC in years past.
      7. Robin Hitch: Part of what we know is that they will lobby for is salary.
      8. General discussion on how to get people to attend, what the rules are and whose responsibility it is. Robin will contact SEANC and get information to pass onto Laura Sellers, the staff member that brought this to the senate’s attention.
   2. Volunteer(s) to write form letter for new senators
      1. We want two: one for supervisor and one for senator. (Brian Buchanan and David Rathbone volunteered to help)
      2. David Rathbone: Would Jayne Zanglein be able to help with that?
      3. Robin Hitch: I have a meeting with her today, I will ask her.
   3. Picking dates/times for moving items to new senate office
      1. David Rathbone: Shawna has files that need to be moved.
      2. Robin Hitch: Will send out information about time to move.
   4. Additional discussion:
      1. Pam Buchanan: If anyone in your area is interested in flyers for flu prevention, let her know.

Next Staff Senate Meeting:

Wednesday February 12, 2014 8:30am-10:30am

UC Cardinal Room