**WCU Staff Senate Meeting Agenda  
October 9, 2013 (8:30-10:00am)  
Cardinal Room (University Center)**

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| --- | --- | --- | --- |
| **Members** | **Present** | **Excused** | **Not Excused** |
| Marty Brow | X |  |  |
| Brian Buchanan | X |  |  |
| Paula Carnes-Ashe |  | X |  |
| Sarah Carter |  | X |  |
| Jennifer Cooper | X |  |  |
| Michelle Cooper |  | X |  |
| Pam DeGraffenreid |  | X |  |
| Phyllis Franks |  | X |  |
| Patrick Frazier |  | X |  |
| Patrick Hinkle | X |  |  |
| Robin Hitch | X |  |  |
| Amy McKenzie | X |  |  |
| Gwen Nicholson |  | X |  |
| Jen Nickel | X |  |  |
| David Rathbone | X |  |  |
| Emily Sharpe |  | X |  |
| Carrie Shuler |  | X |  |
| Andy Voelker | X |  |  |
| Brian Wood | X |  |  |
| Melissa Wargo (Ex-Officio Member) – David Belcher |  | 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 or designee) (unable to attend)
      1. Not present.
   2. Human Resources Report (Kathy Wong and Matt Brown, Senior Benefits Consultant)
      1. The state health plan is a on calendar year now. Open enrollment is underway (October 1-31). Matt presented overview of the three plans. They have heard lots of feedback, some of the most important include using Internet Explorer. Individuals will need to remember their username and password. HR does not have access to the password, individuals have to go online and reset their password or call 855-859-0966.
      2. Everyone is defaulted to the 70/30 plan. There are new rules with reimbursement, deductibles, etc. (especially with the new plan). HR is encouraging everyone to go out and research them all (especially the consumer directed plan).
      3. Discussion
         1. Amy McKenzie: We can change at the end of the year right?
         2. Matt: Yes, in the fall of 2014, not this coming January.
         3. Amy: We are going to have information in the newsletter about staff members going to the on campus health center for some screenings, etc.
      4. The 80/20 plan has been $22.66 every month in the past. Now it will be $63.56 per month. The wellness activities will affect that. The 80/20 plan offers up to 50 dollars in reductions if you complete the wellness activities. This means that you could pay $13.56 a month for that plan. The Wellness Activities are not required, they are elective.
         1. Robin Hitch: How does marking “don’t know” on the assessment affect the reduction?
         2. Matt: It does not; the key is just completing the assessments: Smoking, health assessment and identifying a primary care physician.
         3. Brian Buchanan: I have heard that several people are suspicious of these answers, concern that they will be used against them (if they smoke, if they have high cholesterol, etc).
         4. Matt: We have not been told that it will be used negatively against people. When you into the system, you will see that the state health plan has a lot of that information already.
      5. The consumer directed plan has the lowest premiums (if you complete the wellness activities, it ends up being a zero balance). There is a rate calculator online, be sure to mark yourself non-contributory so that the calculator works correctly. Be sure to go to the website for more information.
      6. Matt discussed questions and concerns that have popped up during training sessions.
      7. General discussion on the Affordable Health Care Act in comparison to the State Health Plan options. The goal across the board is for people to look at their healthcare more seriously and more carefully.
      8. Important changes to pay attention to with NCFLEX, including changes to the available vision plans, terms life and others.
      9. HR can give assistance with enrollment process, people can call HR to schedule a meeting.
      10. Kathy: Updates on the Salary Adjustment Fund. We did have the opportunity to put a request in for that fund. That fund has $7.5 million dollars, and they have received requests totaling $20 million. We are hoping to hear something back in the month of November. WCU’s request totaled 868,000 dollars.
      11. Government Shutdown: we are monitoring that daily. The Contracts/Grants office is in routine contact on this issue and looking at it month by month as some students and employees are paid out of federal funds.
   3. Faculty Senate Report (Leroy Kauffman)
      1. Faculty Senate is off to a smooth start. Collegial review process (promotion, tenure documentation, etc) is the biggest focus right now.
      2. Currently working to get faculty hearing/grievance processes changed/updated in the Faculty Senate bylaws by the end of the year. They are working with legal counsel on that.
      3. At the state level there is a lot of work being done on General Ed and Liberal Studies with a focus on continuity. There are some UNC-wide committees that have gathered feedback on that topic. Erin McNelis is WCU’s representative on that group.
      4. Discussion:
         1. Amy McKenzie: Have you received any feedback regarding the Ombuds position?
         2. Leroy: Not currently. People are still learning about the position and what it does. There is a lot of excitement about the position being established and supported.
   4. SGA President Report (Colton Overcash or designee)
      1. Not present.
4. Sub-committee Updates
5. Governance Committee (David Rathbone)
   1. Working on Employee Assistance Fund
6. HR Committee (Pam DeGraffenreid/Michele Cooper)
   1. Not present.
7. PR Committee (Jen Nickel)
   1. October newsletter out soon. Working on the November issue.
   2. Working on the logistics of a service project for the Community Table.
8. Resources and Environment (Andy Voelker)
   1. Met with Lauren Bishop, she gave a presentation on the SEF. The committee looked it over. Their plan is very detailed in terms of implementation and how the money will be used. They have representation from across the campus.
   2. It is important that we vote on our official support of this plan.
      1. Not enough representation to vote this morning.
   3. Discussion:
      1. David Rathbone: Will there be senator representation on that board?
      2. Andy: They said that there will be staff members on there.
      3. General discussion on student buy-in and participation.
      4. Amy McKenzie: What about a line in the resolution that shows that students are in support of it?
      5. Andy: We included a line in the resolution that states a mechanism for staff to give to the fund (in an effort to show staff support for students).
      6. Leroy: The same request came to Faculty Senate. We saw it last spring. The goal last year had been to get at least 50% of student support and it had not.
      7. Amy: Lauren mentioned that it had taken several tries at other schools as well.
      8. General discussion on the cost structure in previous presentations.
      9. Marty: So the students will have another vote? Will we support that before or after the students vote?
      10. Robin: We will need to vote on it. We will put it online. Andy will get all of the information on Sharepoint for senate review. The information he received is very detailed.
9. Scholarship (Marty Brow)
   1. Marty is now the committee chair.
   2. The committee is currently working on ornaments. Amy is going to help with that process. We may have more competition on ornaments for sale this year as there are two other groups selling them.
   3. Working with the Jackson County Arts Council, meeting with them soon.
   4. Brian Buchanan had the idea of selling drinks/cotton candy at Mountain Heritage Day. Brian Wood working on getting information for next year so planning can begin.
      1. Brian Buchanan: It is also important to consider Valley Ballyhoo, and other events as well. How would we get money if we wanted to buy a cotton candy machine or something similar?
      2. Robin: We have money that could be used to buy those things, including drinks if we voted on it.
10. 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.
       2. Meeting next week.
    4. Chancellor’s Meeting Report (Robin Hitch)
       1. Dr. Belcher had wanted to attend, but he is out of town.
       2. Robin discussed the campus safety resolution that we passed. Chancellor Belcher mentioned a system-wide study that is currently happening.
          1. Kathy: On the main UNC website, there is a taskforce listed for safety and risk assessment. The initiative is picking up steam.
       3. Campus security training and policy changes that are taking affect with the CLERY coordinator.
       4. They also discussed attendance of the Senate due to issues with supervisors. Chancellor Belcher asked Robin to write up something that he could support and send to supervisors.
          1. Amy: Could we see if a one hour meeting instead of a two hour meeting would work better for people? We could also post more items online.
          2. Robin: We will look into those options.
11. New Business
    1. 125th Anniversary planning meetings
       1. David is serving on the committee. He has suggested taking the parade float to other area parades to promote the 125th anniversary. There will be a tour of landmarks on campus as well. He is working on getting a service project together to get Joyner Plaza/Moore cleaned up before the tour.
       2. There will also be stickers that will put on campus vehicles with information about the 125th anniversary. “Climbing new heights” is the new motto.
       3. There will be a lot of merchandise available. David is working to get the sSnate involved as much as possible.
    2. Chancellor/Chief of Staff Attendance: what do we want them to discuss?
       1. When he attends the Faculty Senate meetings, he discusses the budget. Do we want to hear that or something else?
       2. Leroy: What he talks about at the Faculty Senate is usually prompted by previous questions from the Senate. He is very responsive.
       3. Amy: Generally I would like to know if there are decisions coming up that we could be a part of, just as a reminder ahead of time so that we can know we need to be available. As well as any thoughts on the Ombuds and the new HR position in Employee Relations (note from Kathy: a very large pool of people have applied for the Employee Relations position. Goal is to have someone end by the end of the year).
    3. Senate participation on Budget Advisory Committee
       1. Meets in January and then more times in the spring semester, looking for a volunteer for the third slot.
       2. Will put this information online to get volunteers.
    4. Filling empty Senator positions and discussing term length of new senators
       1. David talked to Pam Buchanan and Kristen Crosson about the opportunity.
       2. Both of them were very interested, but Kristen is too busy.
       3. We will be officially asking Pam Buchanan to join the senate.
    5. Fall Planning Retreat for next Staff Survey: Beginning of Thanksgiving Break or in December
       1. Will be discussed at next meeting.
       2. Amy: We need to see when Dr. Wargo is available so we can get it on her calendar.
    6. Staff Senate Forum: planning for spring
       1. We want to have it in spring so that the new Provost can attend.
       2. Amy: It would be good to have two times for the event to reach staff members who work different shifts.
    7. Provost Candidate Meetings – giving feedback
       1. Distributed feedback forms.
12. Old Business
    1. Staff Senate Subcommittees – Possible Reorganization
       1. Andy Voelker: Committees have limited number of members. The issue boils down to not having a lot of members across the senate. Something we need to consider.
       2. Robin Hitch: The university has grown and we need to include more people.
       3. David Rathbone: At next week’s assembly meeting we will ask other senators from across the state how their membership is determined.
       4. Kathy Wong: I do not remember how the percentages were determined and how the number is established.
    2. Employee Emergency Assistance Fund
       1. Moving to the next meeting. The senate will probably vote on the wording changes online.
13. Taking new Staff Senate pictures, group & individual: 10:15am-10:30am at the Alumni Tower
    1. Rescheduling the group shot.

Next Staff Senate Meeting:

Wednesday November 13, 2013 8:30am-10:30am

UC Cardinal Room