**WCU Staff Senate Meeting Agenda  
December 11, 2013 (8:30-10:30am)  
Cardinal Room (University Center)**

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| **Members** | **Present** | **Excused** | **Not Excused** |
| Marty Brow | X |  |  |
| Brian Buchanan | X |  |  |
| Pam Buchanan | X |  |  |
| Sarah Carter | X |  |  |
| Jennifer Cooper | X |  |  |
| Michelle Cooper | X |  |  |
| Pam DeGraffenreid | X |  |  |
| Patrick Frazier |  | X |  |
| Patrick Hinkle | X |  |  |
| Robin Hitch | X |  |  |
| Amy McKenzie | X |  |  |
| Gwen Nicholson (proxy: Jen Nickel) |  | X |  |
| Jen Nickel | X |  |  |
| David Rathbone | X |  |  |
| Emily Sharpe |  | X |  |
| Carrie Shuler | X |  |  |
| Andy Voelker | X |  |  |
| Brian Wood (proxy: Andy Voelker) |  | 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. Cullowhee fire. There is an FAQ website, please direct people there for the most updated information. Work continues on the investigation on the building and updates are being posted on the website. We are working with the business owners and keeping them apprised of the situation.
      2. No updates on the salary situation.
      3. Board of Trustees Meeting: Reported to them that he is working hard to develop relationships off campus (including elected officials, alums, etc.). It was decided this fall that we would focus on specific members of the House and Senate (some have come to campus to visit). Already met with several of them. The focus of these discussions is salaries and the status of older buildings on campus. Also working on relationships with friends and alumni by reinstating a type of “Get Acquainted Tour”. This tour includes key locations in North Carolina and many outside the state. (The Chancellor discussed several alum that live in Florida and meetings that have reconnected them to WCU.)
         1. Discussion:
            1. Leroy Kauffman: Who travels with you on these tours?
            2. Chancellor Belcher: Susan (Belcher) does mostly, Jim Miller and Marty Ramsey from Alumni as well. One of our focuses right now is building alumni association cohesion.
            3. David Rathbone: At the last Assembly meeting, I discussed the Governor’s Award with several people and how we should consider the possibilities of that for WCU.
            4. Kathy Wong: The winners for three of our WCU awards automatically become the nominees for the Governor’s Award. So we have 3 every year.
            5. David Rathbone: Are there 5 categories for the Governor’s Award?
            6. Kathy Wong: There are several, cannot remember how many.
            7. Carrie Shuler: (To Chancellor Belcher) In reference to the meeting that we are working on setting up between my department and yours: Several of my staff are very excited about that opportunity. It has also been suggested that maybe Kathy should attend as well.
   2. Human Resources Report (Kathy Wong)
      1. Currently working on early December payroll processing.
      2. Also worked on the new state tax withholding forms. Thank you to the key contacts around campus that helped gather that information. This was very important as they state changed the laws regarding this process.
      3. There is also still time to elect to get the electronic W2. It is good to do as you can get the W2 a couple of weeks earlier.
         1. Discussion:
            1. Leroy Kauffman: It is important to remind people that they can do the NC4 throughout the year, at any time. There is a severe penalty for underwitholding if you do not report it correctly.
            2. Pam Buchanan: If you have elected to have the electronic W2 in the past, do you have to do it again?
            3. Kathy Wong: No, you can get it electronically every year if you have elected once, and you can always double check it in MyCat.
      4. Annual enrollment for state health plan and ncflex is over. Overall that went very well.
      5. We are closing for the holidays at 5pm on Friday December 20th. Payday will be on the 23rd (as set by the state controller’s office).
         1. Discussion:
            1. Leroy Kauffman: are we getting any closer to being able to update NC4 paperwork online?
            2. Kathy Wong: I would say that it has not been an active conversation this year with the other initiatives that have been going on. The Payroll office is hesitant to open that up yet.
            3. Leroy Kauffman: Why are they hesitant about it?
            4. Kathy Wong: We are not sure if the proper setup has been completed in Banner. I will bring it up to my staff again and see where it stands.
            5. Chancellor Belcher: I think there are several things that we need to “electronify”.
            6. Brian Buchanan: Who do I go see about giving back to the scholarship fund as I received it when I was a student? I would like to do it out of my paycheck.
            7. Kathy Wong: That will start with the Development office. They can setup your payroll deduction.
            8. Pam Buchanan: How is the SmartTime transition going? Has it been successful, helpful, etc?
            9. Kathy Wong: Some of the responsibility for processing payroll and time has been relieved with the new system. It is going very well. Sometimes there are paper timesheets in situations where it cannot be avoided.
            10. Chancellor Belcher: There is pressure on the GA from the legislation to centralize (shared services) several functions across the state. He mentioned several systems that are in that discussion. This is a continued dialogue.
            11. Amy McKenzie: From the end-user point of view, it is definitely easier as it takes less time. And we appreciate all of your work (Kathy and your team) on the process.
            12. Pam Buchanan: It is also easier on the approval side, easier to read and understand. Is there anything we can do to help you?
            13. Kathy Wong: Not right now. Rhonda and Anne do a great job and I appreciate everyone working with them on this process.
            14. Kathy Wong: I think we have one of the best Staff Senates in the system and I have watched it grow over the last 18 years. And I want to compliment this group and the time you allow me to have in your meetings.
   3. Faculty Senate Report (Leroy Kauffman)
      1. Faculty are focusing on finals right now.
      2. Last meeting we were working on some bylaws changes in reference to faculty grievances and promotion/tenure. It is an involved process as some of it has to go to GA for approval.
      3. There has been buzz around the Core Compentencies discussions. Erin McNelis is our representative in those discussions.
      4. Also working on updating the Academic Standing Policy. We are working on getting our bylaws in standing with those of GA.
      5. Next meeting is in January, didn’t have one for December.
         1. Discussion:
            1. Robin Hitch: When are grades due?
            2. Leroy Kauffman: Usually the Monday after finals.
            3. Amy McKenzie: 48 hours after finals is the technical date, and Monday is the drop-dead date.
            4. Amy McKenzie: Has the A+ resolution come to you yet?
            5. Leroy Kauffman: Not yet. But I think we will probably see it in January or February.
   4. SGA President Report (Colton Overcash or designee)
      1. Could not attend.
4. Sub-committee Updates
5. Governance Committee (David Rathbone)
   1. **Vote on bylaw change (to increase senate membership)**
      1. Andy reviewed the calculations for the growth of the Senate. The actual bylaw change will show the percentage rather than a number of senators. It also includes a change to the statement about probationary time (changing language to 6 months specifically).
         1. Discussion:
            1. Leroy Kauffman: Is it assumed that a fractional representative is rounded up?
            2. Andy Voelker: It is.
            3. Leroy Kauffman: I would recommend changing that specifically in your bylaws.
            4. Amy McKenzie: Is there a cap on the number of senators at these other schools?
            5. Andy Voelker: Not that we know of.
            6. Amy McKenzie: Then we do not need to add that language.
            7. Michelle Cooper: how do we need to change the language to reflect that rounding?
            8. General discussion followed about maintaining membership and being strict about attendance to solve the problem of membership. Taking an oath, issues with attendance, etc.
            9. Pam Buchanan: What was the motivation to increase the membership?
            10. David Rathbone: We want to build up our committees, etc.
            11. Kathy Wong: To my memory, any staff member could serve on any committee and not be a senator.
            12. Andy Voelker: It is actually only scholarship that can do that.
            13. Michelle Cooper: the other thing is that this has been a fixed number since the beginning, even though the campus has grown. And this allows for more leadership positions for our WCU staff members. Also, the survey showed that many of our constituents did not know who we were or what we did.
            14. Carrie Shuler: Over the years I have heard more and learned more about the senate and I think others are the same way.
         2. Wording was added to reflect the rounding.
      2. Vote on bylaw change.
         1. The bylaw changes were approved. (unanimous vote)
         2. Quorum was met with two proxies.
         3. Discussion:
            1. Leroy Kauffman: on the faculty senate, each senator is required to be on a council, but other faculty are brought in to attend. Specific faculty are asked to serve outside of the senate.
            2. Robin Hitch: We could advertise that in our newsletter, etc.
            3. General discussion on encouraging other staff members to attend subcommittee meetings.
            4. Pam DeGraffenreid: It would be good to invite retired staff to meetings to contribute.
            5. David Rathbone: I think we should push for that, even having some be ex-officios on the senate.
            6. General comments on importance of growth.
6. HR Committee (Pam DeGraffenreid/Michelle Cooper)
   1. Met with Dr. Wargo to get her suggestions on the next survey. She gave lots of suggestions and recommendations.
   2. Michelle completed more updates to the survey. We will focus on it more at the retreat.
      1. Learned about more way to strengthen the survey. Discussed the idea of including it in the newsletters. Also made a suggestion about including a periodic “Did you know” on the website. Lots of ideas were discussed.
      2. There are different ways to approach it while preserving trend data. She did suggest making it shorter.
      3. Also suggested getting away from statements that including “feelings” go for stronger words. Language and structure have been adjusted according to her recommendations.
      4. Informed consent: She said that our statement on the survey made it ok for us to share the entire thing to anybody. But if there were comments that specifically referenced a person, we could redact those items from the qualitative comments.
      5. Survey has been updated in qualtrics and just needs some final tweaking.
      6. Discussion:
         1. Marty Brow: I think the changes already make it easier to complete and I know that I feel motivated to fill it out.
         2. Pam DeGraffenreid: Melissa also said that it would be good to focus on things that we can change.
         3. Marty Brow: It will be important to get the word out that this is coming to our constituents.
      7. Michelle Cooper: update on IT Advisory Committee
         1. Jolene Elkins recognized the importance of the survey on training and university business processes.
      8. Printed copies of the survey were distributed so everyone can review them before the retreat.
      9. Discussion:
         1. Pam DeGraffenreid: Has information on the admin mentoring group been presented to the Executive Council?
         2. Kathy Wong: There is a meeting coming up next Monday that will be a great time to bring this up.
7. PR Committee (Jen Nickel)
   1. December issue of newsletter coming out soon. Focusing on giving back (scholarship, donations of time and resources to local agencies)
   2. Plan to start working on the Forum after our new Provost gets settled in next spring.
   3. Looking forward to the retreat next week (18th) (providing snacks)
      1. David Rathbone: We should mention elections in the next newsletter.
      2. Andy: We can do all of that with today’s vote.
8. Resources and Environment (Andy Voelker)
   1. Parking is the only thing on our agenda. Have not heard back from Robert Edwards.
      1. Andy Voelker: David, have you heard anything?
      2. David Rathbone: There is the Phil Cauley plan and the salary plan.
      3. Kathy Wong: When this takes effect, it will be for the fiscal year.
      4. Carrie Shulter: They passed the salary-based plan.
      5. The statement was found online confirming the vote on the plan.
9. Scholarship (Marty Brow)
   1. Contact Marty or Jayne about getting Ombuds poster if you need it.
      1. Robin: If you have a department that would like her to have an information session, Jayne can come speak to a group.
   2. Update on ornaments: Marty can come sell them at your department Christmas party, etc. They have been sold at the football games and other events. They are now setup to be sold at the Hard Candy Christmas event and possibly Lights and Luminaries.
   3. Yard sale is coming up soon, more information to follow.
   4. Been working on the possibility of a golf tournament. Working with David Rathbone.
10. Internal Informational Reports
    1. Treasurer Report (Pam DeGraffenreid)
       1. Pam reported on the total amount that has been brought in this year.
    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. No meeting with Chancellor, but did meet with BOT.
       2. Sold 10 ornaments at BOT meeting.
11. New Business
    * 1. General update on IT updates:
         1. Robin Hitch: Email will be changing soon.
         2. Andy Voelker: The email task force is looking at different email systems. IT is needing to upgrade the current email environment over Christmas break. There should not be any noticeable differences except for the web-based email. The web interface will look more like desktop version.
    1. Retreat: December 18 1pm-4pm. HHS Room 216
       1. Snacks will be provided by the PR committee
    2. Information about central lost and found
       1. Robin: There is one. We need to advertise it in the newsletter (Amy brought it up originally). It is located at the University Police.
    3. Potential office for Staff Senate
       1. David: Alison Joseph helped with this process, as well as Wiley Harris. We may be within 6 months of getting a permanent office.
       2. The office is located in Facilities. This is our temporary office. There are signs noting the space. It is fully equipped.
       3. We are also looking at Breese, the old student union. HFR is not a possibility at this point. Working on getting a print card for staff senate.
       4. General Discussion:
          1. Marty Brow: How many computers do we have?
          2. Robin Hitch: We have one laptop.
          3. Marty Brow: Why do we only have one? Could we look into the possibility in the future of having all exec members issued a computer?
          4. Andy Voelker: The one we have was given to us by the Chancellor. We should look into getting a desktop for the office.
          5. Brian Buchanan: Discussing term length. I would like to know how long my term is.
          6. Andy Voelker: We will get that worked out very soon.
          7. Amy McKenzie: Do we have a lot of paper that needs to be stored at the office?
          8. Kathy Wong: Could any of that be scanned?
          9. (General discussion on possible ways to handle historical senate information)
          10. Robin: I got an email that all staff chairs can be funded by GA. Looking into that possibility more.

Next Staff Senate Meeting:

Wednesday January 8, 2014 8:30am-10:30am

UC Cardinal Room