**WCU Staff Senate Meeting Agenda  
February 14, 2013 (8:30-10:30 am)  
Cardinal Room (University Center)**

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

Not present

* 1. Faculty Senate Report (Mary Jean Herzog or designee)
* Ombuds Office: reviewed what had been discussed previously about Ombuds Offices across the state. (information about what Ombuds is, how they help, reporting structure)
* In January 2008, Faculty Senate passed a resolution to create an Ombuds Office. Due to the market crash, the Office was not implemented. If the Staff Senate wanted to pass a resolution to create the Ombuds Office, it could be combined with the previous resolution from the Faculty Senate. Faculty Caucus was held last week, where the potential for this partnership was discussed.
* The Chancellor’s response to the potential for it was that if the University has good rules and good people, then there is no need for an Ombuds Office. Mary’s response was the in some cases, we have good rules and good people and in some cases we do not. The Provost is very supportive of the idea, as she has a background in conflict resolution.
* Jason mentioned that a representative from Chapel Hill from an Ombuds Office will be at the Staff Assembly meeting in April to discuss the process, pros, importance, etc.
* At Chapel Hill, they receive more incidents from Staff than Faculty, so it is an important issue for Staff Senates and the Assembly to look into.
* Appalachian State just got an Ombuds office that serves Faculty and Staff.
* The Staff Senate discussed which sub-committee would be responsible for writing up a resolution. It was discussed to create a new temporary committee for this resolution. It was recommended that it becomes a joint sub-committee between Staff, Faculty and SGA. Mary will bring it up to the Faculty Senate.
  + Alison: Members of the Staff Assembly should serve on that sub-committee, as they have additional information on the subject.
* Discussion:
  + David Rathbone: They learned at Staff Assembly that some Universities have conflict resolution committees in Staff Senates. They function similarly to Ombuds, but are not as highly trained.
  + Tammy Ammons-Hagberg: What is the background of the people in the Ombuds Offices? Counseling, law, etc?
    - Joe: There are certificate programs with specific training.
    - Mary Jean: They have varied backgrounds, no one particular.
  + Jason LaVigne: Would it have more power if we created a new document that the Faculty Senate, Staff Senate and SGA all supported, signed and turned in.
    - Mary Jean: I am hesitant to bring students in at the beginning. I will bring it the idea up to the Faculty Senate, not sure of the process for bringing up a joint resolution.
    - Jason: I think that the students will see the importance of having such an office to support staff and faculty.
    - Mary: I agree.

General Discussion:

The Senate discussed issues with salary and compensation (specifically in terms of people that leave their positions to go to other institutions, and then it is rehired for a higher salary).

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

Not present

1. Nominations for Vice Chair
   1. Vote
   2. Joe reviewed the roles and responsibilities of the Vice Chair
   3. Nominations: Wiley nominated David Rathbone (David mentioned that the bylaws say that you cannot hold more than one position, so he would have to vacate the Parlimentarian position.
   4. The Senate decided to wait until the next meeting to vote for a Vice Chair, so that there are more nominations.
2. Sub-committee Updates
3. Governance Committee (Joe Philpott)
   1. 2013 Elections: Elections will be starting in the next month.

Discussion:

* + 1. Alison said that we are running behind in the election process.
    2. Need to talk to Jeff Tatham and Diana Catley to begin the process

1. HR Committee (Joe Philpott)
   1. Meeting with the Chancellor was rescheduled to tomorrow (cancelled due to weather). On the right track in terms of salary discussion
   2. The plan for tomorrow’s meeting is to develop a plan after the campus-wide salary study. Bringing lowest paid employees up to the appropriate salary level, and then analyzing the positions that have the biggest gap between salary and market rate. They also want to develop a plan for fixing salaries university-wide. Also there are concerns with employees that have been at WCU for a long time, so a discussion on longevity will occur. Mentioning that we were not included at the front of the salary study and how we are discussing it with the Chancellor now.
   3. It was noted that for the search committee for the Chief of Staff, there are no staff members on the committee. So mentioning to the Chancellor that we feel in some places, we are not asked for input or involvement.

Discussion:

* + 1. Amy discussed the College of Arts & Sciences budget hearing and how staff were included near the top of the list. There is a priority for Staff at that level. Discussions of salary, emergency funds, etc all included staff members.

1. PR Committee (Alison Joseph)
   1. Discussion of Days of Service: discussed notification to campus (classification emails). The group discussed the potential sites and projects. Information about the Days of Service will be in the March newsletter.
   2. Electronic letterhead was created by Creative Services for our use. Shawna will be adding to the SharePoint Site.
   3. Classification Email process will be used to encourage elections to Staff Senate.
   4. Staff Senate Orientation process is still being discussed and planned for the April Meeting. It will occur during the first hour of the April meeting. We would like all chairs, and officers to attend and discuss their roles. Members of Staff Assembly, to discuss what it is and what the roles entail. All members of the Staff Senate are welcome. The PR committee will send out information about who needs to attend before the meeting
   5. Alison is serving on the Faculty and Staff email committee as a Staff Senator. Email system is being evaluated (either continuing with and investing in the current system or finding a new system to use). She encouraged people to attend the forum that is occurring on Monday, UC Theater, 2:30pm and bring their concerns, needs and discuss them. If people cannot attend and want to bring concerns, Alison is happy to collect them and take them to the event.

Discussion:

* + - 1. Jason encouraged people to bring up any issues concerning access, anything at all related to email.
      2. Tammy: Would changing to gmail make the calendars on our phones easier to use?
         1. We do not know at this point. Alison said she could find out.
      3. Robin: Would our email addresses stay the same?
         1. We do not know. Alison said she could find out.

1. Resources and Environment (Andy Voelker)
   1. Resolution requiring official identification for outside vendors and contractors
      1. Some items were removed from the resolution (including wording concerning the process for security at the Chancellor’s home and comparing it to security elsewhere on campus).
      2. This resolution seeks to make people that are working on campus more readily identifiable. This includes some form of identification, the possibility of setting up appointments rather than coming in to do work without prior knowledge.
      3. The Chief of Police is in support.

Discussion:

* + - 1. Wiley mentioned that it will be hard to enforce. It will require that even the truck drivers have to wear ids (and the same drivers do not come every week). Facilities Management is already supposed to wear identification at all times. The Police Department would have to enforce it.
      2. Andy said that the wording of the resolution says that if they do not have a photo id, they must carry some form of identification, such as a document/paperwork concerning the work. He also said that this resolution does not generate policy; its goal is just to start a dialogue for this problem.
      3. David related his experience in the past in working in organizations that required such identification and the importance of safety of the students at WCU. He said that it’s important that the SGA is involved in this process.
    1. Voted: The Senate voted and passed the resolution.
    2. Alison mentioned an email we received from an SGA student concerning general safety concerns they have on campus. They were making the Staff Senate aware of resolutions they have passed. They also asked if Hunter Library could extend their hours
       1. Robin mentioned that Hunter was aware of the hours issue. Budget cuts occurred and caused the change in hours.
       2. Alison said that she will be sending the email to the group so everyone can read it over and then it can be discussed at the next meeting.

1. Scholarship (Amy McKenzie)
   1. Update on the Christmas Ornament: Next year’s ornament will be different and will have a new design.
   2. Yard sale: March 23
      1. An email has been sent by Kathy Wong asking the university to donate items to the yard sale. One room is already full of items, and new items will be put into a new room.
      2. Amy sent the signup sheet around the room for people to help with the setup day (Friday) and the main event.
      3. The Scholarship Committee plans to have at least one bake sale this spring, plans will be coming in the future. It will probably occur in the UC.
         1. Meg suggested bundling the bake sale with another event, at maybe the Faculty and Staff Awards ceremony (April 19 from 11-3:30pm). It was mentioned that there will be a reception for that event as well. The Senate decided that it will be at the ceremony. It will be a good opportunity for Senators to have representation.
         2. Amy said that a signup sheet will be sent around at the next meeting.
2. Internal Informational Reports
   1. Treasurer Report (Paula Carnes-Ashe, Treasurer)

Not present

* 1. Parlimentarian Report (David Rathbone)
     1. Will be working on his portion of the orientation session for new senators.
  2. Staff Assembly Report (Andy Voelker)
     1. Jason: Planning for the April meeting. The GA Strategic Plan has been approved. The Legislative Agenda for GA has been approved.
     2. The Staff Assembly has been preparing a policy document prepared in case the SB-575 resolution is passed, as it is coming up again. The SA policy document will include several items: due process, salary, grievance, disaster time, tuition waivers, etc.
     3. The Staff Assembly is also working on a policy to increase the paid classes from 2 per year to 3.
     4. The Ombuds Office representative from Chapel Hill will also be speaking.
  3. Chancellor’s Leadership Council Report (Robin Hitch)
     1. Tickets to the Basketball game with the Chancellor.
     2. Digital Signage Resolution passed by IT. Will be a better source of information and emergency communication. Will require all buildings to adhere to the policies concerning hardware and software. Any new systems will be required to adhere to this policy.
        1. Andy commented that other campuses have centralized systems that can put up emergency information that can be readily seen and understood. He explained that the WCU system is designed around shared content, so that managers of individual systems can share content from other developers. This makes the task less daunting.
     3. Other items: Doctorate of Nursing program resolution passed. Tuition fees resolution increased. No money for new facilities at this time, buildings must be renovated. Strategic Directives have been approved.
     4. It was reported that graduation rate at WCU has increased by 11%.
     5. Faculty and Staff salaries and gaps were discussed.
     6. Affordable childcare on campus was also discussed. The costs associated were also discussed. College of Education is involved. Jane Dunford and Jill Ingram have been working on this initiative. Current afterschool program is being increased from 1 hour to 2 hours.
  4. Campus Master Planning (Shawna Young)

Not present

1. New Business
   1. Employee advocacy/Ombuds office
      1. This was discussed when Mary Jean made her Faculty Senate report.
   2. Identification Resolution:
      1. David asked how we get the resolution to the Chancellor. Robin said she will take it to the Chancellor at the meeting tomorrow.
2. Old Business
   1. University Budget Advisory Committee Election Process (Robin Hitch)
      1. The Senate needs to decide if positions will be filled by volunteers or by voting.
   2. WCU Suggestion Box – Update (Robin Hitch/Mary-Jean Herzog)
      1. The Chancellor said that he is waiting on the Athletics department to return their responses. Robin said that she plans to bring it up to the Chancellor again at the meeting tomorrow.
         1. Alison said that PR is ready to put something out in the newsletter in March.

Next Staff Senate Meeting:

8:30 – 10:30 March 14, 2013

UC Cardinal Room