**WCU Staff Senate Meeting Agenda
March 14, 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-Shawna proxy |  |
| Wiley Danner  |  |  |  |
| Pam DeGraffenreid  | x |  | **x** |
| Phyllis Franks  |  |  |  |
| Patrick Hinkle |  | x |  |
| Robin Hitch  | x |  |  |
| Alison Joseph | x |  |  |
| Jason LaVigne |  | X – Shawna proxy |  |
| Amy McKenzie  | x |  |  |
| Gwen Nicholson |  | x-Paula proxy |  |
| Jen Nickel  | 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) |  |  |  |
| 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 or designee)

Not present

* 1. Human Resources Report (Kathy Wong, ex-officio member)

Not present

* 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 (Robin Hitch)

2013-2014 Elections: Pam DeGraffenreid has been reclassified to the ‘other professional’ HR category and will continue to serve on the senate as a representative for that classification. This changes the senate seats that will be filled for the 2013-2014 school year to include 3 (not 4) other professionals, 3 maintenance/service and 1 skilled craft. Nominations will be accepted through March 19th with elections to begin late that week. Paper nomination ballots were distributed and an electronic version is available on SharePoint for senators to print out and share as they feel appropriate.

Further, it is proposed that the senate postpones voting for the Vice Chair until the new senators are seated in April.

General discussion and overall agreement to postpone the vote.

It was also proposed that the senate consider amending the bylaws to introduce a new leadership position – Chair-Elect. This would free the Vice Chair position not to be required to serve as Chair and may make serving in leadership positions more attractive to potential leaders of the senate. The new position will allow for more shared responsibility and spread the workload out. The Faculty Senate and Staff Assembly have similar leadership arrangements.

Discussion:

Amy McKenzie: How long are the terms?

Robin Hitch: That is up for discussion but we could possibly have one year terms. It will be up to the Governance committee to discuss and come up with a proposal.

1. HR Committee (Pam DeGraffenreid)

Pam met with Joe Philpott before he left and he laid out the following priorities: Market rate adjustments, child care for staff and faculty,

Moving forward, it’s important to learn what staff feel are their priorities and what they feel the Staff Senate should be working on. In order to get this feedback, the HR committee plans on administering a survey for staff. Volunteers who are interested in helping with the survey will meet after the Staff Senate meeting.

Volunteers: Amy McKenzie, Jen Nickel, Michelle Cooper, Tammy Ammons-Hagberg, David Rathbone, Shawna Young

1. PR Committee (Alison Joseph)
	1. New Senator Orientation – We would like everyone who serves on a standing committee or chairs a subcommittee or holds a leadership position to write up a description of the position/committee for the new senators.
	2. Emails by HR classification – Emails will be going out to each classification to discuss elections and encourage those classifications who are voting in new senators to do so
	3. Service Days (Jen Nickel) (sending around a sign-up sheet) – Our first open Days of Service activity will be held March 27-28 during spring break. We’ve had a good response from staff members and anticipate filling about 30 slots. We would like to have one senator represented at each service location.

Questions:

Robin Hitch: What about people who can’t commit, can they just drop in?

Jen Nickel: We would rather people RSVP and then let us know if they can’t serve.

David Rathbone: Can we take pictures?

Jen Nickel: Yes, with permission of the site.

Alison Joseph: We’ve been able to connect with the Military Student Services office and the letters and cards for active duty military will be going to NC service people via an organization run by WCU alums.

1. Resources and Environment (Andy Voelker)

The resolution regarding identification of vendors and subcontractors has been submitted to the Chancellors office.

The conversation about the Days of Service brings up whether community service is underrepresented as a core purpose for the Staff Senate in our bylaws. Do we want to assign this to a separate committee with a specific charge?

General discussion: Community service has been part of what the PR committee has traditionally been responsible for in the bylaws.

Andy Voelker: There is a stretch of road on 107 from the round-about to HHS that is open for adoption. Would the senate be interested in adopting that section of road?

Alison Joseph: What would this entail?

Andy Voelker: The DOT handles all of the expenses related to the clean-up and supplies trash bags and vests for each clean up. We would be required to hold a minimum of four clean ups each year.

Tammy Ammons-Hagberg: That section of 107 is particularly high traffic and has a lot of trash. In order to keep it up properly, we would almost need to clean up monthly.

Andy Voelker: We could look into co-adopt with the Faculty Senate.

General discussion: There is general interest in learning more about what it would take to adopt a section of highway near campus. Andy will research the details and report back at the April meeting.

Andy Voelker: Just a reminder that the students who have developed a web-based program to track community services hours will be presenting at the Digi-X conference in April in the UC. We as a Senate should also remember the goals that we set in the fall. We’ve accomplished some of what we set out to do but there’s a lot of HR related initiatives that the Senate as a whole can help out with.

1. Scholarship (Amy McKenzie)
	1. Yard sale March 23rd – We will be setting up for the yard sale the afternoon of March 22nd. Be sure to encourage co-workers to donate items for the yard sale.
	2. Committee will be meeting March 21st to award the scholarship – currently have 7 applicants
	3. Vote: Spend discretionary funding to support three $1,000 scholarships:

General discussion regarding the various funds and how the endowed scholarship fund works. There is interest in building up the endowment of the scholarship.

Vote: Unanimously approved

* 1. Committee may hold a bake sale April 19th before the faculty/staff award ceremony but the committee will need to see what sort permissions are necessary.
1. Internal Informational Reports
	1. Treasurer Report (Paula Carnes-Ashe)

Scholarship account: $671.28

Discretionary account: $1,221.40

Ornament sales: $1,479.45

Yard sale income: TBD

* 1. Parlimentarian Report (David Rathbone)

No update

* 1. Staff Assembly Report (Andy Voelker)

An in person meeting is scheduled for April. It is anticipated that the meeting will be addressing possible budget cuts and hiring freeze from the state.

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

CLC met this past Monday to hold overview discussions on the budget for the upcoming year. CLC will meet next Monday to review and discuss the priorities identified by each division.

Andy Voelker: Clarification on budget prioritization - where are department/divisions placing staff salaries? Are they including them as university funding priorities or division/department funding and priorities?

Robin Hitch: Interestingly, it is being including in both categories.

Robin Hitch: The Chancellor is considering moving staff award applications online. Is that an issue assuming we continue to offer paper based applications?

General discussion and vote in favor of moving application online: Unanimous in favor

* 1. Campus Master Planning (Shawna Young)

The consultants have been chosen and the contract is in negotiation. The committee anticipates that the consultants will be on campus roughly once each month through the spring. The original estimated deadlines for campus planning process are still on schedule.

1. New Business
	1. Continuity in Senate Leadership and Membership

Discussed earlier

* 1. EPA/SPA salary committee (Robin Hitch)

Alison Joseph will be serving on the committee tasked with investigating and recommending how to address salary disparities. The committee was developed as a result of the recent salary studies conducted by HR. Staff Senate leadership met with the Chancellor to discuss the studies and asked for representation on the committee. The committee’s first meeting will be March 27th. Anna McFadden met with Robin to get feedback on holding a staff forum and/or survey to get input from staff on salary issues. Robin shared that this would be a positive idea.

Additional Discussion

Robin Hitch: Laura Cruz has asked for a representative from the senate to serve on the committee that will be selecting people to participate in the summer leadership development ‘camp’.

General discussion on the topic; Robin Hitch volunteered to serve on the committee.

General discussion on the senate and how we elect leaders. Faculty Senate leaders are elected by the whole faculty not just those who serve on the Faculty Senate.

Alison Joseph: We could consider possibly expanding the total number of senators to try and get more active membership. We also might want think about how the senate is seated by HR classification.

Andy: HR classifications are challenging – no one really uses or knows what their classification is.

Alison Joseph: We need to learn why people in the skilled craft and maintenance/service classifications aren’t participating in the nomination and election process.

David Rathbone: They are probably hesitant to participate because they don’t know what the senate does.

Alison Joseph: We could consider holding information sessions for staff in these classifications.

David Rathbone: The information sessions could work to better educate staff in these classifications and break down barriers.

Other Business:

* Circulating a thank you card for Elizabeth Frazier for donating the Staff Senate table at the yard sale.
* Collecting for Dr. Breton’s basket

Meeting Adjourned: 10:10

Next Staff Senate Meeting:

8:30 – 10:30 April 11, 2013

UC Cardinal Room