**WCU Staff Senate Meeting Agenda
March 12, 2014 (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 (joined via GoToMeeting) | X |  |  |
| Pam DeGraffenreid  |  | X |  |
| Patrick Frazier (joined via GoToMeeting) | X |  |  |
| Patrick Hinkle |  | X |  |
| Robin Hitch  |  | X |  |
| Galen May | X |  |  |
| Amy McKenzie  | X |  |  |
| Jen Nickel  | X |  |  |
| David Rathbone  | X |  |  |
| Annette Parris | X |  |  |
| Carrie Shuler  |  | 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 (Jen updated the minutes 3/12/14)
3. External Informational Reports
	1. Office of the Chancellor Updates (Chancellor Belcher)
		1. Board of Trustees meeting: Working to focus specifically on major topics. The first is IT. This involved evaluating risks, discussing opportunities. During their visit, the Board got to experience an online classroom environment and see WCU’s approach to online learning.
		2. The CLC and Budget Advisory Council will be hosting the upcoming budget hearings that are scheduled for next Tuesday. All of the departmental budget priorities are now posted online. The priorities will be presented next week and then the brainstorming sessions will follow.
		3. At the state level, there is still a lot of waiting on budget information. The state has issued a request for all state agencies to submit plans on how they could sustain a 2% cut. If WCU has to sustain that cut, we will be able to cover it with new enrollment growth funding, according to current projections. There has been a large push back against that cut from agencies across the state. Salaries continue to be an important topic (especially for public school teachers) and the discussions continue. Raises are the fundamental priority for General Administration.
		4. Today, there are three representatives from GA visiting the campus.
		5. Currently, we are gathering data from campus departments to determine how many individuals have left WCU for other jobs because of salary. This information will be helpful as the salary discussions continue.
		6. Spent a lot of time on the road recently. In the last few weeks we have visited Atlanta and Cherokee, and we are headed to Rutherford County tonight to meet with alums. These visits have been a great way to network, meet with alums and bring a WCU presence across the state and southern region.
		7. Two So-Con championships and several recent games that have brought great attention to WCU Athletics. Those opportunities generate great PR for WCU.
		8. Our new Director of Marketing, Robin Oliver, started last week and has hit the ground running.
		9. The Board of Governors is holding their September board meeting here at WCU. This visit will include all BOG members, General Administration officials and university Chancellors. This is a great opportunity for WCU.
		10. Discussion:
			1. Leroy Kauffman: I would like to say that I think your enthusiasm goes a long way and it was noticed at the games.
			2. Chancellor Belcher: Thank you. We have a great story to tell and it’s time for that story to get out and it’s good to get that enthusiasm out.
			3. General discussion on BOG, budgets, etc.
			4. I recently made a presentation to the BOG concerning what could impede our growth and how that could be addressed with self-liquidating projects. One of our biggest issues is the size of our dining hall. Our project, in line with our Campus Master Plan, is to utilize Brown Cafeteria in a new, three-fold way. This project will turn that space into a dining hall, student affairs programming space and a potential office space for Keith Corzine and his staff allowing additional residence hall space in Scott). Another of WCU’s biggest concerns is our steam plant. The Master Plan recommendation is the addition of micro high-efficiency steam plants housed at different points on campus. The Brown Cafeteria project will be the first experiment in that direction, as a small steam plant will be built there. There are still several steps involved before progress can be made, but the ball is rolling and the support is there.
			5. Discussion:
				1. Michelle Cooper: We have some preliminary data from the survey: 131 complete responses. On the point about the salary, 53% respondents said that they had considered leaving WCU because of salary or promotion issues. Thank you for working on that issue and being so focused on it.
				2. Chancellor Belcher: I am looking forward to the full report and I am excited about the amount of current responses. This data will be very helpful as we work with our legislators and others around the state on this issue.
			6. General discussion on salaries, bonus leave, etc.
	2. Human Resources Report (Kathy Wong)
		1. Additional discussion on salaries, individual updates, total compensation, etc.
		2. Discussion:
			1. Amy McKenzie: I’m very happy that the conversations with this group and other across campus have been included in the upcoming salary decisions. The attitude of “continuing to revisit” is great. Are supervisors getting the salary information as well?
			2. Kathy Wong: Thank you. Yes, supervisors will be getting information as well.
			3. Leroy Kauffman: You know where our lowest benchmark is, do you know where the salary benchmarks are across the state?
			4. Kathy Wong: They are all over the board, as it depends on the school. The larger schools are closer to 100% of market.
			5. Leroy Kauffman: Are we the largest employer in Jackson County?
			6. Kathy Wong: MedWest and parts of Harrahs are the larger employers now.
			7. Leroy Kauffman: The part that we play in the local area economy, and the level that we are trying to get salaries up to, speaks volumes.
			8. David Rathbone: We are actually going to lose one of our best carpenters because of salary. I just learned about how much the total compensation is, and it’s good to know how much is being paid on my behalf.
		3. There is a parking permit meeting soon, where the increase implementation is going to be discussed. There will need to be some policy decisions that will impact how the payroll deduction is handled. If you have any input or thoughts on that matter, please let us know. I think we are just at a point of logistics as it is the new tiered plan.
		4. Working on a massive number of policies and confirming that they are updated. After EC approves them, they will go out to the campus. This includes language that references the Office of State Personnel, adverse weather leave, etc. Emails with these policy updates will be sent out over the next few weeks and months.
		5. Rusty Marts, Director of Employee Relations and Affirmative Action Officer, will be coming to these meetings on a regular basis.
		6. Discussion:
			1. Pam Buchanan: Are you hearing anything else about the 30 hour rule in terms of the ACA?
			2. Kathy Wong: Currently, things are very quiet on that front. There is a video conference coming up, not sure if that will be on the agenda. I do know that they are working on a formula for determining the eligibility of adjunct professors. We also do not know what the lookback period is yet.
			3. Pam Buchanan: Part of the ACA is that if employees work more than 30 hours a week, they are eligible for health insurance. This is complicated as there are lots of different employees on campus, including students.
			4. Kathy Wong: We have been forecasting what that could cost the university and the range is very large ($50,000 to $650,000). We do know that the state plans to utilize a different health insurance option, rather than carve out a piece of the current health plan.
			5. Amy McKenzie: When you have your meeting with parking, would it be a good idea to have the official new policy sent out to the campus so that everyone is aware of the particular tiers in the plan?
			6. Kathy Wong: That’s a great idea. There will be two meetings: one where the new plan is evaluated and then one to determine the logistics of that.
	3. Faculty Senate Report (Leroy Kauffman)
		1. Last Friday we closed out election period for a change in bylaws. All the changes passed. The changes affect the faculty grievance process. Working on nominations for next year’s senate. Meeting next week to finalize that process.
		2. Adverse weather: That is being evaluated on the faculty side as well. There are still concerns that need to be discussed.
		3. Discussion:
			1. Kathy Wong: There has been a decision to split out the policies of Adverse Weather and Emergency Closing from the State Office of Human Resources.
			2. General Discussion on adverse weather
	4. SGA President Report (Colton Overcash or designee)
		1. Not present.
4. Sub-committee Updates
5. Governance Committee (David Rathbone)
	1. Election process update: Nominations are out. Calling out to all Senators to nominate at least one person within their own classification.
	2. Andy Voelker: We have a decent amount of nominations so far, but we could definitely use more. Some individuals have been nominated and have not been talked to before they were nominated. It’s important that we discuss the potential to nominate someone before we list them. Nominations close on Friday. Especially important to have nominations in Professional and Executive categories. The list of employees by classification is on the SharePoint site.
	3. Discussion:
		1. Amy McKenzie: Are these elections for a three year term?
		2. Andy Voelker: Yes, they are all for three year terms.
		3. General discussion on potential nominees.
6. HR Committee (Pam DeGraffenreid/Michelle Cooper)
	1. Survey update:
		1. Michelle Cooper: 131 total completed surveys. Lots of positive comments about working at WCU, but also information about salaries, etc. Several positive solutions and recommendations are coming through as well. Sending out a reminder email next Monday when Pam returns.
	2. Discussion:
		1. David Rathbone: How can we make the survey accessible to staff members without regular email or computer access?
		2. Michelle Cooper: The survey will still be open and we discussed several ideas in encouraging people to access the survey and making computers accessible.
		3. Pam Buchanan: How many were done last year?
		4. Michelle Cooper: 394 completed online, not counting the hand-written ones (we think that was somewhere around 40).
		5. Andy Voelker: I have been a part of several surveys lately and a good survey wants to break 400, so we need to be sure that we are encouraging participation. I also talked with our Asset Coordinator, and the iPads that we discussed earlier could be reassigned to the Senate for use in times like this.
		6. Michelle broke out the specific percentages of respondents from their respective departments and the amount of time they have worked at WCU.
		7. Discussion:
			1. Amy McKenzie: Could we send out a specific email to particular classifications or divisions, or to supervisors, but some way that is not a blanket one to encourage completion?
			2. Michelle Cooper: Are you thinking that we review the classification list that Andy made available and have individuals send personal emails?
			3. Amy McKenzie: This had been discussed last year, but maybe this year it could be informal.
			4. Jen Nickel: We should probably just make sure that we CC the staff senate email account for a record.
			5. General discussion on forwarding the email link with a personal message either to others in classification or division. Other options like recommending it be completed when timesheets are done.
			6. Pam Buchanan: Could the link for the survey be put in MyCat?
			7. Andy Voelker: We would have to get clearance from the Provost’s office for that. I will find out what needs to be done.
			8. Leroy Kauffman: I think that would enhance your participation. How long will it take you Andy to publish the link?
			9. Andy Voelker: I could probably be done today.
			10. Leroy Kauffman: It would be good to include the information about the MyCat link and say that people could do it there too, in addition to the live link.
7. PR Committee (Jen Nickel)
	1. Staff Forum updates
		1. Reminder: The dates for the Forums are April 28 from 3pm to 5pm and April 29 from 10am to noon. We are finalizing the plans for that as well as the wording for an invitation. We will probably send out the invitation in early April and several reminders before the event.
			1. Amy McKenzie: It might be good to send a save-the-date now, so that people can get it on their calendars.
			2. Jen Nickel: We can definitely do that.
			3. David Rathbone: Don’t forget to get the 125th party in a box decorations for the Forum.
			4. Jen Nickel: I will make sure we have that.
		2. Please make sure you encourage people to attend and we want all senators to attend as well. Please be sure to wear your Staff Senate button, and if you do not have one, please see me and I will give you one.
	2. Staff Days of Service
		1. Final reminder: The services days are today and tomorrow, and there are still spots available. The cards for soldiers will be held in this room, and you can drop in and sign cards. Feel free to sign cards right after the meeting as well.
8. Scholarship (Marty Brow)
	1. Marty was not present for the meeting.
		1. David Rathbone: The committee is meeting tomorrow. Will be selecting winners for scholarship then.
	2. Yard sale update
		1. The senate signed cards thanking people for their generous donations for the yard sale
		2. Amy McKenzie: Can you tell us what those big donations were.
		3. David clarified what was donated.
		4. Amy McKenzie: Can we personalize the cards a little before they get sent out?
		5. David Rathbone: Yes we will.
		6. Pam Buchanan: What is the date of the yard sale again?
		7. David Rathbone: April 12th.
		8. Jen updated everyone about yard sale signup online.
		9. Leroy Kauffman: Is there a silent auction piece as well?
		10. David Rathbone: We have looked into that, but not at this time. We will have a special table for some more premium items. We might be able to do that this year.
9. Internal Informational Reports
	1. Treasurer Report (Pam DeGraffenreid)
		1. Not present.
	2. Parliamentarian Report (Andy Voelker)
		1. Nothing more to report.
	3. Staff Assembly Report (Andy Voelker)
		1. Not a lot at the most recent meeting. Spent a lot of time on a leadership exercise as well as the Adverse Weather policy. They want to decorate the Spangler building with a logo for WCU to be displayed there.
	4. Chancellor’s Meeting Report (Robin Hitch)
		1. Not present.
10. New Business
	1. Form letter for new senators and their supervisors
		1. Letter has been finalized.
		2. Andy Voelker: That is a good thing to tell people when they are getting nominated. The estimate for time is included in the letter now.
	2. Dr. Alison Morrison-Shetlar will be attending our April meeting

Next Staff Senate Meeting:

Wednesday April 9, 2014 8:30am-10:30am

UC Cardinal Room