**WCU Staff Senate Meeting Agenda  
July 11, 2013 (8:30-10:00am)  
Cardinal Room (University Center)**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 Hinkle | X |  |  |
| Robin Hitch | X |  |  |
| Jason LaVigne |  | X |  |
| Amy McKenzie | X |  |  |
| Gwen Nicholson | X |  |  |
| Jen Nickel | X |  |  |
| David Rathbone |  | X |  |
| Emily Sharpe |  |  |  |
| Carrie Shuler |  |  |  |
| Andy Voelker | X |  |  |
| Meg White |  |  |  |
| Brian Wood | X |  |  |
| Melissa Wargo (Ex-Officio Member) – David Belcher |  |  |  |
| Kathy Wong (Ex-Officio Member) | X |  |  |
| Mary Jean Herzog (Faculty Senate Chair – ex-officio) |  | X |  |
| Ryan Hermance (SGA President-ex-officio) |  | X |  |

1. Approval of the Meeting Agenda (Robin Hitch)
   1. Agenda was approved
2. Approval of the Minutes of the Previous Meeting (Robin Hitch)
   1. Minutes were approved
3. External Informational Reports
   1. Office of the Chancellor Updates (Chancellor Belcher or designee)
      1. Could not be present today
   2. Human Resources Report (Kathy Wong, ex-officio member)
      1. Matt Brown filled in for Kathy.
      2. General Assembly is still ironing out the budget. As of right now, only promotions are being processed. This includes acting promotions (actual movement to a higher position, not just an active increase, where position number does not change). This does not affect anything that was a June action, only everything dated June 1 or after. Increases of 10% or greater must go to BOG for approval.
      3. Discussion
         1. (Michelle Cooper): how does that affect active job postings?
         2. (Matt Brown): Current wording does not seem to affect those, but that could change. Currently, there is no talk of hiring freezes.
      4. The Patient Protection and Affordable Care Act: The Federal government put a delay on the employer mandate (one year delay January 1, 2015). This was supposed to take effect in January 2014. Not sure how this will affect the UNC System, as they had been working on solutions for 30 hour per week (temporary) employees. Unsure as to how the delay will affect this process.
      5. Discussion
         1. (Amy McKenzie): With the two year budget that the state enacts, will this be incorporated into it?
         2. (Matt Brown): Yes, that would make sense. But they were still working on what was appropriate health care for temporary employees (or what alternatives would be if they went out and found their own healthcare plan). That means that they are not sure how much that would cost, calculations were being determined before the delay was enacted.
      6. Discussion:
         1. (Andy Voelker): Assembly discussed the potential to use the health plan for students for temporary employees. And possibly creating calculations to determine the hour value of adjunct professors to determine their “hours per week”.
         2. (Matt Brown): Reasonable determinations are being figured out. Cost is still a large issue for the state.
      7. Health insurance has been on a fiscal year cycle. There is now a change to make this a calendar year plan. We are in a “short plan year” until January 1. This will put us in line with NC FLEX. This is an improvement. Effective July 1, NC FLEX and the health plan are now merged into one common enrollment system, rather than two websites. This will be run through the Benefit Focus system. Matt will be sending out information on this in the next few weeks. Even more information will come in probably October. The state health plan will be introducing some new options, changes in premiums, health initiatives, etc.
   3. Faculty Senate Report (Mary Jean Herzog or designee)
      1. Not present
   4. SGA President Report (Ryan Hermance or designee)
      1. Not present
4. Sub-committee Updates
5. Governance Committee (Robin Hitch)
   1. Committee will be meeting next month.
6. HR Committee (Pam DeGraffenreid/Michelle Cooper)
   1. The committee met with Kathy Wong. She gave information about how to present results of the survey to the campus, suggesting that they meet with the Chancellor before releasing them. She also recommended that the survey results be tied to the 20/20 Plan, which has been done. Kathy also recommended that the Senate propose an Employee Relations position, because one does not currently exist. This position would only deal with staff issues (rather than the ombuds position which will be held by a Faculty member).
   2. After the meeting with the Chancellor, the results will be released to the campus community.
   3. Discussion (Michelle Cooper): Very excited to be a part of this initiative and very proud of the Senators that have been involved.
   4. Discussion (Amy McKenzie): Heard great feedback concerning the survey during a meeting with Administrative Support Personnel and the Dean of their department. Individuals voiced appreciation for the opportunity to provide ideas that some had waited years to share.
7. PR Committee (Jen Nickel)
   1. PR is working on the newsletter. It will have a new format, as mentioned at the Staff Senate Retreat. The new structure will be a one-page format, embedded in the body of the email, rather than a multi-page PDF. This year the newsletter will come out monthly, instead of every other month and will be themed. The first few newsletters will be themed based on topics from the survey (Diversity, etc). It will also include a feedback section and the entries will be based on the theme.
   2. Survey information and responses will also be published in the newsletter.
   3. The website will also be updated soon, with the new pictures taken today and updating the Senator list.
   4. Sarah Carter has also joined the PR committee.
8. Resources and Environment (Andy Voelker)
   1. Not a lot of updates right now. Always open to suggestions.
   2. No new updates on the Adopt a Highway. Probably will start the paperwork again and see what happens.
9. Scholarship (Phyllis Franks)
   1. Met a few weeks ago, determining new ways to raise money. There has been discussion of possibly creating a discretionary fund committee, breaking it out of the Scholarship committee.
   2. A scholarship has been offered to another student, since one changed their college.
   3. Discussion
      1. (Robin Hitch): Is the yard sale held twice a year?
      2. Answer: Only once, in spring.
      3. (Pam DeGraffenreid): It would be great to get past Senators/retired faculty/staff involved in fundraising. Maybe even going off campus?
      4. (Phyllis Franks): Could we talk to local businesses about assisting with fundraising?
      5. (Pam DeGraffenreid): Maybe we could have a booth at Uncle Bill’s to sell items.
      6. (Robin Hitch): A group of retired faculty and staff met recently and stated an interest in meeting more often and staying connected to WCU. Maybe we could get that list and get them involved in future efforts.
      7. (Amy McKenzie): Can we get that list?
      8. (Robin Hitch): We should be able to get the list from the organizers of the event.
      9. (Patrick Hinkle): Fairview has “Fairview night” at Wendys. Maybe we could do that and have “Scholarship Night” or something like that.
      10. (Gwen Nicholson): Bogart’s would probably do that too.
      11. (Michelle Cooper): It would be good to capitalize on the businesses that are on campus, within walking distance, maybe some of the newer ones.
10. Internal Informational Reports
    1. Treasurer Report (Pam DeGraffenreid)
       1. She and Paula met yesterday and transferred all documents.
       2. Staff Senate has four funds, but only uses the discretionary fund. Considering depositing funds differently this year. She will be talking with David Steinbicker to see how we need to setup/approach these funds. All money needs to go to Pam, rather than Chairs depositing money. Deposit can go with the bookstore.
       3. Discussion
          1. (Amy McKenzie): Can we ask the Chancellor to pay for the room expense for Blue Ridge for our August meeting?
          2. (Robin Hitch): I will ask him at the next meeting.
          3. (Amy McKenzie): What categories are we thinking about dividing the money into?
          4. (Pam DeGraffenreid): The funds are already setup, but not all of them are used. We just need to make sure the Employee Assistance is setup (this will make five funds). Pam will talk to David Steinbicker about all of them.
          5. (Paula Carnes-Ashe): It looks like some of the funds might be owned by the development office.
          6. General Discussion: perhaps we need to combine some of these funds? The spending fund could be from interest earned by the corpus. When Paula took over, the only paperwork included the discretionary. Pam and Robin will meet with David S. Two awards for employee assistance were given out in the past, not sure of the process or background of those awards.
          7. (Pam DeGraffenreid): This is something that the HR subcommittee should take on, since it seems to be an HR issue.
          8. (Matt Brown): he has received two inquiries about it in the last few months.
          9. (Pam DeGraffenreid): Because this is a small amount, we need to fundraise for it. We need to raise more money before we can award from it.
       4. $2232.82 is the total is in the discretionary. Need to find out the amounts in the other funds.
    2. Parliamentarian Report (Andy Voelker)
       1. Nothing to report.
    3. Staff Assembly Report (Andy Voelker/Jason LaVigne)
       1. Waiting to see what happens with the state budget.
       2. Meeting coming up on the 30th, video conference. Will report after that.
    4. Chancellor’s Meeting Report (Robin Hitch)
       1. Meeting is next Thursday. Met with Staff Assembly chairs. ECU is getting a new Chancellor, App’s Chancellor is retiring.
       2. Main discussion was what does staff senate do, and should it be involved in the Board of Trustees meeting. We give a written report and oral report, some schools do only one. Some schools get to be at the table and participate in committee meetings. A report is coming out to see how each school is involved in those respective meetings. Schools want to get more involved. We are one of the few that has been able to go for a long time. The 16 campus report will be interesting.
11. New Business
    1. New day of monthly meeting: Wednesday
       1. Same time, and except for August, same place.
       2. Chancellor can only come in mornings, so could not change to an afternoon meeting.
    2. Survey results
       1. The Senate reviewed the summary results that will be given to the Chancellor when Robin meets with him. The summary was developed at the last committee meeting. The wording of the summary was changed to say “WCU’s Ombudsperson Pilot Project” rather than “the Chancellor’s Ombudsperson Pilot Project”.
       2. General Discussion: Should it be listed that the committee met with several stakeholder groups (specific divisions)? Yes.
       3. General Discussion: Maybe it should be listed as an option for specific divisions to see the results/comments that were related directly to them.
          1. Yes, we need a statement listing how to get more information/access the data accordingly. We should also list that we do not have authorization to release all of the comments, etc.
       4. The Senate reviewed the consolidated comments and five major topic areas (Staff Opinion Executive Summary)
       5. Recommendations from summary were tied to the 2020 Strategic Plan.
    3. Legislative/budget issues
       1. Matt answered most of this in his report.
       2. No budget at this time.
       3. Robin: SC did pass a law that faculty/staff etc, can carry guns on campus. Not sure how that will impact NC as it has not been voted on yet.
12. Old Business
    1. Staff Senate Subcommittees – Possible Reorganization
       1. If you have not chosen a committee, please choose one soon.
       2. Discussion
          1. (Andy Voelker): This has been discussed for a while. Some challenges include a lot of crossover between committees, but there are also several committees. Maybe collapsing some of the current committees is a good approach. Andy shared some thoughts on how to achieve this.
          2. Idea 1) Collapsing Governance into the Exec committee, as Governance is already made up of the Exec committee members.
          3. Idea 2) HR and PR very busy. Leave them as they are.
          4. Idea 3) Turning Scholarship into Finance and Scholarship so that they handle the finances for the Senate. The Treasurer should be on the committee, but maybe not the chair.
       3. These ideas would leave 4 committees instead of 6.
          1. (Amy McKenzie): Could we leave Scholarship as it is, but create a committee for Finance specifically?
          2. (Andy Voelker): Most of the things we see on Resource and Environment are PR related; those responsibilities could be rolled into PR as well as Community Service.
          3. (Michelle Cooper): Perhaps the way to deal with the Governance is to keep it as a standing agenda item on the Exec Agenda, as well as Resources on the PR agenda.
          4. General Discussion: Do we have to make by-laws changes to create/collapse these groups? Yes.
             1. These changes may affect how we advertise senate positions, specifically targeting individuals with strengths across campus and tie them specifically to committees on the senate.
          5. General Discussion: Potential to make sub-sub-committees for Finance and Employee Emergency Assistance. Keeping these committees on-hand, but not meeting regularly. Potential for a Fundraising Committee, removing that from the responsibilities of the Scholarship Committee. Fundraising Committee could determine where money went, and if initiatives are specific to needs or are general, etc. The Resources Committee could also be kept in the Executive Committee.
          6. General Discussion: How many scholarships will be given out this year?
             1. Depends on the amount of money raised.
       4. Senators will consider the options, come back to discuss at next meeting.
    2. Employee Emergency Assistance Fund
       1. Will be discussed again after meeting with David Steinbicker.
13. Taking new Staff Senate pictures: 10:00am-10:30am at the Alumni Tower

Next Staff Senate Meeting:

Wednesday August 14, 2013 8:30am-10:30am

Blue Ridge Conference Room C