**WCU Staff Senate Meeting Agenda July 9, 2014 (8:30-10:00am) Cardinal Room (UC)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Members** | **Present** | **Excused** | **Not Excused** |
| Miles Basehart |  | X |  |
| Marty Brow | X |  |  |
| Brian Buchanan | X |  |  |
| Jane Buchanan | X |  |  |
| Mid Buchanan | X |  |  |
| Pam Buchanan |  | X |  |
| Sarah Carter | X |  |  |
| Jennifer Cooper | X |  |  |
| Michelle Cooper |  | X |  |
| Pam DeGraffenreid | X |  |  |
| Colby Dietz | X |  |  |
| Mandy Dockendorf | X |  |  |
| Megan Forsyth | X |  |  |
| Trenda Franklin |  | X |  |
| Patrick Frazier | X |  |  |
| Patrick Hinkle | X |  |  |
| Robin Hitch | X |  |  |
| Galen May | X |  |  |
| Pamela McFarland | X |  |  |
| David Rathbone | X |  |  |
| Mark Ray | X |  |  |
| Annette Parris | X |  |  |
| Chris Parrish | X |  |  |
| Carrie Shuler |  | X |  |
| James Stamey | X |  |  |
| Brian Wood | X |  |  |
| Brett Woods | X |  |  |
| Dr. David Belcher (Ex-Officio Member) |  | X |  |
| Kathy Wong (Ex-Officio Member) | X |  |  |
| Rusty Marts (Ex-Officio Member) | X |  |  |
| Leroy Kauffman (Faculty Senate – ex-officio) |  |  |  |
| Garret Whipkey (SGA – ex-officio) | X |  |  |

1. Approval of the Meeting Agenda (David Rathbone)

a. approved

1. Approval of the Minutes of the Previous Meeting (David Rathbone)

a. approved

1. External Informational Reports
   1. Office of the Chancellor Updates (No update, Chancellor Belcher on vacation)
   2. Human Resources Report (Kathy Wong)
      1. Still no budget, senate dropping tenure piece, compromise maybe coming. Checking daily for raises. HR video conference last week; things that probably wont change, employee contribution will not change, still waiting for UNC health plan, state health saying they will not cover hourly/temp, no hiring freezes, salary restrictions still in effect. Too late in July for any pending increases to be applied. Tuition waiver, all fees and tuition can now be waived. Increase number of classes from 2 to 3. 40 of special leave will probably stay in for 2015, because of no budget will be possible to go back and apply for this July, but it has to be used in the physical year. So people lost even though HR sent out reminders, any suggestions as to better way please let them know. State HR doing a policy-working group has kind of gone away, but this is coming back, which is good that we can send feedback, such as adverse closing policies. HR Advisory Board for SPA looking at Student Support Service will be the next group to look at.
      2. Rusty Marts-3 people on campus being certified for 7 Habits of Highly Effective People. Roll out in the fall. (Covey Institution)
   3. Faculty Senate Report (Leroy Kauffman, unable to attend)
   4. SGA President Report (Garrett Whipkey)

i. Exciting summer so far, traveling around the state representing WCU, getting lots of great feedback. First conference call discussion last night discussing initiatives for the fall, organizing a service learning trip to travel to NY to see marching band

* 1. Software Purchasing Policies (Laura Cruz)-Neil Calvert

i. First of all we offer assistance to staff as well as faculty! Laura has been put in charge of a task force to look at software adoption across campus (power point in documents named WCU Software Adoption Taskforce. Over 26 outdated policies on campus that conflict and overlap, so clearly this clean up is needed. Committee was a clear process as to what you would do if you need/want a piece of software. You will be walked through the process from the IT side and Academic Side as far as purchasing and management. This policy would cover all aspects of the process from cost to implementation. Task Force has been in affect since spring 2014. We are proposing a University policy to be in affect Fall 2014.

ii. Neil: we would offer a consultation service to sit down with a member of IT do discuss particulars about purchase/implementation, what is actually needed. This could also eliminate duplication and misleading sales and support. IT would be in on the transaction earlier in the process, before the purchase.

iii. Questions/Comments/Concerns: a question about what services are available to staff in CFC, maybe we could put an article in the Staff Senate Newsletter again. Any other questions or comments please see Neil, Laura or Colby Deitz.

1. Sub-committee Updates
2. Governance Committee (Patrick Hinkle)

i. Nothing to report. Meeting sometime before next staff senate.

1. HR Committee (Pam DeGraffenreid/Michelle Cooper)

i. Pam is resigning as co chair; Michelle will be looking for someone to help. Pam will stay on board. Will be going over survey at Retreat tomorrow.

1. PR Committee (Sarah Carter)

i. Nothing new. Question about getting the word out more, how can we use internal TV’s. Colby; trying to go to a university wide standard, there is a link that you can send info to (he will send out), but mostly departments are using/putting up their own content.

1. Scholarship (Marty Brow)

i. Meeting was July 1, went over goals and purpose of unit. We need help with storeroom, bike collection, rehab bikes, ornament sales, yard sale, pop corn sales, publications and promotion. Attempting a new direction as far as fund raising for the committee as a whole.

1. Internal Informational Reports
   1. Treasurer Report (Mandy Dockendorf)

i. Nothing new, still the same, working on transfer of information and working with Marty on fundraising.

* 1. Parliamentarian Report (Brett Woods)

i. Thank you for the vote into position. Have been reviewing the by laws and taking a look at any disparities and familiarize myself.

* 1. Staff Assembly Report (Sarah Carter)

i. Nothing to report. Golf tournament went well (David Rathbone)

* 1. Chancellor’s Meeting Report (David Rathbone)

i. No meeting this month

1. New Business
   1. Staff Senate Planning Retreat Reminder tomorrow 7-10-14, noon-2:00pm

i. Roles and goals to go over and for sub-committees to organize. Next retreat will be in November.

* 1. Sign up for Staff Appreciation Day- link will be sent out later. Will include a food drive. We need to get 2 tables, send Peg Shafer an email. Appreciation Day will coincide from now board of governors (at their request)
  2. Need to find another place for September meeting.
  3. Lot of blank photos on our website. If you don’t have a photo, you can request IT that your cat card id be used.
  4. Wear your Staff Senate button to Opening Assembly and wear purple to show pride.

Next Staff Senate Meeting:

(No meeting in August 13, 2014 due to Opening Assembly)

Wednesday September 10, 2014 8:30am-10:30 a.m.

\*\*\*\*\*\*\*\*need a room\*\*\*\*\*\*