**WCU Staff Senate Meeting Agenda  
December 13, 2012 (8:30-10:30 am)  
Cardinal Room (University Center)**

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| --- | --- | --- | --- |
| **Members** | **Present** | **Excused** | **Not Excused** |
| Tammy Ammons-Hagberg |  |  | x |
| Suzanne Baker |  | x (retiring) |  |
| Paula Carnes-Ashe |  | x |  |
| Michelle Cooper |  | x |  |
| 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 |  |  |
| Jen Nickel | x |  |  |
| Joseph Philpott | x |  |  |
| David Rathbone | x |  |  |
| Emily Sharpe | x |  |  |
| Will Shivers |  | x |  |
| Andy Voelker | x |  |  |
| Shawna Young | x |  |  |
| Dianne Lynch (Ex-Officio Member) – David Belcher |  |  |  |
| Kathy Wong (Ex-Officio Member) | x |  |  |
| 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. Faculty/Staff Email Review (Anna McFadden, guest)

IT is in the process of determining whether to upgrade the faculty/staff email system or to outsource it. To investigate this issue, IT is creating a taskforce which will include representatives from the Faculty and Staff Senates. Alison Joseph will serve as the representative for the Staff Senate. The taskforce will create their charge and then hold an open forum in January for employees to give feedback on the faculty/staff email system. The taskforce will make a decision on whether to upgrade or outsource the email system by the end of the spring semester. The implementation timeline will be determined by whether the taskforce decides to outsource or upgrade the email system.

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)

The Faculty Senate is interested in researching ombuds offices with the potential of encouraging the chancellor’s leadership team to create an office for WCU. Ombuds offices help employees resolve issues and conflicts in a confidential manner. Generally the ombuds office reports directly to the Chancellor. There’s a growing trend in the UNC system of establishing ombuds offices.

David Rathbone: At the Staff Assembly meeting, we learned that there are UNC schools with offices that handle conflict and grievances that aren’t affiliated with HR.

Mary Jean Herzog: WCU doesn’t have a conflict resolution policy or a way to handle grievances.

The Chancellor recently removed the creation of an ombuds office from the university’s ‘to do’ list but it would be good to investigate what a possible alternative would look like.

Joe Philpott: I was asked to review this from a cost perspective and found that some schools are addressing this by giving trained faculty course release time to handle these matters on a part-time basis.

General discussion and consensus that pursuing a way to handle and address employee grievances and conflicts, independent of HR, would be positive for campus. Joe will find his research and share it with the Staff and Faculty Senates.

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

Not present

1. Sub-committee Updates
2. Governance Committee (Joe Philpott)
   1. Bylaws – Update:

Discussion of updates for the bylaws including incorporating a change in the length of term of service – from 2 to 3 year terms. The three year term will put Staff Senate in sync with the Staff Assembly, Faculty Senate and other UNC staff senates. The duration of service term of officer positions would remain the same. We would be able to fill interim positions for those not able to serve out their three year term commitment as we do now.

Andy Voelker: This process will help keep the quality and commitment of those who choose to serve on the senate.

David Rathbone: Would we continue to require a one year break between terms of service on the Staff Senate?

Robin Hitch/Joe Philpott: Yes

Alison Joseph: I would be in favor of this but we need to be mindful that staff can only serve two terms on the Staff Senate.

Motion and approved – the bylaw changes will be voted on in January

* 1. 2013 Elections – We will start the election process when we return in January

1. HR Committee (Joe Philpott)

HR is researching online training software to address employee professional development. The software has been piloted with a small test group and we should be seeing the results soon.

1. PR Committee (Alison Joseph/Jen Nickle)

Review of PR response and plans to address the Staff Senate 2012-2013 goals. The committee is especially interested in creating a one hour orientation for new senators and enhanced communication by HR classification. The committee will have something for the senate to review in January.

1. Resources and Environment (Andy Voelker)

A student is presenting his capstone project where he created a program to encourage people to use community service leave. The program acts like a game where people can post events, earn points and badges, etc. It could be that we can implement this on campus as a pilot. If it works, we can present it to the UNC Staff Assembly for possible use throughout the UNC system. The committee is also talking with UPD about sidewalks and similar issues on campus. The committee is also looking to advocate expanding wireless internet access outside especially by the plaza and other highly utilized areas. Residential Living is interested in possibly supporting financially.

Robin Hitch: The expansion of wireless access was discussed at an IT infrastructure meeting. The university has 300 access points to install and each has already been assigned a particular location. The expansion of wireless access outside is on the IT project list but other things are taking precedence.

Andy Voeler: We only need a small number of the access points to cover the outside spaces.

David Rathbone: It might be useful for your committee to talk to the campus master planning subcommittee on parking and transportation.

1. Scholarship (Amy McKenzie)

The table at the dining hall was not very successful as a fundraiser. The committee feels that moving to a bake sale model where each Staff Senate committee participates would be a better approach to fundraising. The committee has sold 158 ornaments at the time of the December meeting. The committee continues to feel that it’s important to build the prinicipal of the scholarship in order to maintain the scholarship in the long term. The committee will be looking into different fundraising strategies. Beginning in January, the committee will focus on the yard sale and publicizing the scholarship.

1. Internal Informational Reports
   1. Treasurer Report (Paula Carnes-Ashe)

Not present

* 1. Parlimentarian Report (David Rathbone)

The Staff Senate is running smoothly and in accordance with parliamentary rules.

* 1. Staff Assembly Report (Andy Voelker/Jason LaVigne/David Rathbone)
     1. Jason LaVigne: The Executive Committee discussed the system’s policies related to natural disaster/emergency response. Currently employees can’t use community service leave to help those who have been impacted by a natural disaster. The committee is looking for ways to allow employees to use all types of leave to help those impacted by natural disasters.
     2. President Ross created a fund to support staff salaries and added the money from his annual raise that he didn’t accept this fall.
     3. UNC schools are in the process in setting target market rates for salaries. It’s unknown what WCU has chosen to do. Other universities are setting variable targets based on type of position – higher for those positions that are harder to recruit for (UPD and IT) and less for others.
     4. The annual Have a Heart Campaign will run the month of February. We will need to be thinking about what we will do this year.
  2. Chancellor’s Leadership Council Report (Robin Hitch)

The expansion budget priorities have been re-organized: support for Kimmel school has moved up. WCU is looking at increasing student enrollment through enhanced outreach to military and transfer students. Be sure to review Pat McCrory’s plan for higher education. It will be the blue print for the upcoming year from NC government. CLC also talked about the 2012 Appalachian Energy Summit and the WCU action plan (handout).

* 1. Tuition and Fees Committee (Robin Hitch)

The proposed tuition and fees were approved by the Board of Trustees. The total increase is a little over $400/semester for undergraduates. The increases will need to be approved by GA. Parking fees will be increasing for faculty and staff as well.

Alison Joseph: It might be useful to interview UPD and Facilities for the newsletter to learn how parking lot resurfacing and related facilities projects are prioritized and funded. Staff have the impression that Facilities wastes money.

Jason LaVigne: There has been discussion on this in the master planning parking and transportation subgroup but no decisions or recommendations have been made yet.

David Rathbone: Part of the problem is in the way the university funds Facilities. Funding is piecemeal so leadership doesn’t know how much money they’ll have at any point in time making it difficult to plan appropriately.

* 1. Campus Master Planning (Shawna Young)

The Request for Proposal seeking qualified campus master planning consultants closed 11/30/ 2012. We received 21 proposals. The committee was asked to choose a top ten and will come together Friday (12/7/2012) to narrow down to four consultants to bring to campus to present their qualifications in January.

1. New Business
   1. University Budget Advisory Committee Process (Robin Hitch)

We are interested in instituting a more formal way to appoint people to the University Budget Advisory committee. The proposed process is on Sharepoints for review and further conversation during the January meeting.

1. Old Business
   1. WCU Suggestion Box – Update (Robin Hitch/Mary-Jean Herzog)

No update

* 1. Smoke-free campus resolutions (Robin Hitch)

Met and discussed Staff Senate concerns with Dr. Belcher. Dr. Belcher signed the Faculty Senate resolution but hasn’t formally approved. How the resolution would be implemented has yet to be determined as well. Policy 54 will be reviewed for a possible update to incorporate the smoke free campus language. Those who smoke need to be mindful of where they smoke. If the general perception is that smokers are smoking near buildings and causing a ‘nuisance’, smokers may lose smoking privileges on main campus earlier than anticipated. The university will be holding open forums to discuss this issue and gather feedback with the goal of implementing the smoking ban in one year.

General Discussion: Enforcement of the fifty foot rule is very challenging. UPD doesn’t have the personnel to enforce the rule and peer enforcement is awkward at best.

Staff Senate Goals – Updates from Subcommittees

Already discussed

Other Discussion: The dissolution of the required fees for employees taking classes will be a tremendous benefit for employees and a great morale builder. The change also shows staff that the Staff Senate and Dr. Belcher working together to advocate for staff. It will be good to know if more people take classes now that the fees have been removed (Note: In the fall 2012 semester, 52 people were taking classes on the fee waiver).

Adjourned: 10:08

Next Staff Senate Meeting:

8:30 – 10:30 January 10, 2013

UC Cardinal Room