**WCU Staff Senate Meeting Agenda  
November 13, 2013 (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 |  |  |
| Paula Carnes-Ashe |  |  | X |
| Sarah Carter | X |  |  |
| Jennifer Cooper | X |  |  |
| Michelle Cooper | X |  |  |
| Pam DeGraffenreid | X |  |  |
| Patrick Frazier | X |  |  |
| Patrick Hinkle | X |  |  |
| Robin Hitch | X |  |  |
| Amy McKenzie | X |  |  |
| Gwen Nicholson |  |  | X |
| Jen Nickel | X |  |  |
| David Rathbone | X |  |  |
| Emily Sharpe |  | X |  |
| Carrie Shuler | X |  |  |
| Andy Voelker | X |  |  |
| Brian Wood | X |  |  |
| Dr. David Belcher (Ex-Officio Member) | X |  |  |
| Kathy Wong (Ex-Officio Member) | X |  |  |
| Mary Jean Herzog (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
3. External Informational Reports
   1. **Office of the Chancellor Updates** (Chancellor Belcher) **check with robin about how much to keep in the minutes**
      1. **Salary information.** Dr. Belcher reviewed the salary information presented at the Opening Assembly.
      2. The salary committee is now a permanent committee. The recommendations were the $24,000 salary floor and the 72.5% of market. We cannot give salary increases unless we are allowed to by the legislature.
         1. Discussion:
            1. Carrie Shuler: For the people that I represent, I am happy to hear that progress is being made.
         2. CB: IF we move to a floor of 24,000 and the 72.5 of market, we will not allow anyone to hire at any less than that, which means that it will get complicated down the road.
         3. General discussion followed about potential for salary changes.
      3. **Parking changes.** We want to encourage you to participate in the discussions that are happening on campus. The proposal is evolving and that is due to the discussions and suggestions.
      4. The Campus Master Plan team has done fascinating work including analysis of space, numbers, etc. Given the anticipated growth of students and therefore, faculty and staff, in ten years we will need 2,400 new parking spaces. We could stop growing, but then we will stop getting additional state funding. The parking deck will get half of the spaces we need (1,200). 1,200 spaces is 10 acres of flat space, which means that the parking garage scenario is the best option.
      5. Discussion:
         1. Amy McKenzie: I am wondering about the phrasing/selling of this plan. It was not very gently done. I think if the term investment was used, saying that staff and faculty were investing in the future of WCU would explain it better. I think if people could get behind investing in WCU, the situation would feel different.
         2. Chancellor Belcher: thank you Amy, that insight was helpful.
         3. Colton Overcash: a lot of students have had an issue with the tier system, as people with easier access to funding will get the better spaces. Could we change the system to be based on your class standing (freshman, etc.)?
         4. Chancellor Belcher: There is a new structure that is being discussed. The Phil Cauley model as it is called, will charge freshman the most, and decrease the cost for sophomores, juniors, seniors, etc.
         5. Colton: There has been a lot of discussion with students.
         6. Patrick Frazier: Students who are only on campus two days a week don’t understand why they will have to pay as much as people who park every day. Have there been discussions about that scenario?
         7. Chancellor Belcher: I do not know if there have been discussions about that. A lot of people want to know why the state cannot pay for this. But the state does not build parking or residence halls.
         8. Robin Hitch: Thank you for including the campus community in the conversations.
         9. Chancellor Belcher: It feels sudden because it was borne from the campus master planning. Please be sure to stay in the conversation.
   2. Thank you for the survey that you did this year. We shared this with the executive council. The most telling information showed how people felt in different divisions and this information was very helpful for the Vice Chancellors in each division. I know that I learned a lot as well. Robin said that you will be doing another one this year, which I think is great. And as time goes on, over a few years, you develop a baseline, which helps us see changes. It made very clear what the relative importance of the issues and responses were.
   3. Discussion:
      1. Robin Hitch: One of the biggest things we heard about was the need for training and Kathy has responded to that with a lot of opportunities this year.
      2. Chancellor Belcher: I am very glad for that.
   4. **Human Resources Report** (Kathy Wong)
      1. Reminder that open enrollment ends at the end of business on Friday and there will be no more extensions. As of now, 800-900 people have gone into the system and taken action.
      2. Electronic W-2 information has come out and more reminders will come out between now and the end of December.
      3. November payday is the 27th and December is the 23rd.
      4. **Proposed 2014-2015 Holiday Calendar.** This calendar will allow us to close for a full calendar week at Christmas. This is good as we will not have to make people use a personal day after the holiday next year. Starting January 1, every employee will get 12 paid holidays every year.
      5. Discussion:
         1. Colton Overcash: How will the affordable care act affect students?
         2. Kathy Wong: We have not gotten anything in writing yet, in terms of guidance as to how they will be affected.
         3. Pam Buchanan: We keep having conversations about what those changes mean to universities that require students to have a health plan. Some provisions have been made for this year that will change next year. We are still not sure what the ACA will mean for student health plans in general.
         4. Kathy Wong: The employer mandate has been pushed back until January, 2015.
   5. **Faculty Senate Report** (Mary Jean Herzog)
      1. The senate has been working on several items recently including curriculum. The Faculty Affairs Council is working with the bookstore to address some issues.
      2. The senate has been working with Johnny Penley from the Faculty Commons to use “Poll Anywhere” for voting purposes.
      3. Thinking that soon the students will bring forward their A+ resolution.
      4. Met with Jayne Zanglein about the Ombuds position and it seems like she has been busy. She has held 35 meetings since she started in the position. Most have been faculty but more staff members are coming to her. If that continues to increase, we will need to look into making that position more permanent.
   6. **SGA President Report** (Colton Overcash)
      1. The SGA has been working on several resolutions lately. They will be meeting soon with the Faculty Senate to discuss them. The first is the A+ resolution. They also passed a resolution in response to the voter legislation that changed in North Carolina.
      2. There has been a lot of discussion lately concerning dining and pedestrian safety.
      3. Discussion:
         1. Chancellor Belcher: I am glad that you are looking into campus safety, especially in terms of pedestrians. One of the biggest concerns is people crossing where there are no crosswalks. This is dangerous. Anything that the SGA can do to educate pedestrians would be important.
         2. Carrie Shuler: It is dangerous. I drive the Cat Train at night. There are people that walk out directly in front of it and at night people will drive around the tran when it is packing up passengers. This means that they cross a double yellow line. If we could get the students to utilize the crosswalks, it would be incredibly important.
         3. Colton: The mentality seems to be “I have the right of way, because they have to stop”. Like Dr. Belcher said, it is an education issue.
      4. The SGA is also working on a resolution about social media and how students portray themselves online. It is a “tweet responsibly” campaign. We are wanting to develop an enrichment event to educate on the dos and don’ts of social media, including bullying.
      5. Discussion:
         1. Chancellor Belcher: That is excellent, because students are sometimes just not thinking about it and it can affect their job opportunities down the road.
         2. Andy Voelker: I work with the Technology Commons and I would love to work with you on this. Last month we hosted several events on this topic and saw no participation. There is a lot of data and statistics out there that students need to know about.
         3. Pam Buchanan: I would also add that it’s not just what you are putting out there, it is also when you are doing it. It’s a matter of common courtesy; are you avoiding humans around you while you are communicating on your phone.
         4. Michelle Cooper: Commenting from a mental health perspective: there have been discussions about language and communication. It is important to use resources and terminology intentionally.
         5. Patrick Frazier: When students make comments that are negative to the university, even when it’s for fun, it can have a lasting impact. If a person has made a comment and then I travel to that location for recruitment, that comment could be the opinion of an entire highschool, simply because that person is from there, even though the school has no affiliation with WCU.
4. Sub-committee Updates
5. **Governance Committee** (David Rathbone)
   1. We have been working on increasing senate membership.
   2. **Vote on reorganization of subcommittees.** This will remove the resources and environment committee and in the event of an issue coming up, a temporary committee can be formed to handle it. This includes the renaming of the scholarship committee to “Scholarship and Fundraising” as our financial need is increasing.
   3. Discussion:
      1. Andy Voelker: According to the bylaws, we need to present on it at a meeting, distribute the information and then vote later.
      2. Marty Brow: I think it is important to get this done as soon as possible. There is a possibility that we will not have a quorum in December due to it being a holiday month.
   4. It is important that everyone is on a subcommittee, as it is a requirement.
   5. Discussion:
      1. Marty Brow: Is there such a thing as an online vote that is confidential?
      2. Andy Voelker: Yes there are ways to do that. It is not through Sharepoint. The current voting system that they use for staff senate voting will be changing soon anyway.
      3. Amy McKenzie: What is the status of the Employee Assistance Fund?
      4. Robin Hitch: It will be under the Scholarship and Fundraising committee.
      5. Amy McKenzie: Are requests for the employee assistance fund going to be determined at an Executive Committee level?
      6. David Rathbone: There have been discussions about that and we anticipate bylaw changes to get that worked out.
6. **HR Committee** (Pam DeGraffenreid/Michele Cooper)
   1. Banner training is a very important issue. At the HR Committee last meeting, participation was great.
   2. There will be a mentor group starting up soon for Administrative Assistants. Kathy will be taking that to the Executive Council. This mentoring is especially with the UNCFIT initiative.
   3. We were asked specific questions in terms of what training needs there were and there was a lot of brainstorming on how to address the various issues.
   4. Discussion:
      1. Kathy Wong: The comments and discussions from the meeting were great. I think we just need to fine tune what the needs are and how we need to address them specifically.
7. **PR Committee** (Jen Nickel)
   1. November newsletter coming out soon, working on the December issue. We have been getting great feedback on the newsletter.
   2. Getting ready for the retreat and the spring staff forum.
   3. Planning for the retreat: We are looking at choosing a day. We are looking at the week of the 16-20th. We will be planning for the next survey and may be discussing elections. Robin will send out an email asking for feedback on the day and time.
8. **Resources and Environment** (Andy Voelker)
   1. No updates.
9. **Scholarship** (Marty Brow)
   1. Wanted to know if people have seen the poster for the Ombuds position. Several senators have seen them. If someone wants more posters, Marty and Jayne will get them out.
   2. We are planning to be a Mountain Heritage Day next year. We have also acquired some popcorn machines. Working with Elizabeth Frazier on being at the yard sale.
   3. Ornaments have arrived.
   4. Discussion:
      1. Pam DeGraffenreid: The logo is reversed. They will have to be redone. Amy and I are working on that.
      2. Marty Brow: David made 260 dollars at the football game. The event went very well.
      3. Robin Hitch: Will anyone be selling this week?
      4. Marty Brow: Yes I will. If anyone wants to help volunteer with that, let me know.
10. Internal Informational Reports
    1. **Treasurer Report** (Pam DeGraffenreid)
       1. If you would like to come pick an ornament up, they are 10 dollars each including tax.
       2. For now we can only sell the purple ones, until the new ones are fixed.
       3. Our main budget line is close to 2300 dollars.
          1. David Rathbone: We can start stockpiling donations for the yard sale.
          2. Amy McKenzie: Everything but clothing can be donated.
    2. **Parliamentarian Report** (Andy Voelker)
       1. We are now accepting people to join the meeting via GoToMeeting remotely. We can stream the meeting to you. We are live today. This will be an option available to all future meetings. It is free for our use. You do not have to use your computer, because you can also use your phone.
    3. **Staff Assembly Report** (Andy Voelker)
       1. New hires have a new probationary period, 24 months now instead of 6 months. This is only for new hires, not for current employees that change positions.
       2. New grievance policy, all grievances must be handled within 90 calendar days. There are no exceptions to this rule.
       3. President Ross commented on chancellor searches. There will also be no tuition increases.
       4. We did discuss membership with other senates. Several of the Senates work in ratios. Comparatively, ours is fairly low. Roughly, a 1 in 30 ratio for our senate would bring us up to 26 senators, from 20. I would like to present that and vote on that change soon. This is in addition to the change in the term length would greatly help.
          1. David: The UNC Staff Assembly newsletter comes out on Friday.
    4. **Chancellor’s Meeting Report** (Robin Hitch)
       1. The Chancellor covered mostly everything from the meeting.
       2. There were interesting discussions on the space utilization and pets (including service and comfort).
       3. Discussion:
          1. Michelle Cooper: It is important that we support that, but there are pretty strict rules and define how that works and what the process is.
          2. Carrie Shuler: Students are allowed to have fish tanks (additional comment from Patrick Frazier, that the fish tanks cannot require electricity). In the same buildings, Resident Directors have cats when students are not allowed to have pets. This is a concern as some students think that because an RD has one, they should have one. But there are also people with severe allergies. This is an issue in several of the dorms.
          3. General discussion on animals in the dorms, RD apartments, etc.
       4. Robin also discussed the master planning with the chancellor as well as enrollment growth.
11. **New Business**
    1. Increasing Senate membership
       1. Kathy sent us a spreadsheet with all employees by classification. We will work to figure out how to increase the percentage and the term length.
    2. Fall Planning Retreat for next Staff Survey
       1. Friday the 20th will not work.
       2. Proposing the 16th, 17th, 18th in the afternoon. Email to follow soon
    3. Staff Senate Forum: planning for spring
       1. Discussed that with the Chancellor.
          1. Andy Voelker: It would be good to start out getting to know and welcome our new Provost.
          2. Amy McKenzie: Is the Chancellor still open to the idea of doing more than one session?
          3. Robin Hitch: I will mention that at her next meeting with him.
    4. General discussion on the parking situations.

Next Staff Senate Meeting:

Wednesday December 11, 2013 8:30am-10:30am

UC Cardinal Room