**WCU Staff Senate Meeting Agenda  
February 20, 2014 (9:00-10:00am)  
Cardinal Room (University Center)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Members** | **Present** | **Excused** | **Not Excused** |
| Marty Brow | X |  |  |
| Brian Buchanan | X |  |  |
| Pam Buchanan |  | X |  |
| Sarah Carter |  | X |  |
| Jennifer Cooper |  | X |  |
| Michelle Cooper | X |  |  |
| Pam DeGraffenreid | X |  |  |
| Patrick Frazier (joined via GoToMeeting) | X |  |  |
| Patrick Hinkle | X |  |  |
| Robin Hitch | 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 fixed two typos and uploaded updated document to Sharepoint.
3. External Informational Reports
   1. Human Resources Report (Kathy Wong)
      1. Introducing Dr. Rusty Marts, WCU’s New Director of Employee Relations, Training and Development. He will serve as a liaison between managers and employees and will work with state and university policy. Additionally, he will oversee staff training and development and work with CommPsych. He is also a licensed professional counselor.
      2. Discussion:
         1. Robin Hitch: How does your position work with our ombudsman?
         2. Rusty Marts: We met yesterday. There are a few differences between the positions. I work more with issues that might involve legal action (employee relations, etc). I also serve as a consultant to management. The Ombuds focuses primarily on mediation.
         3. General discussion and welcome.
      3. Rusty will be handling the state’s new grievance policy. The new SPA grievance policy will roll out on May 1. Rusty will be communicating with SPA employees and their supervisors about that over the course of the year.
         1. Discussion:
            1. Amy McKenzie: Will this roll out to SPA, then EPA non-faculty and then EPA? Or is this only SPA?
            2. Kathy Wong: There will only be one grievance policy for the entire UNC system. This is only for employees that fall under the State Personnel Act. We will conduct informative sessions, training with supervisors, etc.
            3. General discussion on timeline changes and language.
            4. Adverse weather: Emails have been sent regarding the University closing and adverse weather policies. If you have specific questions, you can call Anne or Rhonda who can evaluate your situation.
            5. General discussion on the cancelling of classes, definition of “closing” the university, how to handle employees that work outside of the hours of 8am to 5pm.
            6. Brian Buchanan: For my employees that come in before 6am, when there are days that classes start late, it would be good to know as early as possible (possibly the night before).
            7. General discussion about timing of emails.
            8. Marty Brow: If essential persons come in to do work and they get isolated here, are there funds set aside to house or feed those people?
            9. Kathy Wong: There are processes for those situations. There have also been several discussions concerning the adverse weather policy, and there will probably be more discussions in the future.
            10. Leroy Kauffman: For essential personnel, has anyone ever told them to come to work and be prepared to stay three days?
            11. Kathy Wong: It depends on the event. I know that law enforcement will come with duffel bags. Tammi Hudson handles those issues (food, housing) with Madison, Aramark, etc. It might be good to invite her to a meeting for additional information.
            12. Andy Voelker: Patrick Frazier connected to the meeting via GoToMeeting and wanted to let everyone know that Admissions is looking ahead to reschedule Saturday’s cancelled open house for April.
   2. Faculty Senate Report (Leroy Kauffman)
      1. We are meeting today. Completed a major rewrite on the bylaws for general faculty, specifically focused on faculty grievance procedures.
      2. Open forum for faculty on February 28 concerning the rewrite, and then they will vote on it one week after that.
      3. Response to liberal studies task force report coming out soon (delayed due to snow).
      4. Working on upcoming elections.
   3. SGA President Report (Colton Overcash or designee)
      1. Not present.
4. Sub-committee Updates
5. Governance Committee (David Rathbone)
   1. Welcome to Annette – new senator for clerical classification
   2. Recommendations for filling clerical and professional spots
      1. Asked that Senators recommend individuals for those positions.
   3. Election nomination date(s)
      1. Will be sending out information on nominations and election process very soon. David and Andy are working together on the process.
      2. Andy Voelker: Some different ideas have been discussed, including the possibility of dividing up current employees by classification and giving that info out to the senate, so that senators could see who was in their category and see if they know people that would be interested in joining the senate.
      3. David Rathbone: It would be good if senators could all nominate someone in their position.
6. HR Committee (Pam DeGraffenreid/Michelle Cooper)
   1. Survey reminder: take trial survey
      1. Finishing up some final details on the survey (opening in a new window, etc).
      2. Looking to see when she can clear out the practice survey responses.
         1. Robin Hitch: can you send an email and say that you are clearing it out that day?
      3. Michelle moved to close out the survey and clean out the practice responses. Moved to have the minutes reflect that.
      4. The survey will be closed out and practice responses will be deleted as of today, February 20.
   2. Official launch date
      1. Launching the survey on March 3rd.
7. PR Committee (Jen Nickel)
   1. Staff Forum dates: April 28 3pm to 5pm and April 29 10am to noon
      1. Robin Hitch: Kathy and Rusty, we would love to have you attend the forums.
      2. Amy McKenzie: Can we have a letter coming from the chancellor emphasizing attendance, especially for the 3 to 5 shift people?
      3. Robin Hitch: We can get one together.
   2. Staff Days of Service
      1. Sites are being finalized, the dates are March 12 and 13 (Wednesday and Thursday).
      2. Email will be sent out soon.
      3. David Rathbone: I have been working with Karen Farmer on a pressure washing beautification project.
8. Scholarship (Marty Brow)
   1. Ornament update (number sold)
      1. 150 gold, 63 purple. 213 total ornaments sold
   2. Yard Sale (4-12-2014) signup sheet
      1. The signup sheet was sent around the table.
   3. Scholarship deadline is March 3 (flyers available). Individuals can apply online or with a paper form
9. Internal Informational Reports
   1. Treasurer Report (Pam DeGraffenreid)
      1. $3046.21 in the budget
      2. Another $220 that will be going in soon = $3266.21
      3. This includes ornament sales.
   2. Parliamentarian Report (Andy Voelker)
      1. No update
10. New Business
    1. UNCA Staff Assembly Video Conference
       1. February 25th 1pm to 5pm Camp Building Video Conference Room
    2. Diversity Survey by Henry Wong
       1. Robin is member of Diversity committee. Survey results are available online. Underrepresented groups are women and minorities.
       2. Andy Voelker: can we get a copy of that?
       3. Robin Hitch: I will get you a copy.
       4. Andy Voelker: It would be interesting to correlate that data with the new survey results.
       5. General discussion on data and reporting, retention, etc.
    3. Form letter for new senators and their supervisors
       1. The senate reviewed the new form letter.
       2. This will be sent out to newly elected senators.
       3. Leroy Kauffman: one thing that Mary jean does is send out an email to faculty senators asking for quotes about why it’s important, what you get out of it. That might be something the Staff Senate could do.

Next Staff Senate Meeting:

Wednesday March 12, 2014 8:30am-10:30am

UC Cardinal Room