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

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| --- | --- | --- | --- |
| **Members** | **Present** | **Excused** | **Not Excused** |
| Tammy Ammons-Hagberg | x |  |  |
| Paula Carnes-Ashe | x |  |  |
| Michelle Cooper |  | x-Shawna proxy |  |
| Wiley Danner | x |  |  |
| Pam DeGraffenreid | x |  |  |
| Phyllis Franks |  |  |  |
| Patrick Hinkle | x |  |  |
| Robin Hitch | x |  |  |
| Alison Joseph | x |  |  |
| Jason LaVigne | x |  |  |
| Amy McKenzie | x |  |  |
| Gwen Nicholson | x |  |  |
| Jen Nickel | x |  |  |
| David Rathbone | x |  |  |
| Emily Sharpe | x |  |  |
| Will Shivers |  |  |  |
| Andy Voelker | x |  |  |
| Meg White | x |  |  |
| Shawna Young | x |  |  |
| Dianne Lynch (Ex-Officio Member) – David Belcher |  |  |  |
| Kathy Wong (Ex-Officio Member) |  |  |  |
| Mary Jean Herzog (Faculty Senate Chair – ex-officio) |  |  |  |
| Alecia Page (SGA President-ex-officio) |  |  |  |

Orientation for new senators held 8:30 – 9:30a

New senators present: Chris Parrish, Brian Wood, Carrie Shuler, Marty Brow, Jennifer Cooper, Brian Buchanan and Sarah Carter

Note: Carrie Shuler will not be able to attend the May and June meetings and plans on volunteering to serve on the HR committee.

1. Approval of the Meeting Agenda (Robin Hitch)

Approved

1. Approval of the Minutes of the Previous Meeting (Robin Hitch)

Approved

1. External Informational Reports
   1. Office of the Chancellor Updates (Chancellor Belcher or designee)

Not present

* 1. Human Resources Report (Kathy Wong, ex-officio member)

Not present

* 1. Faculty Senate Report (Mary Jean Herzog or designee)

Not present

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

Not present

1. Sub-committee Updates
2. Governance Committee (Robin Hitch)
   1. 2013-2014 Elections: Elections were completed and, with the election of new senators, all of the available senate seats are filled in each HR classification.
   2. Bylaw updates:

Vote: Update text from University Advisory Council to Chancellors Leadership Council (CLC)

Approved unanimously

Vote: Section A. Titles and Duties, Chair text updates (grammar, term eligibility and update to CLC)

Approved unanimously

Vote: Addition of the Chair-Elect position and text describing the position

Discussion:

Amy McKenzie: Can we send these changes back to the governance committee to wordsmith?

Alison Joseph: We can shift elections to June and vote on bylaw updates in May.

Robin Hitch: We will need to review the text and add descriptions for the Treasurer and Parlimentarian positions.

Alison Joseph: If the Chair-elect leaves the university or can no longer serve on the Staff Senate, we shouldn’t make the vice chair position automatically the chair. The Senate should hold an election for the Chair-elect position.

The Governance committee will rework text for the bylaw updates and bring back to the Senate to vote on at the May meeting.

Additional discussion on Staff Senate elections and the timing of leadership elections: The bylaws state that leadership elections need to take place in April. When Staff Senate elections are delayed, leadership elections and seating of the new leadership team is also delayed.

Robin Hitch: New senators should begin thinking about whether they would be interested in running for a leadership position and be prepared to participate in elections at the May meeting.

1. HR Committee (Pam DeGraffenreid)
   1. Staff Survey – Working draft of survey is available to review on Sharepoint (and passed along for review on paper). The goal is to administer the survey in May.

Marty Brow: We may want to consider providing an incentive to have people take the survey.

Alison Joseph: Our office has found that incentives don’t impact the participation rate in surveys but clear communication on what the information will be used for does help people understand why it’s important to participate in the survey.

Shawna Young: We can provide information on the survey in the May newsletter to get people to anticipate responding to survey.

Pam DeGraffenreid: The HR committee is also interested in increasing staff awareness of the available discounts at local business. We also discussed the pending increases in health benefits due to the affordable care act. The university will be required to provide healthcare benefits for certain types of part-time employees that the university is not currently required to provide benefits for. It’s likely the university will limit or be more strategic on how and when to hire part-time employees.

Gwen Nichols: Just an FYI – The staff in HHS is trying to get Weight Watchers to teach a class in the HHS building.

1. PR Committee (Alison Joseph)
   1. Service Days (Jen Nickel) – The Days of Service were well received by the university community. There was an article in The Reporter about the event. We had 30 people participate in various service sites and will be looking to schedule regular opportunities for staff service days each fall, spring and summer.
   2. May Newsletter – If you have content for the newsletter please send it to us by the 15th.
2. Resources and Environment (Andy Voelker)

Highway Adoption Process – There is a 1.3 mile stretch of Little Savannah from 107 to HHS that is available to adopt. If we decide to adopt the highway, it will be great visibility for the Staff Senate and a possible opportunity to partner with Faculty Senate. An information packet was ordered from the DOT and the committee will be looking to meet with Faculty Senate representatives to see if they have an interest in partnering on the project.

1. Scholarship (Amy McKenzie)
   1. Yard Sale – Follow up - We raised $714 for the scholarship.
   2. Scholarship Recipients – As discussed at the last meeting, 3 scholarships were awarded and will be announced once the paperwork clears Financial Aid.
   3. Bake Sale – April 19th 10 – 3:30 - We will be collecting snacks early that morning in Amy’s office in Stillwell. Pricing will be $.25 and $.50 per item. Prepackage each item and we’ll pretty them up with ribbons. (sent around sign up sheet)
   4. Marty Brow: If the items are special (vegan, nuts, etc.) should we note that?
   5. Amy McKenzie: Definitely, that’s a great idea.
2. Internal Informational Reports
   1. Treasurer Report (Paula Carnes-Ashe)

$3,443.41 in the Discretionary fund

* 1. Parlimentarian Report (David Rathbone)

No report

* 1. Staff Assembly Report (Andy Voelker/Jason LaVigne)

The Staff Assembly meeting is next week. We will probably be discussing the anticipated increased cost in employee benefits. The assembly will also be meeting with Chapel Hill’s Ombuds office. There is broad interest in establishing Ombuds offices across the UNC system.

Robin Hitch: To clarify for the new senators, the Faculty Senate is interested in establishing na ombuds position for promotion and tenure grievances and the Staff Senate is interested in the ombuds office being an impartial support on campus.

* 1. Chancellor’s Leadership Council Report (Robin Hitch)

Dr. Belcher attended ‘university day’ in Raleigh with legislators. WCU received good feedback from the legislators. He feels that WCU was well received by the legislators and he received good feedback from those he talked to. The university has received feedback from SACS that the WCU mission statement needs review. Dr. Belcher will be putting together a team over the summer to review the current mission statement. Based on feedback from Governors’ budget, we may see a 10% budget cut for 2013-2014. Dr. Belcher asked the deans to be proactive and plan for these cuts while at the same time preparing to spend money during end of year roll up. Of the UNC system, we are in the minority with an increase in enrollment so it’s hopeful we’ll have enrollment growth funding for next year. On a more personal note, Dr. Breton’s health situation is weighing heavily on Dr. Belcher. The Bretons have recently sold their house and the closing is in May.

Meg White: We can keep up with Dr. Breton’s progress on the Caring Bridges website. They are posting whether and how they need help.

Robin Hitch: It’s inspiring to see how the chancellor is remaining optimistic throughout all of the challenges happening on campus.

* 1. Campus Master Planning (Shawna Young)

The consultants will be on campus April 15 and 16 and will be participating in many meetings and an open forum on the second floor of the UC. The installation space on the second floor of the UC will have wall hangings and posters discussing the master planning process as well as comment cards for the campus community to leave feedback for the consultants.

* 1. Salary Committee (Alison Joseph)

Current salary survey response rate is currently 40%. The committee will report the results as they are available.

Special Notice: Jen Nickels: ICA and Service Learning are collecting toiletries for Macon County REACH through May 8th. Jen can pick up items and anyone who is interested can help packaging travel sized items.

1. New Business
   1. Leadership Academy Nominations (Robin Hitch)

Robin will forward the application information to everyone and encourage people to consider applying.

* 1. Staff Senate Subcommittees – Possible Reorganization (Robin Hitch)

As Andy mentioned in a previous meeting, please think about the topics the Staff Senate subcommittees are currently organized around and consider making community service a more prominent part of Staff Senate responsibilities.

Next Staff Senate Meeting:

May 9, 2013

8:30 – 10:30 May 9, 2013

UC Cardinal Room