**WCU Staff Senate Meeting Agenda  
April 9, 2014 (8:30-10:30am)  
Cardinal Room (University Center)**

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| --- | --- | --- | --- |
| **Members** | **Present** | **Excused** | **Not Excused** |
| Miles Basehart (New Senator) | X |  |  |
| Marty Brow | X |  |  |
| Brian Buchanan | X |  |  |
| Mid Buchanan (New Senator) | X |  |  |
| Jane Buchanan (New Senator) | X |  |  |
| Pam Buchanan (joined via Go-To-Meeting) | X |  |  |
| Sarah Carter | X |  |  |
| Jennifer Cooper (proxy: Jen Nickel) |  | X |  |
| Michelle Cooper | X |  |  |
| Pam DeGraffenreid | X |  |  |
| Brian Dickens (New Senator) (joined via Go-To-Meeting) | X |  |  |
| Colby Dietz (New Senator) | X |  |  |
| Mandy Dockendorf (New Senator) | X |  |  |
| Trenda Franklin (New Senator) | X |  |  |
| Patrick Frazier | X |  |  |
| Megan Forsyth (New Senator) | X |  |  |
| Patrick Hinkle | X |  |  |
| Robin Hitch | X |  |  |
| Galen May | X |  |  |
| Amy McKenzie | X |  |  |
| Jen Nickel | X |  |  |
| David Rathbone | X |  |  |
| Mark Ray (New Senator) | X | X |  |
| Annette Parris | X |  |  |
| Chris Parrish (New Senator) | X |  |  |
| Carrie Shuler | X |  |  |
| James Stamey (New Senator) | X |  |  |
| Andy Voelker | X |  |  |
| Brian Wood | X |  |  |
| Brett Woods (New Senator) | X |  |  |
| Dr. David Belcher (Ex-Officio Member) | X |  |  |
| Dr. Alison Morrison-Shetlar (Ex-Officio Member) | X |  |  |
| Kathy Wong (Ex-Officio Member) | X |  |  |
| Rusty Marts (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. New Senator Welcome (Robin Hitch)
   1. Senators welcomed – official term begins in June
4. External Informational Reports
   1. Office of the Chancellor Updates (Chancellor Belcher)
      1. The Chancellor welcomed our new senators and highlighted the importance of their voice on this campus as representatives for Staff members.
      2. Budget Process:
         1. Working on the budget process and proposals. The process starts at the department level, moves up to the division and so forth. Priorities are determined in each discussion and recommended. The Chancellor’s Leadership Council and Budget Advisory Council meet after all of those discussions and determine what the most critical issues facing the university are and then determine what financial priorities need to be made. This is done in a group setting with representatives from across the campus, divided into groups that included faculty, staff and students. The priorities from this meeting will be made available online. Salaries and a Compliance Officer position for the university were the two biggest needs noted for recurring funding.
         2. Information about compliance and the importance of such a position will be made available at the next Chancellor’s Leadership Council meeting.
         3. We are on hold in terms of when we will know about recurring money (hoping to hear back by July 1). WCU has met enrollment growth targets for the last few years, which means that we should get enrollment growth funding this next year. If/when we get that money, we will then find out what we can do with the funds.
         4. One-time funds: also in a holding pattern on this until we find out what cuts will look like for the rest of the year. We will know more moving forward. Enrollment growth at WCU speaks highly for us. The caliber of our applicants continues to go up as well.
         5. The Salary Committee was created last year and has done tremendous work so far. Anna McFadden served as the chair last year and this year. It is an 8 person committee with yearly leadership. The legislature dictates if we are allowed to give raises (through the Appropriations Act). Our Salary Committee determined two priorities: the salary floor above national poverty level ($24,000) and bringing everyone that was below 72.5% of market up to that level. The 72.5% of market was applied to faculty and staff. We are almost at the end of the implementation of those priorities. Kathy Wong was instrumental in getting these raises and making them possible. She championed that effort. The committee is working on their recommendations for next year. Their approach is to look at this process over a period of years (5) and focus on compression. They will be holding an open forum on May 1 to present their recommendations, everyone is invited to attend.
         6. Recently met with Residential Living staff (at the recommendation of Carrie Shuler). It was a great opportunity for communication and learning. This helps communication efforts (finding other ways to communicate important information for staff, etc.)
            1. Carrie Shuler: Everyone that talked to me after that meeting really enjoyed getting to talk to you and get to know you. They were pleased with how easy you were to talk to. With email access, we have to share computers and some staff are not as familiar with the systems, which is a drawback to all communication coming out via email.
            2. Chancellor Belcher: I appreciate your leadership in making that happen.
            3. Amy McKenzie: I am pleased to hear about the salary committee coming together to make more recommendations. That was our hope for the committee.
            4. Chancellor Belcher: I am grateful to the committee for their work. It is a continuing effort. Salaries must always be a priority at WCU.
   2. Office of the Provost Updates (Provost Morrison-Shetlar)
      1. Excited to visit the senate.
      2. During my interview visit, I discussed several items with the Staff Senate. I have been working with Kathy, Rusty, and faculty and staff from across campus on ways that we can provide the resources that you have asked for.
         1. It was important to me to listen to what you said and to talk about professional development and training. There has been a lot of collaboration the Provost’s Office and Human Resources. We serve each other by utilizing formative feedback for success. Formative feedback is not ‘you are doing something wrong’. But it does take some training for people to understand how to give and receive it. We are currently working with Department Chairs and anyone who is in a management position to help them help their colleagues to be successful. This type of feedback was an important issue that I heard when I met the Staff Senate for the first time and I am working to make that happen across the campus, with anyone that is in a management position.
         2. The Provost’s Office will become a model for moving our paper processes to electronic processes, including electronic signatures. There are so many processes (curriculum, travel, etc.) that could move to this model. We are purchasing software with a “drag and drop” model to increase the flow of information to test this new process.
         3. Increasing Transparency: The formative feedback and electronic paper models will help this goal of transparency.
      3. The Academic Affairs Newsletter just came out and any feedback would be greatly appreciated. We want to represent faculty, staff and students in that newsletter. Let us know if you have anything to include in there.
         1. Discussion:
            1. David Rathbone: I appreciate the newsletter, the information was great.
            2. Robin Hitch: I would like to suggest that you make the tuition waiver form a part of the electronic process.
            3. Provost Morrison-Shetlar: That is a great example of a document to use for that process.
            4. Michelle Cooper: Comments from this year’s survey included a statement about complicated business processes and asked for feedback and suggestions for how to handle those complications.
            5. Provost Morrison-Shetlar: One of the reasons that I would like to do this is so that we can free up people’s time to work on things they are passionate about. The information from the survey will be very helpful for that.
            6. Andy Voelker: Comment on management training. There are four people in this room that are a part of the Leadership Academy. Out of all of my time at WCU, my experience with that has been the best and most memorable and I hope it will continue and grow.
            7. Amy McKenzie: I would like to echo Andy’s comment. Also, thank you in advance for your participation in the staff forum.
            8. Provost Morrison-Shetlar: As you saw in the newsletter, I am the “Provost on the ground”. That is how I lead. My goal is by the start of next year is to know about 90% of the people I meet. I invite everyone to come to the international festival today as well, and I am looking forward to future meetings with you.
   3. Human Resources Report (Kathy Wong)
      1. **Recap of salary updates: March payroll for SPA was finalized. The increase impacted 141 SPA employees**
         1. EPA non faculty and faculty increases are being keyed in soon.
         2. The UNC President reviews all salary increases over the 10% threshold.
         3. Office of State Human Resources maintains up-to-date salary data for SPA employees, but not as much information for EPA. We finalized a data set for our EPA personnel based on our peer institutions set by Carnegie.
         4. Emails were sent to all SPA employees (including those that did not receive increases). There were phone calls and email responses clarifying information on an individual basis. This was the first time that total compensation had been included in such information.
         5. Working with the Salary Committee to finalize that five year plan, specifically in regard to the 20/20 strategic plan.
            1. Discussion:

David Rathbone: On this task force, as membership changes, will the Staff Senate be represented there?

Kathy Wong: The Chancellor chose those people specifically, you can talk to him or Anna about the possibility of that.

Michelle Cooper: Salary is still a big issue on our survey, but another big one was discounts for staff. I think if we can keep the information about perks available for staff, it would be a good thing.

Kathy Wong: That is a good point. We have done that in the past in the newsletter.

Jen Nickel: We have put it in the website and in the newsletter, but it’s a matter of getting traffic there.

Carrie Shuler: A lot of places only say Faculty and Students, so it’s a community awareness issue as well.

Michelle Cooper: We can encourage people to ask if there are discounts for WCU employees.

Carrie Shuler: In regard to all the work you have done for the salary floor, I know several of the people that received the bump, as they are in my department. They are so happy to receive it and I would like to thank you on their behalf.

Kathy Wong: Thank you very much. Corey has done a lot of work on this, so has the task force and our payroll personnel.

Carrie Shuler: Please share that thank you and gratitude to them as well.

* + - 1. Rusty Marts: SPA Grievance Policy
         1. Policy 77: Updates for this policy will be posted on May 1. There are some substantial changes.
         2. The OSHR (Office of State Human Resources) is adding a mediation component to the policy. They are training mediators around the state. The first step in the policy will be a discussion with the supervisor and then if that is not successful, then it will go to mediation.
         3. Mediation a good opportunity for the employee and supervisor to have a discussion with a third party mediator.
         4. Currently looking to send an email to the campus, with a link to the policy. The policy will also be online. Working on a video presentation on Blackboard for management staff that highlights the changes to the policy.
         5. Rusty Marts: Does anyone have thoughts about how to get this information to the campus?
         6. Jen Nickel: We can put a link in the newsletter and/or an article.
         7. Kathy Wong: We are open to any suggestions.
         8. Amy McKenzie: Anyone who visits the ombuds could also get information about it there.
  1. Faculty Senate Report (Mary Jean Herzog)
     1. Considering several resolutions from Faculty Assembly.
     2. Currently working on elections for various committees around campus.
     3. Faculty are very interested in salary increases as well.
  2. SGA President Report (Colton Overcash or designee) – Not Present
     1. Robin read the report that Colton sent Jen:
        1. The A+ Resolution did not pass in the Faculty Senate; the main concern expressed by members of the Senate was grade inflation and merit.
        2. The last monthly meeting of the UNC Association of Student Governments was held at Western Carolina University on April 4-5. The delegates were given a tour of the new HHS building. The meeting was very productive and a member of the University was recognized through an award given by the association.
        3. SGA elections for the 2014-2015 year were held on April 7 and 8. The final results will be counted and the winning candidates shall be announced on Friday, April 11.
  3. Parking Permit Fees 2014-2015 (Ernie Hudson)
     1. Handouts were distributed to the senate.
     2. Currently they are working on updating websites to reflect changes.
     3. Last fall, the Master Plan was announced. It included the building of parking decks and the accommodation of additional parking spaces. WCU is growing every year, as is its engagement across the region. Parking services have to grow to reflect that engagement and growth.
     4. General information about Parking Services and Cost Structure: Our parking infrastructure is paid by parking fees, not state dollars (the Cat Tran is supported by student fees as well). Only 20% of parking fines are kept for administrative needs and 80% goes to our local schools. Currently, there are 6,250 spaces on campus. Our lots are aging (examples of costs for Coulter, HFR, new overflow at HHS).
     5. Fee by salary was the clear winner. Only the increases for 2014 have been approved so far. These increases will fund a garage with 1200 spaces, increasing administrative costs and other costs. Fine increases were requested and have been approved. The Coulter lot will be taken offline as a faculty/staff lot, and will turn into a pay lot with meters. The pay lot could bring in a significant amount of revenue each year, which could help offset parking fee increases.
     6. Trustees have approved the new permit costs (still via payroll deduction).
        1. Discussion:
           1. Robin Hitch: When will the new permit structure start?
           2. Ernie Hudson: It will begin in August 2014 (Aug 1 to Aug 1).
           3. David Rathbone: Are you planning on service vehicle spaces in the Coulter lot?
           4. Ernie Hudson: Yes. The service vehicle spaces that are there will remain as well as the handicapped spaces (some will be paid and some unpaid).
           5. General discussion about service vehicle spaces, special spaces and police parking on campus.
           6. Each department has a vehicle, a van or etc. When those vehicles are parked in regular spots, it causes complaints. We are working on an area where those vehicles could be stored to free up some spaces.
           7. Robin Hitch: When will coulter be closed?
           8. Ernie Hudson: August is the plan. Bids have been accepted, working with Purchasing and other departments to finalize the plan. Money generated out of that lot will be put into a separate account.
           9. General discussion about “walking campus” and parking at the edges of campus.
           10. Michelle Cooper: Thank you for your work on this unpopular topic. If you could include in your announcements for special events, the locations for loading and unloading, that would be very helpful.
           11. Ernie Hudson: By choosing the Coulter lot for the pay lot, it will make it easier to close that lot for campus event. We are looking at signs, gates, etc. to convey if the lot is closed.
           12. Amy McKenzie: What is your current thinking on staff members that carpool?
           13. Ernie Hudson: There is a committee that is considering those options. (Example: if there are 4 people that carpool, the person that gets the permit will pay based at their level). There will be one tag that will move between the vehicles.
           14. Mary Jean: The salary levels for parking fees stop at 100,000. There are people that make above that, there are 108 individuals above that level.
           15. Ernie Hudson: This is only for this year, so the tiers will be reevaluated next year. – Reminder that employees can ride the Cat Tran.
           16. Brian Buchanan: I was told a few years ago that employees cannot ride the Cat Tran. I would like to encourage my employees to park on second shift on Old Cullowhee road and ride the Cat Tran to their buildings.
           17. Ernie Hudson: Everyone can ride, and we could develop a plan like that.
           18. Michelle: We can encourage people to utilize that service, put it in the newsletter, etc.

1. Sub-committee Updates
2. Governance Committee (David Rathbone)
   1. Election update: Welcome to new senators
   2. Voting on officer seats in June. – More information to come about those seats. You can nominate yourself or someone else.
3. HR Committee (Pam DeGraffenreid/Michelle Cooper)
   1. Survey update: 387 completed responses this year (down from 394 last year)
   2. Michelle shared some highlights and figures from the preliminary snapshot.
   3. The preliminary report will be shared at the staff forum.
   4. Hard copies have been entered.
4. PR Committee (Jen Nickel)
   1. Staff Forum updates and senator questions
      1. Finalizing the details, reminder about the dates (April 28 3pm to 5pm, April 29 10am to noon). Encourage your departments to attend. Encouraging senator attendance, attend at least one forum and wear your button!
      2. More reminders will go out during this month.
   2. Senator buttons – see Jen to get one (can/will order more)
   3. New Senator Orientation – May meeting
      1. All senators should attend as it will be a regular meeting.
5. Scholarship (Marty Brow)
   1. Scholarship update: candidates will be announced after the yard sale profits are determined. The announcement should go out next Tuesday.
   2. Yard Sale: Finished up planning yesterday. If our new senators have any ideas for new ways to fundraise for the senate, please let Marty know.
      1. Robin Hitch: (Information for New Senators) we raise money for scholarships for dependents of Staff members.
6. Internal Informational Reports
   1. Treasurer Report (Pam DeGraffenreid)
      1. We have $3,964.80, plus some additional monies for a total $4689.49.
   2. Parliamentarian Report (Andy Voelker)
      1. Reminder to new senators that you are not officially installed until July, no voting until the June meeting for officers.
   3. Staff Assembly Report (Andy Voelker)
      1. Gearing up for the golf tournament that benefits training and development state wide.
   4. Chancellor’s Meeting Report (Robin Hitch)
      1. Robin showed him the list of new senators, and he knew most of them. He commented that he was sad to see the senators that are rolling off this year.
7. New Business
   1. Staff Senate 125th Proclamation
      1. Copies were distributed.
      2. More copies are available if anyone wants them.

Next Staff Senate Meeting:

Wednesday May 14, 2014 8:30am-10:30am (includes orientation)

UC Cardinal Room