**WCU Staff Senate Meeting Agenda  
June 11, 2014 (8:30-10:00am)  
Cardinal Room (University Center)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Members** | **Present** | **Excused** | **Not Excused** |
| Miles Basehart |  | X |  |
| Marty Brow | X |  |  |
| Brian Buchanan | X |  |  |
| Jane Buchanan | X |  |  |
| Mid Buchanan (proxy: Chris Parrish) |  | X |  |
| Pam Buchanan | X |  |  |
| Sarah Carter (proxy: Jen Phillips) |  | X |  |
| Jennifer Cooper (proxy: Jen Phillips) |  | X |  |
| Michelle Cooper (proxy: Pam DeGraffenreid) |  | X |  |
| Pam DeGraffenreid | X |  |  |
| Brian Dickens | X |  |  |
| Colby Dietz | X |  |  |
| Mandy Dockendorf | X |  |  |
| Megan Forsyth | X |  |  |
| Trenda Franklin | X |  |  |
| Patrick Frazier (proxy: Pam McFarland) |  | X |  |
| Patrick Hinkle | X |  |  |
| Robin Hitch | X |  |  |
| Galen May | X |  |  |
| Pamela McFarland | X |  |  |
| Amy McKenzie | X |  |  |
| Jen Phillips | X |  |  |
| David Rathbone | X |  |  |
| Mark Ray |  |  | X |
| Annette Parris | X |  |  |
| Chris Parrish | X |  |  |
| Carrie Shuler | X |  |  |
| James Stamey | X |  |  |
| Andy Voelker | X |  |  |
| Brian Wood | X |  |  |
| Brett Woods | X |  |  |
| Dr. David Belcher (Ex-Officio Member) | X |  |  |
| Kathy Wong (Ex-Officio Member) | X |  |  |
| Rusty Marts (Ex-Officio Member) | X |  |  |
| Leroy Kauffman (Faculty Senate – ex-officio) | X |  |  |
| Garret Whipkey (SGA – ex-officio) | X |  |  |

1. Approval of the Meeting Agenda (Robin Hitch)
   1. Agenda was approved
2. Approval of the Minutes of the Previous Meeting (Robin Hitch)
   1. Minutes were approved
3. External Informational Reports
   1. Office of the Chancellor Updates (Chancellor Belcher)
      1. The Chancellor gave some highlights that he has passed on during recent meetings, specifically major achievements and concerns from this last year.
         1. Enrollment is at an all-time high this year. Retention is up by 5%. Spring enrollment is the largest in our history. Over 15,400 applications for fall. Strong enrollment is critical as it brings in the only new money: enrollment growth funding.
         2. Lost $3.2 million last year, but we did get enrollment growth funding that supplemented the loss. Next year’s budget is not very clear yet. Currently, we have been targeted for a $1 million cut. Governor/Senate/House budgets are out currently. All three include cuts. Even with these cuts, WCU still fairs better than some in the state.
         3. New Leadership: New Provost is settling in nicely. Tim Metz is now leading Institutional Planning. Brandon Schwab has been named Associate Provost. Just completed first year of leadership academy and the capstone experience was a tour of WNC. This was a 5 day tour. We want to serve Western North Carolina and the tour educated everyone involved on what is going on in our region. This will happen every year.
         4. Campus Master Plan will be shaping two major projects: mixed-use facility at the strip and expansion of Brown Cafeteria. The micro steam plant that will be housed at Brown will help ease the load of the main steam plant.
         5. The Chancellor reviewed major accomplishments for WCU over the last year including funding for Engineering at Biltmore Park. Curriculum will be launched in August. BOG approved the leasing of the Millennial Campus to the Endowment Fund in April. Grant funding is up by 5.5 million dollars this year.
      2. Priorities for next year: Provost is using term “deepening and strengthening” to frame our planning moving forward. This frames how we “deepen and strengthen” the educational experiences we give our students. We are analyzing business practices and processes (moving to electronic procedures). We are currently working on our strategic plan for Biltmore Park. Space Utilization is a major concern, it is a new metric that the UNC system is utilizing in July. We are starting to take care of our academic spaces in a number of ways. Long-range marketing and communication in progress (thanks to Robin Oliver and Bill Studenc). Advocating continually for resources for salary increases. Two other major issues that we are working to address are: Campus Safety/Sexual Harassment and Assault and Campus preparedness.
      3. Discussion:
         1. Pam Buchanan: You spoke about budgets, has there been any mention of a task force to evaluate Elizabeth City?
         2. Chancellor Belcher: That has been pulled from the Senate budget. Elizabeth City was never listed specifically, but it was about plans for addressing institutions that lose significant enrollment and the potential to shut them down.
         3. Pam Buchanan: Do you see that coming back into the budget?
         4. Chancellor Belcher: It’s a possibility. (He recapped situations at several institutions).
         5. Leroy Kauffman: Can you reflect on the “hold harmless” understanding with UNCA?
         6. Chancellor Belcher: Historically, the School of Science and Math, School of the Arts and UNCA have been “hold harmless” in a budget situation. UNCA’s involvement in that has been due to its size. Three additional institutions have been added to that list. This is hard on other institutions as they have to absorb the cuts that the hold harmless institutions don’t have incur.
         7. David Rathbone: There is no better time to be a Staff Senator. David stressed the importance of the Governor’s Awards. Wondered if there was something WCU could do for that (a task force, etc).
         8. Kathy Wong: Our top three awards at WCU are our automatic recommendations for the governor’s awards.
         9. Chancellor Belcher: September 10, 11, 12 the BOG is holding their meeting here. This is great because they rarely come west. There is currently a group planning that event.
         10. Carrie Shuler: My group cleans up after the orientation groups that stay on campus. With this last group, it was a great surprise. The visitors were very respectful of the spaces.
   2. Human Resources Report (Kathy Wong)
      1. Special Bonus Leave: expires at the end of June.
      2. Parking fee increase deductions will not come out until August payroll
      3. Leadership: Rolling out “7 habits of highly effective people” training session. Task Force is meeting tomorrow to talk about how to market the program, how many can be enrolled, etc. More information coming soon.
      4. Budget: Salary restrictions are lifted in all of the budgets that are currently under review. This means we can give increases more flexibly. Equity adjustments have been finalized.
         1. Discussion:
            1. Marty Brow: What is the status of the Ombuds position?
            2. Robin: I have information from Jayne that I will be sharing.
            3. Amy McKenzie: How to we register our carpool for the new parking fees?
            4. Kathy Wong: I am not sure, I will pass that question on to the appropriate people.
            5. Amy McKenzie: When I started looking at my job description, I was shocked to find out that several people do not even have them. I also have an outdated job description (wording and percentages, etc). We have talked previously about how this is up to the supervisor, is there anything you can tell us about that?
            6. Kathy: This is truly a manager’s responsibility. If it is not done, it needs to be bumped up to the next level of management.
   3. Faculty Senate Report (Leroy Kauffman)
      1. Working to find Chair Elect for the Faculty Senate.
      2. Mary Jean and Leroy are working to transition as Leroy is now the Chair.
   4. SGA President Report (Garrett Whipkey)
      1. Garrett told the senate about himself. Excited to utilize his connections back home (eastern part of the state) to promote WCU.
      2. Student Involvement and SGA involvement on campus are his main focuses. One of the biggest tasks is revamping the engagement opportunities for students. Student feedback shows that students want to be more involved in the region. He also wants to get more students involved with SGA specifically.
      3. Very interested in planning a “Meet your SGA Day”. Would love for staff and faculty members to help advertise this event. Plan to promote SGA initiatives, ways that students can get involved, etc.
      4. Want to look into the potential for having an SGA senator for both faculty and staff senate, or have one that serves on both. Currently looking into that.
4. Officer Elections – all nominees gave some words about their positions on campus as well as why they would be suited for the position
   1. Elections for the following positions were held:
      1. Chair Elect:
         1. Nominees for Chair Elect: Pam DeGraffenreid
         2. New Chair Elect: Pam DeGraffenreid
      2. Vice Chair:
         1. Nominees for Vice Chair: Patrick Hinkle
         2. New Vice Chair: Patrick Hinkle
      3. Treasurer:
         1. Nominees for Treasurer: Galen May, Mandy Dockendorf
         2. Votes: Galen – 11 Mandy – 12
         3. New Treasurer: Mandy Dockendorf
      4. Parliamentarian:
         1. Nominees for Parliamentarian: Brett Woods
         2. New Parliamentarian: Brett Woods
      5. Secretary:
         1. Nominees for Secretary: Annette Parris
         2. New Secretary: Annette Parris
      6. UNC Staff Assembly:
         1. Nominees: Colby Deitz, Sarah Carter, Mandy Dockendorf, Chris Parrish
         2. Votes: Colby – 5 Sarah – 9 Mandy – 4 Chris – 7
         3. New Staff Assembly Representative: Sarah Carter
      7. David presented Robin Hitch with an award from UNC Staff Assembly and gave remarks regarding outgoing senators.
5. Sub-committee Updates
6. Governance Committee (David Rathbone)
   1. David explained what the Governance Committee does and encouraged people to join.
7. HR Committee (Pam DeGraffenreid/Michelle Cooper)
   1. Survey update: survey is complete. Not sure if Chancellor Belcher has had a chance to review the results.
   2. Would like to schedule a meeting with Dr. Belcher to review the results so they can be sent to campus.
8. PR Committee (Jen Phillips)
   1. Upcoming July retreat
   2. Working on next newsletter, hoping to include remarks from Jayne concerning the ombuds.
9. Scholarship (Marty Brow)
   1. Looking to schedule a meeting soon with new members.
10. Internal Informational Reports
    1. Treasurer Report (Pam DeGraffenreid)
       1. $3889.40. Money for scholarships has been transferred, ready as of July 1.
    2. Parliamentarian Report (Andy Voelker)
       1. Nothing to report.
    3. Staff Assembly Report (David Rathbone)
       1. Upcoming gold tournament that will benefit staff statewide.
       2. Next meeting will be in October.
    4. Chancellor’s Meeting Report (Robin Hitch)
       1. Did not meet last month.
11. New Business
    1. Jayne Zanglein and Ombuds position (Robin Hitch)
       1. Robin passed on remarks from Jayne regarding her meeting with the Provost.
    2. Sub-committee membership declaration
       1. Senators declared their membership
    3. July Retreat: Thursday, July 10th from 2pm-4pm in HHS 216
       1. Senators discussed changing the meeting time to include lunch. The meeting will be rescheduled from 12pm-2pm.
12. Senator Pictures at clock tower – 10:30am

Next Staff Senate Meeting:

Wednesday July 9, 2014 8:30am-10:30am

UC Cardinal Room