**WCU Staff Senate Meeting Agenda  
September 11, 2013 (8:30-10:00am)  
Cardinal Room (University Center)**

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| --- | --- | --- | --- |
| **Members** | **Present** | **Excused** | **Not Excused** |
| Marty Brow | X |  |  |
| Brian Buchanan | X |  |  |
| Paula Carnes-Ashe |  | X |  |
| Sarah Carter | X |  |  |
| Jennifer Cooper |  |  |  |
| Michelle Cooper | X |  |  |
| Pam DeGraffenreid | X |  |  |
| Phyllis Franks | 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 |  |  |
| Melissa Wargo (Ex-Officio Member) – David Belcher |  | X |  |
| Kathy Wong (Ex-Officio Member) |  | X |  |
| Mary Jean Herzog (Faculty Senate Chair – 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. Janye Zangelin – Ombuds Information
      1. Very excited to be in the position, very passionate about helping people resolve conflict.
      2. The root of the term is Swedish and it is a person that serves as a facilitator to help people resolve and prevent conflict.
      3. The position is independent and is not directly “supervised”. It also serves as a neutral party. Interactions are is confidential, to the extent that the person wants. However, it might not remain confidential in litigation situation or a dangerous situation.
      4. Duties: The ombuds acts as a conflict coach (sounding board), and works to help people know what the policies are. Sometimes it is just preventative. If there is a dispute and it is necessary for someone to facilitate the relationship, the ombuds would talk with each party individually or mediate them together. Jayne is a trained mediator with years of experience. The position reports trends to the Provost, not reporting names or specific details. This trend data would be used for potential training sessions, etc. The ombuds also serves to make recommendations based on those trends, which would be all generalized. The foundation of the position is confidentiality.
      5. She is willing to meet people off-campus as well as on-campus and can be reached on her cell phone as well. Her office is located at 202 Forsyth. Her cell phone number is 828-331-0866 and her office extension is x7191. She wants to make sure that she is available to everyone.
      6. It would be great if the Senate could spread the word to staff members across campus. It is a one-year pilot program, so people should be sure to use the resource.
      7. Question: Marty Brow – how should we spread the word?
         1. Robin Hitch: It will be in the newsletter. Also, just let people know that the resource is there and pass on the contact information.
         2. David Rathbone: Sometimes new supervisors don’t have proper management training, which can lead to difficult situations.
         3. Jayne: I have encountered similar situations that can affect your whole life. It is not only supervisors, it is also coworkers. It is also preventative, and it is important to alleviate things before they become a problem.
         4. Marty: Is this going to be announced in a general email to staff?
         5. Jayne: It was already announced in an email, but not sure if it will be announced again.
         6. Marty: Do you think people understand what that word means?
         7. Jayne: No, but that is the correct word and I will be getting business cards reflecting the name very soon. I have also asked for a name badge that says Ombuds, which will serve as a talking point.
         8. David: How will the new employee relations position work with the ombuds?
         9. Jayne: I think the ombuds will be more related to conflict, as the new position will work with managerial issues.
         10. Kathy Wong: I brought information about the new position as the job description is now online. Currently Jayne and I are working together to handle situations that come up and see what is an HR issue and what is an Ombuds issue.
         11. Jayne: Some people don’t like conflict, which can make it harder. But you have to get to the underlying issues in those situations.
         12. Michelle Cooper: I serve on the HR committee and work in Psychological services. Just working with the survey, I know that people are really looking forward to the position. Please let us know how we can help get the word out and facilitate the information sharing for people to know the position.
         13. Jayne: Trust is essential. I worked hard to make sure that the Ombuds position was kept confidential and independent.
   2. Audra Begg & Lauren Bishop – Sustainable Energy Fund Information
      1. Abbreviation: SEF. This is the 3rd or 4th time that this has been proposed to students and has been rejected in the past. We think this year will be different. This project would charge $5 per student per semester would go towards a variety of sustainability projects on campus. A committee comprised on faculty and students will determine which projects will be explored and funded by the SEF. Money from the fund could also be used for undergraduate research on sustainability topics.
      2. Several schools in the nation and five in the UNC system have a similar system. This includes Appalachian. They have the largest wind turbine in the southeast thanks to a similar fund.
      3. “Save the World for the Price of a Latte” is the SEF slogan. That is how it is being marketed to students. The SEF is on the SGA ballot as a referendum. In May 2014 it could be voted on directly. There will also be meeting with the Faculty Senate.There will be a table on the UC lawn every week working to inform students about the opportunity.
      4. The goal was to get support from the Staff Senate today. They currently have support from the EcoCats student club.
      5. Discussion:
         1. Michelle Cooper: Is there a more active role that the Senate could take, as we have a lot of constituents that have experience with this.
         2. Lauren: We could write into the proposal that there is an appointee from the Staff Senate. All projects would have to be approved by Facilities Management. What makes this a little different is the research aspect as we are currently being approached by students for this kind of support.
         3. Audra: We would also like to make it optional for Faculty and Staff to give to it, as well as alumni. We are still working on the logistics for that.
         4. Robin: We have an Environment and Resources committee. They should be able to write up a resolution that the Senate could vote on.
         5. Lauren: I can send you language for that resolution.
   3. Office of the Chancellor Updates (Chancellor Belcher or designee)
      1. Not present
   4. Human Resources Report (Kathy Wong)
      1. This is the first meeting since the budget has cleared. We just got the first memo from the state budget office clarifying some items.
      2. One of the items in the state budget is creating is an employee literacy leave. This allows someone to work in a school in a literacy program, 5 hours a week and up to 60 hours a year.
      3. Salaries: June 30 salaries stand through this year and 2014-2015. The freeze is in place for the next two years. We have the special exceptions: salary adjustments can be given if the position is studied and moved to a higher level, or if there are changes in job duties. The budget bill does not allow for labor market adjustments. We can make salary adjustments based on retention and equity though, according to the bill. There are new pre-approvals that are required. If any salary adjustment reaches a 10% benchmark, it must go to the GA or BOG for approval.
      4. The faculty recruiting and retention fund can now be accessed to bring in nationally-recognized faculty. Once a person leaves the position, the money goes back to that fund. This is important, as it has not been funded in several years.
      5. Severance funds have been identified. The chancellor has said that WCU will not lay anyone off. Special annual leave has been awarded. It is the same as before, 40 hours of leave that must be used before June 30 or it is lost. Updated fringe benefit information is available on the Budget Office Website.
      6. Update on the rewrite to the state personnel act:
         1. Office of State Personnel is now the Office of State Human Resources. There were some significant changes in the act. One of the biggest changes is the change of the probationary period for new SPA employees from 6 months to 24 months.
         2. They are working on a brand new grievance procedure. The act says that there is one general grievance procedure. Universities have been allowed to make a policy for all 17 campuses different from the act.
         3. Holidays have been increased to 12 per year, up from 11.
         4. If anyone wants to read the detailed information, it is on the GA website, House Bill 834.
      7. Discussion:
         1. Pam DeGraffenreid: On the EPA position changes, people could be changed from SPA to EPA?
         2. Kathy: No, those are at a state agency level and are governed by a different rule. In previous administration, there were only 1000 of those, and now there are 1500. This is a big change.
         3. Brian Wood: Does the $24,000 floor include shift premium?
         4. Kathy: No, that is base salary.
      8. Health insurance: Enrollment is Oct 1 – 31. Legislature approved moving insurance to calendar year. This year is a positive enrollment year, which is different. That means that you have to take action, whether you want to make changes or not. Individuals must go online and select a plan: 70/30; 80/20 with a premium (see additional documentation); consumer-directed (brand new). The consumer directed plan operates like a bank account, where you can submit claims for reimbursement. It has a high deductible. This is probably good for very healthy people that do not usually reach their deductible. HR will be having information sessions in September and October to inform people about the plan options. Kathy will talk to Peg or Matt and have them come for a more in-depth discussion on this at the next Senate meeting
      9. Discussion:
         1. Andy: How do the assessments affect dependents?
         2. Kathy: Only the covered person has to complete the assessments, not the dependents.
      10. New Employee Relations position: It’s an EPA position (senior administrator). It will cover a range of employee relations and services. Emphasis on education and training across the board. Looks at appreciation, recognition, assistance as well as discipline, etc. The position will provide a full range of services to employees.
      11. Discussion
          1. Amy McKenzie: What other campuses have this position?
          2. Kathy: We are one of the few that have this kind of position. And we are the only one whose HR department handles issues of EPA as well as SPA issues.
          3. Michelle Cooper: How will the supervisory role of this position work?
          4. Kathy: They will supervise the current training position. They will report to me and be a part of the senior management team.
   5. Faculty Senate Report (Leroy Kauffman)
      1. Not present.
   6. SGA President Report (Colton Overcash)
      1. Faculty and Staff Senator for SGA. Responsible for addressing issues between the fac/staff senates and the SGA and vice versa.
      2. Update on SGA. Ryan and Jack have set a lot of goals for the year. 1) Keep tuition and fees as low as possible, 2) increase campus safety, 3) increase measures to prevent issues like sexual assault, drug paraphernalia, etc. The senate and subcommittees meet on a weekly basis. The SGA meetings are open, staff and faculty involvement are encouraged.
      3. The Service Corps is working with Service Learning on the Lily Program (continuing on work from last year).
4. Sub-committee Updates
5. Governance Committee (David Rathbone)
   1. Working on setting up governance meeting.
   2. Working on the employee assistance fund, working on any by-law changes pertaining to it.
6. HR Committee (Pam DeGraffenreid/Michele Cooper)
   1. Kathy and her staff have volunteered to talk about training sessions, in response to the survey results concerning training issues. Biggest issues were Banner and People Admin training. Pam will send out an email about that meeting to the whole Senate.
   2. Out of the College of Education: The new EnCase software. Faculty in the College of Ed are very concerned about his issue, Paula brought it to the Senate’s attention.
   3. Discussion:
      1. Amy McKenzie: Is this the software that takes email in the case of litigation, as opposed to continually monitoring email?
      2. Kathy Wong: Reminded the senate that email is not protected communication, it is public.
      3. Pam: I think everyone knows that, it is just that people do not know much about this new software.
      4. Amy: Will you be getting more information from the legal department about it?
      5. Pam: Just bringing information forward to see what we wanted to do.
      6. Marty Brow: Would like more information about the policy.
      7. Jayne: Faculty have been notified about this.
      8. Andy: EnCase is specifically used with the teacher training program, where students are working in classrooms and completing student teaching. It could be more targeted at confidentiality in public schools.
      9. Robin: We will see what we can find out about the issue.
7. PR Committee (Jen Nickel)
   1. Employee Appreciation: Robin got great feedback from the raffle winners. A record amount of food was collected for Community Table and donations for the Scholarship and Employees Assistance funds were great.
   2. Fall break service project: We are looking into a service project for Fall Break with the Community Table. More details to come.
   3. The monthly newsletter format is working well. We have outlined a variety of topics for the entire year, focusing on several key topics from the Staff Survey.
   4. The committee would like to start a Staff Senate Pinterest board. Sarah Carter will be leading that.
   5. Discussion:
      1. Brian Buchannan: Does the Senate have a mission statement?
      2. Robin Hitch: Yes we do.
      3. Kathy Wong: It could be good to drill that down to have a few sentences, for use elsewhere.
      4. Robin: Governance can review it and work on focusing it further.
8. Resources and Environment (Andy Voelker)
   1. No updates, but looking forward to information from Lauren about the SEF.
9. Scholarship (Phyllis Franks)
   1. Recommending to change the chair of the Scholarship committee.
      1. It was decided that the committee will have a meeting next week to decide on a new chair.
   2. David: We have bicycles from police department and other great donations for the yard sale. More things on the way. March 23rd is the date of the sale.
   3. Patrick Frazier: This is the first year of the fall yard sale.
   4. Robin: Several people asked if Senate would be there.
   5. Amy: Could we do the bake sale again?
   6. Phyllis: Yes we can. We just need to get the same form signed again like we did in the spring.
   7. Robin: We will need to get information out for this year’s ornaments.
10. Internal Informational Reports
    1. Treasurer Report (Pam DeGraffenreid)
       1. Employee Appreciation day: total donations $105.39.
       2. Kathy: The BOG wants to coordinate their fall meeting with Employee Appreciation again.
       3. General discussion: Everyone really enjoyed visiting with the BOG members
       4. $2,336.21 current amount in the fund that we know we own.
       5. Employee Emergency Assistance Fund, seems to be a part of a bigger fund. The current balance is 77 dollars.
       6. David: Where are the Employee Appreciation donations going?
       7. Pam: It will be going in to today’s deposit. Needed to talk to David Steinbicker about it first. Everything will be put into that fund and then it can be moved from there.
       8. David: I still think we need a fundraising committee.
       9. Phyllis: We need more senators before we create a new committee.
       10. David: We will probably combine some subcommittees to alleviate some of that.
    2. Parliamentarian Report (Andy Voelker)
       1. As far as senators missing meetings, etc: We could setup an audio conference for people that cannot attend. We can also record the sessions so that people can listen after. There are solutions that IT has that would be no cost to us.
    3. Staff Assembly Report (Andy Voelker/Jason LaVigne)
       1. Meeting scheduled in October with a very full agenda. Probably a lot of budget issues.
       2. David: Exec committee decided that the Vice Chair would be the alternate for the Assembly position. Meets four times a year, two in person. Patrick Hinkle will attend if one of the others cannot.
    4. Chancellor’s Meeting Report (Robin Hitch)
       1. We had a CLC meeting on Monday and had a great presentation by Tom Frazier about his team and PawPrint. The Paw Print system does not keep scanned information.; the Equitrax software does not allow for it. Tom will come to any department with his team to do an information session on how to use the printer.
       2. TeleCom system: Voice over IP system will be replacing the current phone system.
       3. Master Planning: end of October/first of November is deadline for our comments on the plan ideas.
       4. Provost search committee meetings, very important that everyone can come. Robin will be bringing questions for senators to ask.
11. New Business
    1. Senator pictures
       1. Working to schedule pictures after the next meeting.
    2. Infrastructure Technology Advisory Committee
       1. Michelle Cooper is our representative.
    3. Staff Senator emergency contact process
       1. Robin: We found out that a staff senator had been in the hospital but only knew after they were back. Please, let someone know to tell us if you are out, that way we can be a support system for you. We want to know you are ok. Let Robin, Jen, Patrick, David, anyone know.
    4. Fall Planning Retreat for next Staff Survey
       1. Will email or put it on sharepoint to find a time for that. Looking to include Melissa Wargo at that event because she wanted to help with the survey.
       2. Amy: Would December be too late for this?
       3. Robin: Probably not, might even be better.
    5. Provost Candidate Meetings
       1. First candidate: September 17, 8am, UC Dogwood Room
       2. Second candidate: October 1, 8am, UC Dogwood Room
       3. Third candidate: October 4, 11:15am, UC Dogwood Room
12. Old Business
    1. Staff Senate Subcommittees – Possible Reorganization
       1. Robin: In Governance and maybe exec, we will see what we can come up with
    2. Employee Emergency Assistance Fund
    3. Discussion:
       1. David: 125th Anniversary is next year, we need to brainstorm for that and work with the community as well.
13. Taking new Staff Senate pictures: 10:00am-10:30am at the Alumni Tower
    1. Next month (carry over from previous meeting agenda)

Next Staff Senate Meeting:

Wednesday October 9, 2013 8:30am-10:30am

UC Cardinal Room