**WCU Staff Senate Meeting Agenda**

**September 10, 2014 (8:30-10:00am)**

**245 Hunter Library**

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| --- | --- | --- | --- |
| **Members** | **Present** | **Excused** | **Not Excused** |
| Annette Parris (secretary) | ✔ |  |  |
| Brett Woods (Parliamentary) | ✔ |  |  |
| Brian Buchanan | ✔ |  |  |
| Brian Wood | ✔ |  |  |
| Carrie Shuler-came to meeting early and asked for a hiatus for a couple of months |  | ✔ |  |
| Chris Parrish | ✔ |  |  |
| Colby Dietz | ✔ |  |  |
| David Rathbone | ✔ |  |  |
| Galen May | ✔ |  |  |
| James Stamey | ✔ |  |  |
| Jane Buchanan | ✔ |  |  |
| Jennifer Cooper | ✔ |  |  |
| Mandy Dockendorf (Treasurer) | ✔ |  |  |
| Mark Ray | ✔ |  |  |
| Marty Brow (Chair, Scholarship Committee) | ✔ |  |  |
| Megan Forsyth |  | ✔ |  |
| Michelle Cooper (Chair, HR Committee) | ✔ |  |  |
| Mid Buchanan | ✔ |  |  |
| Miles Basehart | ✔ |  |  |
| Pam Buchanan | ✔ |  |  |
| Pam DeGraffenreid (Chair-Elect) |  | ✔ |  |
| Pamela McFarland |  |  | ✔ |
| Patrick Frazier |  | ✔ |  |
| Patrick Hinkle (Vice-Chair) | ✔ |  |  |
| Robin Hitch | ✔ |  |  |
| Sarah Carter (Chair, Public Relations Committee) | ✔ |  |  |
| Dr. David Belcher (Ex-Officio Member) | ✔ |  |  |
| Kathy Wong (Ex-Officio Member) | ✔ |  |  |
| Rusty Marts (Ex-Officio Member) |  | ✔ |  |
| Leroy Kauffman (Faculty Senate – ex-officio) |  | ✔ |  |
| Garret Whipkey (SGA – ex-officio) |  | ✔ |  |
|  |  |  |  |

1. Approval of Meeting Agenda (David Rathbone, Chair)
   1. Approved
2. Approval of Minutes for previous meeting (David Rathbone, Chair)
   1. Approved
3. External Reports
   1. Office of the Chancellor (Chancellor Belcher)
4. Lots going on for the next week or so! BOT & BOG here on campus, Gov. McCrory will be here for the game Saturday. Lots of people on campus including media. All meetings tomorrow are open to the public for the most part; please attend if we can, the agenda was in email sent Friday. It has been 7 years since these folks were last on our campus.
5. Enrollment up again. We didn’t get credit for retention rates; we need to work on this.
6. 125 birthday Bash went great.
7. Ground breaking next 12 months—retail strip (mixed use) 350 student beds on upper floors, retail space on bottom.
8. WCU in the process of hiring a diversity officer.
9. Chancellor will not be as visible as has been, first phase of chancellorship moving into second phase. We have a Leadership team in place so he can now turn to external issue; fund raising, advocating with elected officials, etc.
   1. Human Resources (Kathy Wong)
      1. Sorry Rusty isn’t with us, he is home, sick.
      2. Holiday calendar update; HR looked at all other schools in the state to compare what days they take during Christmas and New Years. Just makes the most sense to not close, open for 2 days then close again. HR is sure that supervisors will be flexible and work with employees that may not have leave built up, but they do have 3 months to accrue time
      3. Executive Council and Payroll are working together on EPA raise to be in October payroll, retroactive to July 1.
      4. Legislators have removed some of the restrictions on pay increases
      5. Susan Colby shared with us that the BOG have been discussing why the need for two classifications, SPA/EPA.
      6. Kathy Wong is willing to spend an entire meeting to discuss and clarify classifications with us, but we need to do it soon (before she retires); recommendation to record so program can be posted on website.
   2. Faculty Senate (Leroy Kauffman)-not here (teaching)
   3. SGA President (Garrett Whipkey) (not here, Annette had failed to add him to calendar invites, but this has been remedied)
   4. Special Guest Anna McFadden (IT)
      1. Will be rolling out Office 365 email, still Outlook, but 50 gig mailbox (cloud)
      2. One Drive-similar to DropBox but secure
      3. IM with Microsoft Link
      4. 2013 updates are available but you need to request.
      5. Mercury Storage will increase from 1 gig to 40 gig, departments will go to 150 gig.
      6. Two thousand more license for wireless have been added, saturating more areas with wireless, discussions ongoing about covering fountain area.
      7. Bandwidth increased 2 weeks ago, will have to increase again next year.
      8. New video tool available-Panopto, please contact CFC for training.
      9. IT Division will be undergoing Program Review next fall, Dr. McFadden will be heading that up.
   5. Special Guest Susan Colby (President of Staff Assembly)
10. Sub-Committee Updates
    1. Governance Committee (Patrick Hinkle)
       1. Nothing new to report, have has one meeting so far, another one scheduled.
    2. HR Committee (Michelle Cooper)
       1. Have had 2 meetings already, they are scheduled on the 3rd of each month this semester and are open, being held in 224 Bird Building at 4:00pm.
       2. HR to have regular presence at start of monthly meetings to provide informal outreach opportunity for staff with concerns/questions. HR is working with Facilities to have regular outreach presence in set location in Facilities building and may develop additional outreach location in conjunction with Student Affairs in order to be more accessible to employees outside of “white house.”
       3. Kathy will prompt SS-HR subcommittee members of important benefits-related or related concerns. Notice of yesterday’s email about EAP Program with Guidance Resources phone / website for 24 hour access for support for personal concerns as example.
       4. HR has a lot of training opportunities available; Henry Wong’s Office has a lot of diversity training available.
       5. Ombuds-more toward Faculty concerns; search closed and Provosts Office conducting; Rusty Marts, staff/employee relations.
       6. Staff Survey will be ever other year.
       7. David Rathbone interjected with a compliment on how well HR Committee is doing, and their thoroughness.
    3. PR Committee (Sarah Carter)
       1. Last meeting was this past Friday.
       2. Newsletter will be every other month, adding an announcements section.
       3. Increase the use of digital signage, advertising for the Scholarship Committee.
       4. Discussed creating a Facebook page for PR to advertise trainings, calendar and other links.
       5. Question asked as to whether we could revive the ‘trading post’ items.
       6. Sarah mentioned the availability of a Blackboard group.
    4. Scholarship Committee (Marty Brow)
       1. Ornaments are at the Bookstore. Please go by and sign out some to sell. Will be selling at the football game Saturday, please come out and help.
       2. Mountain Heritage Day still up in the air. Just received application in the mail this week, will get it turned in asap.
       3. Cookie sale, October 30th in the UC, Sarah will send out the link for signing up to help. If you bake things, please label ingredients.
       4. Yardsale is no longer with Arts Council, now Chamber of Commerce.
       5. Michelle Cooper suggested (if SS can afford) to give BOG an ornament as a gift, was voted on and passed unanimously. Susan Colby recommended follow-up with Chancellor’s office to determine appropriate process. We have the money ($400) in the treasury and it will surely be an investment.
       6. Pam Buchanan will find out what we need to do to be able to accept credit card payments for ornaments and offered to put on display in Health Services.
11. Internal Informational Reports
    1. Treasurer (Mandy Dockendorf)
       1. No change from last report, still learning the ‘ropes’.
       2. $124.89 given from Employee Appreciation Day donations.
    2. Parliamentarian (Brett Woods)
       1. So far this meeting, we’ve done well in following procedure for voting!
       2. Some discussion about etiquette was suggested that we have someone from the department that puts on the etiquette dinner to come spend some time with us, or even that we could attend etiquette dinner.
       3. Suggested that we go through Chair before going anywhere representing Staff Senate, as that is where any complaints would fall. All agreed that we should follow the proper ‘chain of command’.
    3. Staff Assembly (Sarah Carter)
       1. No report (ran out of time)
    4. Chancellor’s Meeting (David Rathbone)
       1. No report (didn’t meet this month)
12. New Business
    1. Biltmore Park Senator
    2. Committees
       1. QEP-Pam Buchanan
       2. Awards-Annette Parris
       3. Bookstore-
       4. Budget & Finance-Robin Hitch will continue
13. Other Business
    1. David Rathbone gave us an update on his brother.
    2. No update available about Pamela DeGraffenreid’s husband

Next Staff Senate meeting

October 8, 2014

UC Cardinal Room

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