PRESENT: Katherine Alford, Carol Anderson, Chris Bledsoe, Erin Carpenter, Bob Charlebois, Kay Clark, Betsy Craft, Kathy Deas, Monique Eckerd, Gloria Eggers, Laurel Elam, David Freeman, Sali Gill-Johnson, Alice Gryder, Sandy Hicks, Natalie Hill, Julie Huffman, Edward Hyle, Tami Johnson, Kim Jones, Molly Kadyk-Bruch, Loretta Link, Kathy Mann, Denise Marsh, Jennifer Maxwell, Jackie McInturff, Lisa Moore, Seth Norris, Chris Popoola, Jenny Primm, Monica Rose, Amy Sanders, Katherine Sbarbaro, Barbara Scarborough, Cathy Scott, Stacy Sears, Jamie Seay, Janice Smith, Jamie Tedder, Marlena VanVliet, Lisa Watson, Laura Young, Vickie Young, Cathy Ziegler, Peggy Eller, Peggy Ellis, and Angel Wood (alternate Barbara Scarborough)

EXCUSED: Diana Barbee, Wes Berry, Sarah Chapman, Lou Ann Church, Donna Davis, Thomas Dedge, Tony Grant, Carol O'Saben, Tanya Randall, and David Shervington

ABSENT: Elaine Berry, Michelle Boisclair, Judy Cereghino, Pam Cline, Jane Fitchlee, Debbie Gragg, Wanda Hamilton, Monica Harless, Susan Hise, BR Hoffman, Kathy Howell, Kristin Hyle, David Jamison, Sharon Kincaid, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Patrick McCoy, Carolene McGlamery, Angie Miller, Dee Pelliccio, Kathy Ray, Rob Robertson, Janet Seatz, Kevin Snook, Krystal Stewart, Jeff Tickle, Shelley Wainscott Wallin, Robin Waters, Ezell Williams, Todd Williams, and Kelley Wolcott

GUEST: Sheryl Kane

1. Chris Popoola welcomed everyone and called the meeting to order.

2. Presentation by Jeannine Underdown Collins, Vice Chair, ASU Board of Trustees
   Ms. Underdown Collins thanked staff and expressed her appreciation on behalf of the Board of Trustees. She also read comments of appreciation prepared by several of the Trustees.

3. It was moved (Cathy Ziegler) and seconded (Jenny Primm) that the minutes of the May 12 meeting be approved. Motion carried.

4. Treasurer’s Report – Tami Johnson reported to save paper, we will not be providing copies of the treasurer’s report but that a printed report will be included in the minutes. Tami reviewed the remaining balances. It was moved (Denise Marsh) and seconded (Cathy Ziegler) that June Treasurer’s Report be approved as listed. Motion carried.

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5. Old Business
   A. Chancellor’s Advisory: Stacy Sears gave a brief review of the meeting. The Chancellor reviewed what was known of the budget. He commented the System could be looking as much as an 11 percent cut. Greg Lovins and Patrick McCoy were also in attendance and discussed the furlough paycheck error at length. They explained the testing phase went smoothly, but the error only occurred in real time. Timely communication was discussed and the importance of getting word to the staff quickly. The committee discussed the adverse weather policy. As a result, Patrick and Greg agreed that we would have the policy in place by winter. The committee was asked that if there are to be additional furlough days would staff be open to combining the days with holidays for savings. The university could save up to $80,000 a day during winter months. Complete minutes are attached.

   A question was asked that if new furloughs were to be announced and if there were to be up to 20 days could Staff Council advocate being able to take them in a block

6. New Business
   A. Freshman Move-In Day: Freshmen will be moving in August 21. Eddie Hyle, previous chair, asked if anyone would be willing to take over as chair. Alice Gryder and Jenny Primm volunteered to be co-chairs. Staff will be able to sign up on the web site as they did last year. Staff can volunteer for up to 4 hours and do not need to use Community Service leave.

7. Council Concerns
   A. Chris announced the Officers have drafted a letter to the Chancellor on behalf of Staff Council regarding the recent paycheck issue. Even though the issue was discussed during the Chancellor’s Advisory Committee meeting, the officers thought something should be sent in writing on behalf of the entire Staff Council. She asked for a show of hands for those who agreed to have the letter sent. Staff Council agreed to send a letter. A copy of the letter is attached.

   B. Staff Assembly information – Jenny Primm recommended all staff review the information sent to Staff Council Members regarding the budget and proposed changes. She reviewed some key points that were proposed to be removed and mentioned that these items were ones we as a staff worked hard to achieve. All were encouraged to write your legislative representative on their own time and equipment. In addition, staff were reminded that no university resources could be used to write such letters.

8. Announcements
   A. July 24 – Appalachian Night at the Hickory Crawdads, tickets $14 each
   B. Name Tents – Amy reminded everyone to leave their name tents by the door and she will bring them to every meeting.

9. Meeting adjourned
Chancellor’s Advisory Council
June 3, 2009

Attending: Ken Peacock, Lorin Baumhover, Greg Lovins, Patrick McCoy, Susan Hisle, Judy Cereghino, Bob Charlebois, Tony Grant, Alice Gryder, Jenny Primm, Amy Sanders, Stacy Sears

Open Discussion:

**Budget**
- Dr. Peacock recently went to Raleigh at President Bowles request. As a budget has not yet passed, a lot of questions are still unanswered. The University could be facing as much as an 11.1% budget cut.
- The enrollment increase money is still in the budget, but we are still looking at the possibility of fewer classes with larger class size.
- Dr. Peacock does feel the Education Building will still move forward as that is all COPS funding and the University would not gain any additional operating funds if that project were to be put on hold.

**Furlough Paycheck Error**
- Dr. Peacock, Mr. Lovins, and Mr. McCoy apologized to all that were affected. The computer program worked fine in testing, however when the actual transfer took place, an error occurred.
- Those involved with the computer program and payroll are working to do everything they can to make sure an error does not occur next month.
- Concern from Chancellor’s Advisory Committee was the method of communication of the error. Only those that were affected were contacted via e-mail – many of whom do not have regular access to e-mail.
- The Committee suggested that supervisors should have been sent an e-mail as well to make them aware of the problem, and to help the supervisors better answer employee questions.
- The Committee also suggested using Staff Council Officers or Staff Council representatives to help communicate the error – or any future communications.
- Discussion moved to the general furlough communication and the concern of staff learning of the furloughs from the media rather than the University. Dr. Peacock expressed his displeasure of learning from the media rather than official channels as well. Mr. McCoy stated the information Human Resource Services received had conflicting information, and it took time to determine which information was accurate before an official communication could be sent.

**Prepared Questions:**

**Adverse Weather**
It is understood that our Adverse Weather Policy, as well as most in the UNC system, is based on the OSP Policy: Leave, Section V, State Personnel Manual. However, there seems to be no consistency when it comes to coding adverse weather and making up time.

When adverse weather or other conditions prevent some employees from reporting for work, but does not necessitate the closing of facilities or curtailting operations – employees are able to use
the Adverse Weather Policy requiring them to make up the work time within 12 months, take annual leave or leave without pay.

When conditions require the facilities to be closed and classes cancelled, staff are unable to report to work, yet they are still required to use the Adverse Weather Policy provisions listed above for making up the time.

The OSP Policy also states in Section V, Page 40.3:
The following shall apply when a state facility is closed or operations are curtailed due to emergency conditions:

- Employees who are not required to work at an alternate site or as an emergency employee shall not be required to charge leave or make up the time.

The OSP policy states under the Agency Procedures Required section that agencies shall develop written procedures that are consistent with, and incorporate the provisions of, this policy.

If it is unsafe for students to come to campus, why is it safe for staff to report or take leave? Therefore, would you provide some interpretation of the policy, especially the section concerning non-emergency employees not working at alternate sites when facilities are closed and classes are cancelled?

Response:

- Mr. McCoy told the committee the state changed its policy a few years ago giving the UNC to make the decision to close campus and the president of the system can delegate that responsibility to the chancellor of each university. The policy states that if the campus is closed by the chancellor and non-essential staff are unable to work then they can take the time off without making up the time.

- The university needs to determine non-essential and essential staff. Mr. McCoy and Human Resource Services are in the process of researching policies of other universities in the system to determine what universities they have in place and how they define essential and non-essential staff.

- Dr. Peacock asked Mr. McCoy to begin creating a policy. Mr. McCoy agreed to work on a policy and to have something ready for fall.

**Smoking Policy**

When this committee met with you on June 3, 2008, we asked the following question: **There has been a noticeable increase in cigarette litter and individuals continuing to smoke near entranceways to buildings. How will the no-smoking policy be enforced?**

RESPONSE:

- The task force was to give Chancellor Peacock recommendations, but the implementation is still under discussion.

- There are no-smoking zones within 50 ft. from buildings all across campuses in the state.

- There have been some hard feelings among employees.

In regard to the “on-campus smoking policy” enacted January 12, 2009, referred to in your November 20, 2008 e-mail message to the campus community, the policy states that smoking is prohibited in or within 50 feet of all University buildings. We appreciate the Task Force on Smoking’s recommendations concerning violators of the policy stated in the same e-mail.
message. We also received a report that between October, 2008 and May, 2009, campus police have received 213 calls reporting violations.

Would you please give an update to our question of June 3, 2008 addressing these specific concerns:

- Where is this policy published on the ASU Web site?
- How is the information being disseminated?
- How is this policy being enforced?
- Preparations for this policy included removal of ashtrays. This seems to have resulted in piles of cigarette butts littering the sidewalks and discarded burning butts on the ground posing a fire hazard. We are concerned about the deterioration of our beautiful campus if this continues.
- Parents and teachers at Lucy Brock Children Development Laboratory Program have expressed great concern over the second-hand smoke and burning butts that are being dropped off the overhang of Sanford Hall where children are playing below. Despite the large No Smoking banner hanging from Sanford Hall, people continue to congregate to smoke next to the building directly under the sign.

Suggestions to improve the current situation:

- Create clearly marked smoking areas with ashtrays.
- Place laminated smoking area maps on all campus building entrance doors.
- Get SGA involved in an anti-smoking campaign.
- Disseminate periodic e-mails.
- Include smoking policy in Freshman/Transfer and new employee orientation packets.
- Issue citations

Response:

- Enforcement of the policy is a difficult issue. Currently, the police have given warnings, but not issued citations. If a citation is issued, the total cost for someone violating the policy is approximately $125 with court costs.
- Dr. Peacock recognized the awkwardness of the average individual approaching someone who is smoking too close to a building and expressed his appreciation for those that do.
- With regard to designating smoking areas/shelters, the Smoking Policy Task Force recommended not creating these areas/shelters. The Chancellor’s Advisory Committee requested this option be re-visited. One concern is the expense of creating such areas/shelters in the current budget situation especially in light of the possibility of a smoke-free campus sometime in the future.

Communication

With the recent furloughs, we were reminded once again of how important communication from administration and Human Resources is to the morale of staff. We were receiving information from many different media and external office sources but communication from ASU came more than 24 hours later. We recognize the need to distribute detailed, accurate information, but think that a "We're aware of the situation…. We're trying to get additional information and clarification. We'll be in touch." communication would be most appreciated. May we discuss ways to make this happen?

Response to this question was discussed in opening comments.
Child Care Facilities

Would you please provide us with an update to another question that was discussed on June 3, 2008?

1. As you know, the cost of homes continues to be a concern for faculty/staff as is a lack of daycare facilities in Boone area, including students who have children.

   We have two excellent facilities on campus, yet they don't seem to have enough capacity to meet the needs. Do you see a role for the university in these types of matters? Are there efforts currently being made by the university to assist with these concerns?

RESPONSE:

- The University is reviewing childcare facilities: ASU Daycare and Lucy Brock.
- One possibility is the existing childcare facilities in the Presbyterian Church adjacent to campus.
- Another recent purchase is the house adjacent to the ASU Daycare.
- There has always been a need for childcare services, and we have an obligation to provide those.

Response:

- Dr. Peacock and the administration believe they have a responsibility for staff, and they do want to make sure more, safer options are available. Discussions are underway to reach this goal including larger, safer facilities for Lucy Brock; perhaps using the childcare facilities at the Presbyterian church; and uses for the Ayers property which is adjacent to the ASU Child Development Center.
- Dr. Peacock also expressed his concern with affordable, safe housing for staff, faculty, and students. He appreciated the suggestions that were offered.
June 9, 2009

Chancellor Kenneth E. Peacock
Administration Building
Campus

Dear Dr. Peacock:

Staff Council would like to formally express not only our concern, but also our disappointment regarding the payroll furlough deduction error on May 29 that affected approximately 1,000 SPA hourly employees.

We understand during a “practice run” the payroll process ran as it should. However, during the actual payroll process, a computer error occurred and the furlough deduction was not removed from SPA hourly employees’ paychecks. We were told that administration had to decide whether to pay us or not, since the error could not be fixed. We are certainly glad staff were paid on time even though the deduction was not removed.

There are however, additional concerns regarding the handling of this error we would like to express:

- Due to the large number of employees affected we believe a message to the entire faculty staff list serves should have been sent immediately. Since only affected employees received the e-mail regarding the error, supervisors received questions first thing Friday morning. They were unable to answer any questions since they knew nothing about the situation because EPA and SPA exempt payroll ran appropriately.

- Staff Council believes all staff should be informed fully and in a timely manner. Many employees in Food Services, Physical Plant, and Housekeeping do not check e-mail regularly. We were told that Mr. Lovins was sending word to his directors to make sure all those employees were notified, yet many still received checks with no communication about the error.

- We understand the intent of the bank loan section of the e-mail, unfortunately, most employees interpreted this as more of an insult than as assistance. We think this paragraph would have been better left out.

- We are disappointed that we, as Staff Council representatives, were not included in the communication loop and dissemination of this information prior to its release to affected staff. Aren’t we all on the same team?
Computer errors happen, but hard-working staff should not have to suffer the financial consequences of an error that is beyond their control. We ask administration to be mindful that this next payroll will be very difficult for many employees. The double deduction in the June paycheck is going to hit our lowest paid employees particularly hard. June is already a low-hour month, and with the increase in dependent health premiums, and the full-furlough reduction it will be difficult financial time for many employees. Additionally, many Food Services staff who do not have leave to cover the remaining week of their mandatory time off will have an even further reduction in their check.

This is an unfortunate error, and one that has serious implications for staff this upcoming month.

Sincerely,

Christine Popoola, President

Rob Charlebois, President-Elect

Marlena Van Vliet, Vice President

Tami Johnson, Treasurer

Amy Sanders, Secretary

Stacy Sears, Past President

Copy To: Dr. Michael Ramey
         Ms. Kelley Eaves-Boykin