Appalachian State University Staff Senate
Minutes

Tuesday, October 21, 2014

Linville Falls Room – Plemmons Student Union

Committee Meetings were held from 1-1:30 p.m.

Announcements:

Staff Appreciation Breakfast will be on October 31st.

Attendance:

Present: Bachmeier, Mark; Broere, Courtney; Burleson, Sheila; Childers, Erin; Dale, Patty; Dehus, Sydney; Eckerd, Monique; Eldreth, Chelsie; Grant, Tony; Greene, Carole; Hicks, Sandy; Jones, Kim; Mann, Kathy; McCaffrey, Kerri; Mitchell, Andrea; Paige, Russell; Phillips, Travis; Sanders, Amy; Sbarbaro, Katherine; Scarborough, Barbara; Smith, Janice; Trivette, Cindy; Wilson, Emily

Excused: Booker, Jeremy; Church, Erin; Craft, Betsy; Gryder, Alice; Hyle, Eddie; Love, Amy; Ray, Kathy; Patterson, Kevin; Snook, Kevin; Ziegler, Cathy

Absent: Barbee, Diana; Berry, Elaine; Calderwood, Barbara; Carpenter, Erin; Carter, Kim; Carter, Leslie; Chambers, Robin; Deas, Kathy; Eller, Peggy; Gill-Johnson, Sali; Gragg, Debbie; Harmon, Kara; Harrison, Kathy; Hicks, Loyd; Hoffman, Kate; Huffman, Julie; Hyle, Kristin; Jamison, David; Kuhn, Dawn; Lovin, Denise; Lowenberg, Diane; Lunsford, Mark; Lyons, Danna; Marsh, Clinton; McCormick, Marty; Merrell, Donna; Moore, Lisa; Parnell, Regina; Perry, Amanda; Probst, Elizabeth; Ragan, Greg; Reese, Joyce; Richards, Brooke; Riedl, Tess; Roach, Roy; Saunders, Shannon; Seatz, Janet; Tedder, Jamie; Travis, David; Triplett, Debbie; Tye, Torrey; Walker, Pam; Wallin, Charlie; Waters, Robin; Wolcott, Kelley; Wyatt, Jeni; Young, Vickie

Visitors: Jolane Drew, ACT Office; Lisa Burwell; David Earp, Information Technology Services
Meeting was called to order by Amy Sanders at 1:30 p.m.

Amy welcomed our guests and introduced our first guest speaker, Jelina Drew, ACT Office.

Jelina presented information on the “Hunger Games” event (November 22nd at 5 p.m. in the Duck Pond Field). Staff Senate can participate by collecting/donating canned goods to the ACT office (located on the first floor of the Plemmons Student Union). With a number of canned goods collected/donated the Staff Senate can have a representative (tribute) participate in the games/challenges. The games are a “glorified” versions of tag games that takes place in Duck Pond Field. Collection of canned goods is from October 20th – November 3rd. Tributes are named on November 4th-5th.

It was suggested that Kevin Snook would make a good Tribute to represent Staff Senate.

Canned goods can be taken to the ACT office at any time...just make sure that they are identified to give Staff Senate the credit for the collections.

Our second speaker, David Earp from Information Technology Services informed the Staff Senate that the Productivity Platform Technology Portfolio Committee was recommending moving faculty and staff email and calendars to Google Apps for Education which provides a set of online applications and that a consultant will be contracted for the insurance of a smooth transition and training. The proposed timeline would be obtaining proposals from consultants by the end of December, hiring a consultant and migrating to Google Apps by end of summer, with the finish of the migration and continuing to train faculty & staff by fall opening 2015.

David asked for the input from Staff Senate and have the information distributed to the departments for all staff input.

The minutes of the September 9, 2014 meeting were approved by consensus.

The Treasurer's report was approved by consensus.

Chair Update:

• Amy announced that Kevin Snook was appointed as Vice Chair of UNC Staff Assembly at the quarterly meeting in Raleigh...congratulations to Kevin.
• The Chair of Faculty Assembly for UNC was at the Staff Assembly meeting.
• Friday, October 31st at 7 a.m. will be the Staff Appreciation breakfast and encouraged all Senators to attend and encourage their co-workers to also attend. The program/ceremony honoring colleagues will begin at 9 a.m.
• The Chancellor’s reception for Staff Senators will be on November 25th at 5 p.m., watch for your invitation.
• Announcement about using Community Service leave for Winter Break will be coming out to staff. If you have any problems about using the leave, contact HR.
• Reminder to Staff that they MUST complete the health assessment in order to keep their 80/20 insurance. If they do not, they will be bumped to 70/30 plan.
• Employees are given more flexibility to use their 5 bonus days. This year’s bonus days do not expire. That means they carry over from year to year until the employee leaves state employment.

**HR Update:**

Mark Bachmeier, Director of HR reminded the Senators that the open enrollment period ends on Friday, October 31st. Domestic partners, same sex marriages have up to 10 days from the announcement from the State to add their partners and will have 30 days after their event to enroll their partners.

Affordable Care Act is tracking hours for Health Insurance purposes. The health insurance is offered to those that are working 30 hrs. or more a week. The 1st review will take place beginning November 1st for employees hired after October 2013. The reviews will continue every two (2) months. For those employees that qualify will be receiving a special developed state health plan (HDHP) High Deductible Health Plan with a low cost to the state ($5000) with a 50/50 deductible/pay ratio.

HR has identified a space “on campus” for a satellite office. It will be located in East Hall offering staff convenience and assess ability. It will offer staffing hours and orientation sessions. More information will be forthcoming.

The Staff Appreciation dinner was held for the second shift employees last week.

The Staff Appreciation breakfast on October 31st will start at 7 a.m. All staff will receive a recognition gift, not just the employees that attend the function.

HR has identified the need for professional development but with the limited resources they are looking at using campus collaboration to offer programs. There will be a survey distributed for all staff feedback.

Emily reported that new employee orientation is being reworked and will be offered more frequently starting in a month or two...more information will be distributed when details are confirmed.

Mark is getting ready to start his tour of the area/departments, and information of how to sign up will be sent out.

**Committee Reports:**

• **Freshman Move-In:** Doesn’t get going until June

• **AppKIDS:** Cindy Trivette reminded the Senators to check their departments for the donation envelopes and make sure that they get circulated before the deadline of November 6th. Send an email to your department employees and ask for donations.
The goal is $160/student or a total of $15,000. At present donations are down. There is still a need for volunteer shoppers and drivers, please sign up. If you have any questions, email Janice Voss vossjf@appstate.edu

**Communication Committee:** Sydney Dehus and Katherine Sbarbaro announced that the first newsletter is ready to go out. The newsletters will be addressed to the Staff by Department. The staff will have the option to opt out of receiving the paper newsletter and receive just the email newsletter, plus it will be posted on the Staff Senate website. There will be three newsletters a year at the beginning of each semester. Sydney and Katherine are asking for any feedback be sent to them asking for suggestions and what the staff would like to see in the newsletter. They also need the input of the committee updates. Email Sydney Dehus dehusst@appstate.edu or Katherine Sbarbaro sbarbaroka@appstate.edu

**Chancellor Advisory Committee:** The committee will be meeting with Chancellor Everts on November 18th and is need of questions. Please submit any questions/concerns that you would like given to Chancellor Everts. Send them to Amy Sanders sandersaa@appstate.edu. The committee will be meeting the week of November 3rd to review the questions/concerns that are submitted.

**Membership Committee:** A survey will be going out to the Staff Senate Senators to determine as to why they are not attending the meetings and how we can encourage more participation.

**Policy Committee:** Looking for members! The committee works with HR to look at policy. Need to write policy on “violence in the workplace”.

**Scholarship Committee:** There are changes being made to the application process. The committee will email out information within a month. The Dining Cards will be coming soon (by the end of November). More cards will be purchased to sell because they ran out last year and could have sold more.

**Speaker Committee:** Information on upcoming speakers for the Staff Senate meetings will be available when the speakers have been confirmed.

**Staff Awards:** Changes to the awards are in process. The committee will make a presentation of their guidelines when they are finalized.

**Other Announcements:**

- **CSIL** (located on the 2nd floor of the PSU) has a food pantry for students. Staff can donate canned foods to the pantry. The pantry is open to students that are in need of
food (having a difficult time with their food funds). The pantry has rules for a student’s requirements to be able to receive food from the program.

- It was also noted that funds on meal plans can be transferred. Both students must come to the AppCard office and be in agreement to transfer the funds. There is a $7 fee for transferring funds.
- The “Give a Child a Coat” program/collection will take place in November...more information will be sent out. Start collecting coats, hats scarves and warm blankets for pets etc.

Old Business: None

New Business: Kerri McCaffrey has resigned her position as Treasurer due to her job responsibilities. Sydney Dehus (present Vice Chair) has graciously accepted to take the position of Treasurer so we have coverage. This change leaves the Vice Chair position open. The Vice Chair position does not require a “move up” in officer positions. If you are interested in being appointed as Vice Chair or need additional information, please contact Amy Sanders sandersaa@appstate.edu or Kathy Mann mnnks@appstate.edu

Kudos: Kudos go to Barbara Scarborough for her work on Freshman Move In committee and Move In day! Great organizational skills!

Adjournment: Meeting was adjourned at 2:35 p.m.

Upcoming Meetings:

- November 11th – meeting will be in Linville Falls room in the PSU – Guest Speaker TBD.
- December 9th – (Holiday Gathering) Table Rock Rm. – PSU
- January 13th – Linville Falls Rm. – PSU
- February 10th – Linville Falls Rm. – PSU
- March 10th - TBD
- April 14th - TBD
- May 12th - TBD

- Reminder: It is the responsibility of the staff senators to take the information from the meetings and inform your department staff members. At the end of each meeting the highlighted items will be reviewed and an email will be sent to remind you of the information to share with your department.