Appalachian State University Staff Senate Minutes

Tuesday, November 11, 2014
Linville Falls Room – Plemmons Student Union

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

Announcements:

Attendance:

Present: Bachmeier, Mark; Berry, Elaine; Booker, Jeremy; Childers, Erin; Condon, Lexi; Dehus, Sydney; Eckerd, Monique; Eldreth, Chelsie; Grant, Tony; Greene, Carole; Hicks, Sandy; Jones, Kim; Mann, Kathy; McCaffrey, Kerri; Mitchell, Andrea; Paige, Russell; Sanders, Amy; Sbarbaro, Katherine; Smith, Janice; Snook, Kevin; Tedder, Jamie; Tibbett, Debi; Trivette, Cindy; Young, Vickie; Ziegler, Cathy

Excused: Burleson, Sheila; Church, Lynn; Dale, Patty; Love, Amy; Ray, Kathy; Richards, Brooke; Scarborough, Barbara

Absent: Barbee, Diana; Broere, Courtney; Carter, Kim; Carter, Leslie; Chambers, Robin; Deas, Kathy; Eller, Peggy; Gill-Johnson, Sali; Gragg, Debbie; Gryder, Alice; Harmon, Kara; Harrison, Kathy; Hicks, Loyd; Hoffman, Kate; Huffman, Julie; Hyle, Eddie; Hyle, Kristin; Jamison, David; Lunsford, Mark; Lyons, Danna; Marshburn, Jason; Patterson, Kevin; Perry, Amanda; Phillips, Travis; Plummer, Grace; Ragan, Greg; Roach, Roy; Scott, Cathy; Seatz, Janet; Tye, Torrey; Wallin, Charlie; Waters, Robin; Whittington, Kathy; Wilson, Emily

Visitors: Adryona Nelson, Christy Walker, Christy Cook

Meeting was called to order by Amy Sanders at 1:30 p.m.

The minutes from the October 21, 2014 Staff Senate meeting were approved by consensus.

The Treasurer’s report for November was accepted by acclamation.

Amy welcomed our guests and introduced our guest speaker, Cathy Bates, Chief Information Officer.

Cathy presented an instructional review of Lynda.com. Lynda.com is a learning resource that is available to faculty and staff here at Appalachian State University. The site offers online video tutorials to help you learn software, creative and business skills. You set your one pace, learn what you want, when you want and
practice with the instructor’s files while you watch and learn. There are dozens of topics and courses that are organized into eight subject areas. Lynda.com helps staff to stay ahead of software updates and pick up new skills for promotions and explore new hobbies. The $21,000/yr. cost comes out of the IT budget and she wants to make sure that staff and faculty get the full use of the technology. She further explained how the applications can be downloaded and can be watched off line.

Cathy asked Staff Senate to look at the site, help spread the word about the available technology and for suggestions on how TSS could organize the site to be even more helpful and user friendly. It was suggested that a website be created to link to Lynda.com and create a playlist with reviews. Using the data/videos to enhance staff training.

It was also suggested that a review committee be formed to review and grade the topics to be published to staff. Emails rating the topics can be sent to Kevin Snook snookkd@appstate.edu or Amy Sanders sandersaa@appstate.edu.

Chair Update:

• Presently there are applications/nominations being taken for the W.H. Plemmons Leadership Medallion. The deadline is Friday, December 5th. University employees are invited to nominate a student or university employee for this award. Detailed information and the nomination form can be found at https://plemmonsmedallion.appstate.edu/pagesmith/6
• The Chancellor’s reception for Staff Senators will be on November 25th at 5 p.m. Please make sure that you RSVP.
• A special THANK YOU to all who helped with the concessions at the Convocation Center. The monies will be transferred to the AppKIDS program.
• A letter was sent to ITT in support of the Google App for Education calendar and email from Staff Senate.

HR Update:

Mark Bachmeier, Director of HR announced that his staff would be visiting the different departments on campus and distributing American Flag lapel pins to our Veterans that work for AppState as a special gesture/thank you to our Veterans for their service.

Mark said he has been busy with his tours to the departments/divisions on campus and thanked the Senators for arranging the dates/times. He has several on his calendar for the next weeks before the end of the semester.

He reported that the feedback on the Staff Appreciation Breakfast was good and that he was going to look at the timing of the serving time and the award presentations for next year. This year shattered the attendance record with over 800 employees being served. He is also looking into a location on campus where the employees that were unable to attend the breakfast can go and pick up their appreciation gift (blanket).
New employee orientation is more interactive with a tour of the campus. With the safety training he would like to hold the orientation twice a month w/that being the employee’s hire date. This will all be coordinated in the coming months.

There were 58 employees identified that were not previously eligible for health insurance during the “look back” period (October 2013-14) and offered insurance. The employees will need to accept by the end of the month or sign a waiver. The departments will be notified of those employees accepting and the charges to their budgets.

Committee Reports:

- **AppKIDS:** Cindy Trivette announced that there is still a need for 30 volunteer shoppers and 2 drivers (Valle Crucis and the high school), please sign up. If you have any questions, email Janice Voss vossjf@appstate.edu. There is also a need for additional volunteers for the morning and afternoon. Cindy passed a sign-up sheet around and encouraged the Senators to sign up. A motion was made and seconded to withdraw $14,850 from the AppKIDS account to have the needed $165/student for the shopping day. The motion passed. It was also noted that the donations were down this year and if it had not been for the reserve funds from last year, we would not have met our goal.

- **Communication Committee:** Katherine Sbarbaro announced that the newsletter will have a name change, will come out the first part of January and staff can opt out of the paper copy through the Staff Senate website. The survey to go out to the Senators is ready and will be distributed next week. A reminder… the input of the committee updates need to be emailed to 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. Thanks to the Senators that submitted questions. The questions were reviewed and there were several that will be forwarded to other departments for answers. The questions that were sent to the Chancellor were concerning her transition and what changes she saw for the coming year, suggestions she would have to help with participation in Staff Senate and increase membership and what areas she has observed over campus that need major changes.

- **Constitution Committee:** We need members

- **Membership Committee:** A volunteer for the position of Vice Chair was identified. Carole Greene has graciously stepped forward. A vote was taken and Carole was named as Vice Chair for the remainder of the 2014-15 year. Kathy Mann asked that the Senators look at the membership list (on the Staff Senate website) and notify her of any changes mnnks@appstate.edu.

- **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:** The Dining Cards will be coming by the end of November. They make ideal holiday gifts. They are a buy one-get one offerings at local restaurants. The cost is $35. A flyer will be
placed on the Staff Senate website for the Senators to distribute to their departments. A sign up list was passed around for those that are willing to sell the cards in their departments.

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

**Other Announcements:**

- The “Give a Child a Coat” program/collection will take place in November. Russell Paige will again be heading the program. Please start collecting coats, hats scarves and warm blankets for pets etc. The collection will go through December 9th. A sign-up sheet was passed to obtain contacts for collection points. A flyer will be sent out for distribution next week, the Senators are asked to post the flyers.

**Old Business:** None

**New Business:** We still need collections/donations for the Watauga Humane Society for their cat sanctuary. There will be a Santa Paws photo session with Santa at the Humane Society…bring your dog/cat. The cost is $15 for three (3) shots. Call the Watauga Humane Society for more information at 828-264-7865. They are located at 312 Paws Way in Boone.

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

**Upcoming Meetings:**

- 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/minutes and inform your department staff members.