Staff Council Meeting Minutes  
January 10, 2012  
IG Greer Conference Room # 224  
1:30 – 3:00 p.m. APPROVED

PRESENT: Carol Anderson, Dianna Barbee, Teresa Bentley, Elaine Berry, Melody Campbell, Erin Carpenter, Robert Charlebois, Lynn Church, Kathy Deas, Maureen Doran, Monique Eckerd, Gloria Eggers, David Freeman, Courtney Gainey, Loyd Hicks, Sandy Hicks, Kate Hoffman, Edward Hyle, Tami Johnson, Kim Jones, Sheryl Kane, Jamy Lambert, Amy Love, Diane Lowenberg, Kathy Mann, Marty McCormick, Jackie McInturff, Andrea Mitchell, Susan Musilli, Russell Paige, Elizabeth Probst, Kathy Ray, Charyn Richards, Tess Riedl, Amy Sanders, Katherine Sbarbaro, Barbara Scarborough, Janet Seatz, Jamie Seay, Janice Smith, Deborah Tibbett, David Travis, Lisa Watson, Angel Wood, and Cathy Ziegler

EXCUSED: Kelly Wolcott, Karen Clark, Alice Gryder, Loretta Link, Denise Marsh, Jennifer Maxwell, Jenny Primm, Jamie Tedder, and Marlena VanVilet

ABSENT: Sheila Burleson, Barbara Calderwood, Debbie Carriere, Betsy Craft, Peggy Eller, Sali Gill-Johnson, Debbie Gragg, Tony Grant, Kara Harmon, Kathy Harrison, Julie Huffman, Kristin Hyle, David Jamison, Mark Lunsford, Andrea Marsh, Clinton Marsh, Donna Merrell, Seth Norris, Amanda Perry, Greg Ragan, Tanya Randall, Cathy Scott, Kevin Snook, Jeff Tickle, Robin Waters, Kelley Wolcott, Jeni Wyatt, and Vickie Young

GUESTS: Terri Lockwood, Jennifer Mecho, and Lynette Orbovich

1. Cathy Ziegler – The meeting was called to order at 1:34 p.m. and new members and guests were welcomed. A thank you card to Chancellor Peacock was passed around for Staff Council representatives to sign; as that was being done, Cathy explained general consensus rules as outlined by Roberts Rules of Parliamentary Procedure.

2. Approval of Minutes - The December 13, 2011 Staff Council Meeting Minutes were approved by general consensus.

3. Treasurer’s Report: For information only as shown in the advance agenda.

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4. Speaker – Dr. Lori Gonzalez, Provost and Executive Vice Chancellor shared what she has accomplished since she came to ASU:

- Continuation of work on SACS-COC accreditation.
- Dr. Gonzalez has charged the Gen Ed Committee to take suggested improvements, work those into Gen Ed, and make recommendations to the AP&P committee.
- A solutions survey was produced, asking faculty to provide solutions to issues where they feel there are problems.
- The Faculty Handbook is being revised. Faculty Senate has a committee that is working on suggestions and Dr. Gonzalez started an ad hoc advisory group to work on this. She plans for the faculty to “own Gen Ed.”
- She has visited each college to gain a greater knowledge of what the needs are in each area. She has also asked the IRAP office to provide data that will show how many FTE faculty and FTE staff are in the offices to show where the needs are the greatest.
- A review of each program is being done to see where we need to cut back or better support.

Dr. Gonzalez then opened the floor for questions and answers.

Cathy mentioned that the current listservs do not have one that includes both EPA and SPA staff. Lori shared that the university is preparing to search for a CIO (whose job it would be to implement this). It was noted that Seth Norris is our staff council representative on that search committee.

5. HR Update – Mr. Patrick McCoy. The Staff Council Officers asked Patrick for an update on Broyhill and the RIFS (reductions-in-force). Thirty-one employees received Reduction in force notices and ten of those have been re-employed to date. Seven of those employees are not actively seeking employment. Fourteen have expressed an interest in looking for employment with the University and HRS is providing them with assistance in their efforts. There were around 20 plus employees who were formerly funded through state funds that are now being funded through non-state funds. An administrative fee (which was 2 percent) was used to salvage some positions that were not reduced in force. An example would be the Athletics department who was previously not assisting with non-receipt supported areas such as HRS. Of the RIF’d employees, 16 of those were Broyhill Inn and Conference Center employees. Through the public records law, officers asked that those numbers to be released.

The secondary employment policy was addressed. The purpose of the policy is to ensure there is no conflict of interest. The email that was sent out this morning was simply an annual reminder. One-time pay was discussed. HRS approves each of these before they receive final approval. Faculty Senate advocated the change through the Board of Trustees that the official approval for one-time pays now comes through the respective dean’s office.

6. Committee Reports –
   a. AppKIDS – Diane Lowenberg asked that the committee members be recognized. $13,050 was collected for this program during 2011. Ninety children were provided with backpacks stuffed with school supplies. $145 went for shopping for each child. The Chancellor’s office sponsored breakfast, and lunch was sponsored by Business Affairs. Rosanne Peacock was our guest speaker for breakfast. There were over 125 volunteers for this 31st Annual AppKIDS Event. In the near future, a survey will be sent out requesting valuable feedback. School counselors designated each child that participated in the event. If interested in joining the committee let Diane or Cathy know. Mark calendars for November 16 – this year’s event, with the snow date being November 30, 2012.
   b. Chancellor’s Advisory – Amy Sanders. Ten Staff Council representatives meet with the Chancellor each semester with concerns and idea. Each representative was requested to contact representatives on his or her own time to make them aware of our feelings and thoughts. The Chancellor also asked for good representation for the Board of Governors (BOG). We need good advocates for our university. The next meeting is April 16 and questions or concerns are presented to the Chancellor one week prior to the meeting. The Chancellor will be our guest speaker in February. Amy would like to have questions after that meeting. President and President Elect each sit on this committee. Committee members determine whether questions and issues submitted are appropriate to ask or bring to the Chancellor’s attention. There are issues brought up at times that the committee feels someone other than the Chancellor can address; when that happens, subcommittees are created to handle those other concerns.
c. Quality of Life – Kate Hoffman. The committee is now primarily working on a new staff survey. Fliers will be sent out next week, and the survey link should be active the following week for two and a half weeks. Computers have been made available for those without access.

7. President’s Update – Cathy Ziegler – In the February meeting, the officers intend to propose changing our name from Staff Council to Staff Senate. There are several reasons for this. The majority of our sister UNC universities use the term Staff Senate. The term “Senate” gives the impression of carrying more weight on campus. We would entertain a motion to vote on this matter during the February meeting.

Last week, Mike O’Connor requested a meeting with Cathy to ask her to share information with Staff Council. He is planning a Housekeeping Study. The purpose is to analyze our various processes and efficiencies in buildings and housekeeping duties meant to create a more efficient program and have specific guidelines should external businesses ask to submit a housekeeping services bid. There is no intention of outsourcing at this time, but we do need to be prepared with as many specifics as possible should outside businesses ask to submit a bid. This could take about 5-6 months. Mike has called a meeting of all housekeepers, landscaping, and facility maintenance workers since there may be future studies in the other areas as well. At Cathy’s request, Staff Council will have a rep on this study group. Cathy emphasized the importance of sharing this information with all staff in our represented areas, just as should be done with other information given in meetings.

A recycling question was brought up as trash was being put into recycling bins in Rankin Science Building. Jennifer Maxwell said that additional trash bins could be put up.

8. Old Business –
   a. Give a Family a Coat – Cathy shared that over 500 used coats have been donated. Our goal was initially 400. In addition, there was donated close to 300 other winter clothing items. Everything went to the Hunger and Health coalition.

9. New Business –
   a. Staff Assembly, Senate Bill 575 (SB575) – Katherine Sbarbaro - This is still in committee and can be reintroduced at any time. We anticipate it will be brought forward in March. Chuck Brink, Staff Assembly Chair recently spoke to us about his plan to come up with a document that puts forward our structure for an HR system should the GA be given jurisdiction over us. We want our effort to be proactive. The chairs of all 17 institutions have come up with a list of HR areas that we will research. We have chosen the grievance process as our process to research. We will research 18 peer institutions and include the UNC hospital as to how they handle grievances and we will come up with two or three best practices and present that to Staff Assembly. The body of Staff Assembly will then vote on and present to GA as to what we would like to see put into existence. Officers have talked about inviting our local legislators to campus no later than March and have a forum where we bend their ear on our position. The statement that staff assembly put out was that we are a divided group with different opinions.
   b. Academic Calendar – Katherine Sbarbaro. Katherine is Staff Council’s representative on the University Academic Calendar Committee and thus asked for our input. We are in preliminary process of building the new biennium calendar for 2013-2015 for students and we want feedback on possibilities concerning the fall break/Thanksgiving break issue. There are faculty who are cancelling classes prior to Thanksgiving. We want to determine if we should keep the structure as it is now with a two-day fall break and then the Wednesday before Thanksgiving being off or perhaps do away with fall break and add the two days during Thanksgiving week. The history behind letting kids off the Wednesday before Thanksgiving is for safe travel. When looking at the academic calendar, you must have so many days of attendance. Students have indicated that they don’t like that Reading Day is on Saturday. Send emails to Katherine with suggestions.
   c. Have a Heart collection drive for February - a coordinator for this drive is needed. Staff assembly is leading a statewide Have a Heart collection drive; last year it was the full month of February. Within our campus, we decided we have come through many fall and winter programs so we’re going to narrow that to two weeks. The drive will be Feb. 13 – 24. Each university adopts a local non-profit to assist. As officers, we have decided to assist two agencies, which are the Watauga Youth Network and the Hospitality House. We hope our campus will donate items to both and we wish to encourage staff to donate their time to these two agencies. If interested in helping, remain after the meeting or email Cathy.
   d. Athletics is providing a discount for us: $5 ticket to men/women basketball game – January 21.
10. Open comments – One staff member shared her concern about the flooding notification to campus. By the time notification was sent to campus, her vehicle had already incurred over $3000 worth of damage. She suggested that signs be posted in flooding prone sites.

11. Kudos – Diane Lowenberg received kudos for serving as chair of AppKIDS. Certificates were also handed out to all members of the AppKIDS Committee: Diana Barbee, Melody Campbell, Kim Jones, Diane Lowenberg, Andrea Mitchell, Cathy Scott, Janice Smith, Janice Voss, Kelley Wolcott, and Cathy Ziegler.

12. Adjournment – The meeting was adjourned by general consensus at 3:10 p.m.

Respectfully submitted by:

Kathy L. Ray
Staff Council Secretary
Staff Senate Meeting Minutes
February 14, 2012
226 Linville Falls, Plemmons Student Union
1:30 – 3:00 p.m. APPROVED

PRESENT: Teresa Bentley, Elaine Berry, Sheila Burleson, Erin Carpenter, Bob Charlebois, Karen Clark, Patty Dale, Kathy Deas, Monique Eckerd, Gloria Eggers, David Freeman, Courtney Gainey, Tony Grant, Loyd Hicks, Sandy Hicks, Kate Hoffman, Tami Johnson, Kim Jones, Sheryl Kane, Jamy Lambert, Amy Love, Diane Lowenberg, Kathy Mann, Denise Marsh, Jennifer Maxwell, Marty McCormick, Jackie McInturff, Andrea Mitchell, Seth Norris, Russell Paige, Elizabeth Probst, Tanya Randall, Kathy Ray, Tess Riedl, Amy Sanders, Barbara Scarborough, Cathy Scott, Jamie Seay, Janice Smith, Kevin Snook, Jamie Tedder, Cindy Trivette, Marlena VanVliet, Lisa Watson, Kelley Wolcott, Angel Wood, Cathy Ziegler

EXCUSED: Lynn Church, Alice Gryder, Loretta Link, Charyn Richards, Janet Seatz, Vickie Young

ABSENT: Carol Anderson, Dianna Barbee, Erin Carpenter, Debbie Carriere, Peggy Eller, Sali Gill-Johnson, Debbie Gragg, Kara Harmon, Kathy Harrison, Julie Huffman, Edward Hyle, Kristin Hyle, David Jamison, Amy Love, Mark Lunsford, Clinton Marsh, Donna Merrell, Susan Musilli, Amanda Perry, David Travis, Robin Waters, Jeni Wyatt

1. Cathy Ziegler – The meeting was called to order at 1:31 p.m. and new members and guests were welcomed.

2. Approval of Minutes - The January 10, 2012 Staff Council Meeting Minutes were approved by general consensus.

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Kathy Mann shared that last years’ scholarships have been paid out; the operating fund does not include what we paid out in funds to assist the Diversity Celebration last year. Cathy Ziegler stated that late last year the Diversity Celebration had asked Staff Council for a donation; Staff Council agreed to donate $500 if our budget came in as we expected.
4. **Speaker – Dr. Ken Peacock, Chancellor, State of the ASUnion.**

- Chancellor extended his appreciation for Staff Council’s invitation to speak; the time and energy representatives give to make the university a better place to work; and for the support Staff Council is giving to the agencies within the community.
- Chancellor appreciates the support and thank you card that Staff Council gave him last month.
- Chancellor shared that he would like Cathy to report on the ELF fund at the next Board of Trustees meeting and has asked HRS to provide the data.
- **State of ASUnion** – the state of the university is good but not without challenges. The heart of our university is a point of pride for us. The fact that we have had more applications than we can accept is something we are proud of but makes more work around campus. We continue to receive good publicity as being one of the best values in public education. The recent tuition increases will not make up for the funding we lost. We are receiving increased scrutiny from the state legislators telling us to work more efficiently and effectively, and we are strongly encouraged to outsource jobs if it means saving money. Before any decisions can be made we must receive and analyze the report. Then we will share the information with the leaders of Staff Council. Some schools have tried outsourcing with Food Services and in other areas and we have been told stories of how it does not work for them. The quality of our work is very good and that will be considered as well as the price tag. Other groups have come to campus telling us how they believe they can save us money. Food Services is another area that we are being pressured to consider outsourcing. Chancellors on every UNC campus have considerable pressure from Raleigh to consider outsourcing. The Chancellor must give serious consideration to outsourcing due to considerable pressure from Raleigh. Even some serving on the Board of Trustees have been approached concerning outsourcing. Chancellor must be objective and cannot make any decisions until the facts are in front of him. Contrary to some rumors, no decisions other than to receive information and discuss outsourcing has been made.
- Chancellor shared that it is impossible for him to communicate everything that he hears due to time constraints; he would be unable to get anything else accomplished.
- The new construction is a source of pride but is a challenge to plan buildings strategically and with less funding.
- Chancellor wishes to receive input from staff how improvements can be made. Share concerns or ideas with Cathy Ziegler, Patrick McCoy, Susan McCracken or John Earwood.
- The Chancellor referred to the document attached to the agenda, UNC Draft Guiding Principles, and explained he would provide campus feedback to General Administration.
- A Staff senator asked Chancellor if the legislators understand that outsourcing would be difficult in a rural area such as ours. Chancellor suggested that staff share their concerns with State Representatives.
- **Smoking Policy update** – this is on UNC’s priority agenda for the legislature.
- A staff member shared financial hardships on staff – including that he may not be able to continue living in this area much longer because of his own financial difficulties. Chancellor shared his dismay to see staff suffering. Cathy Ziegler asked staff to email any of the delegates with stories of hardships due to the lack of pay raises. The Board of Governors is looking for this information to share with legislators.

5. **HR Update – Mr. Patrick McCoy, Human Resources Director** provided follow-up on Guiding Principles draft. We are looking for complete and diversified feedback. A staff representative asked if or how department heads might reward excellent employees within HR guidelines. Flex scheduling was also mentioned as an incentive to offer employees during these difficult financial times. Patrick shared that flex scheduling could possibly be implemented year-round rather than just during the summer months. The Elf Fund was mentioned for staff in need of loans. Non-monetary, creative ways are needed to boost staff morale and assist staff. The HR website has been updated with employee discounts that local businesses provide staff.
6. Committee Updates -
   a. Membership Committee – Angel Wood shared that this committee is responsible for updating our representation list and note which areas are missing adequate representation. Members have been working to recruit, contact members that have been absent from meetings, etc. The Committee Representation list has also been updated. Our bylaws require that each representative must serve on at least one committee. Check out the Staff Council website for committees you are interested in serving on. Nominations for new officers will open next month. Seth clarified that an area is an office, department or institute. He explained that another goal of the committee has been to identify what an area is and what areas are represented. A draft list should be available next month. If you have any questions about what is being done, feel free to ask any member of this committee.

   b. AppKIDS – Diane Lowenberg – This committee is short members; as people are short-handed in their offices, less time is able to be committed to this committee. AppKIDS is in its 32nd year. November 16 has been set as the event date, with the snow date being November 30. Community support is very strong as this program benefits community children in need. Diane is putting together a manual of templates and forms for each task. There is already outlined a strong timeline of tasks and members make positive adjustments as needed. There are preset meetings on the 4th Tuesday of each month at 2:30 – no meeting in June. She can send a timeline if anyone is interested. Email her for the timeline or additional information related to joining the committee.

   c. Fundraising - Jen Maxwell – Also looking for new members for this very active committee. It takes a lot of time and effort to raise money for programs, and the more committee members we gain the less work for everyone. This committee can also use volunteers if someone would like to assist but cannot make the commitment to serve. Currently they are selling dining cards for the scholarship fund. The cost of the dining card is $35 and the list of participating restaurants is listed on the staff council website. The second annual Walk/Run 5K will be held on April 14. Jen shared her appreciation to everyone on the committee that had worked to come up with new and creative ideas to raise funds for scholarships, AppKids, etc.

   d. Communications - Kay Clark - The committee wants to bring back the staff profiles and the new online format. We would like to let people learn more about staff, and have come up with eight questions that we hope will bring out interesting information about each one of you. We plan to begin with the officers this year. Additional members are needed for this committee. The committee meets less than once a month for an hour, and tries to communicate via email when possible.

   e. The University Registration Calendar Committee - Katherine Sbarbaro – requested input from the calendar committee. Patrick further added that OSP now mandates staff payroll dates and set the December pay date to December 21. Because this date was scheduled to be a holiday for ASU, the Provost asked the committee to consider moving that holiday date to December 27; the Calendar Committee has approved the change. A suggestion was made to close the university and save heating costs during that time. Cathy Ziegler shared emails of concern from people that we are paid so early in December and have a long wait in January before being paid again. This makes it difficult for some to budget for six weeks.

7. President’s Update – Cathy Ziegler:
   - Have A Heart collection drive has started - watch for a campus-wide email. Russell Paige is our collection drive coordinator and he spoke with Watauga Youth Network and Hospitality House to determine how we could best help them.
   - The staff survey ends on Monday, February 20.
   - Following the Chancellor’s advice, Staff Senate officers would like to find ways to develop close relationships with our local state legislators. One way we see doing this is to set up a town hall-type meeting in late March with Dan Soucek and Jonathan Jordan, to have them come to campus, to meet and get to know staff.
8. New Business –
   a. Discussion continued from the January meeting and subsequent email regarding changing our name from Staff Council to Staff Senate. Katherine Sbarbaro then presented a first motion to change our name from Staff Council to Staff Senate, with a subsequent change to the officer and representative titles which parallel the new name. The motion was seconded by Debi Tibbett and passed. Cathy explained that the by-laws give specific guidelines about voting to change the by-laws. Because it is a by-law change, we are to first establish that a quorum of one-third of the area representatives or approved alternates are present; and then every staff member present in the meeting, whether or not a formal representative, is allowed to vote. A quorum was established, a vote was taken, and the motion carried.

   b. Diversity Celebration Update - Tony Grant – Invited and passed around a form for donations. The Diversity Celebration is an international event that is held in Plemmons Student Union by different groups that share arts and cultures. There is no solidified schedule yet but you can look at the website celebration.appstate.edu for additional information. It is a university-sponsored event so staff is allowed to attend during work hours. Volunteers are needed to help with this event.

   c. Have a Heart collection drive for February - Russell Paige – he has fliers for locations for volunteers.

   d. UNC Draft Guiding Principles document - Cathy and Katherine– opened the floor for discussion on this document, which was attached to the agenda. Various Senators shared concerns the bill was vague, how the new policies might affect employees, pay raises, etc. Chancellor shared that although he does not have all the answers, he has not seen anything in the Guiding Principles document that causes concern. University employees will have input through peer-elected representatives in the UNC Staff and Faculty Assemblies. Katherine shared that everyone on campus needs to be educated on the Guiding Principles and provide input to the GA and President Ross. Another Senator remarked that since the forums worked last time, we need to continue with those so President Ross understands our stance.

9. Open comments – Amy Sanders, Chair of the Chancellor’s Advisory Committee, explained they would be meeting with Chancellor Peacock in April and asked everyone to forward to her questions or topics for the committee’s consideration. Send those to sandersaa@appstate.edu. Amy further shared that Jenny Primm, a long-time Staff Council representative, is leaving the University for a job out-of-state. Amy explained that Jenny asked her to tell everyone how much Jenny was appreciative to Staff Council for all their hard work.

10. Adjournment – The meeting was adjourned by general consensus at 3:21 p.m.

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Staff Council Secretary
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One additional expense – ordered back packs for AppKids – awaiting shipping costs before final cost can be determined.

4. Guest – Amy Page, Associate Professor in the Department of Sociology spoke to our group regarding an OASIS survey she is requesting be completed. The survey will be sent via the ASUINFO link over the next few weeks. As an incentive to complete the survey, participants can be entered to win one of four $50 Wal-Mart gift cards. Anyone can complete the survey, including students.
5. HR Update - Patrick McCoy, HR Director spoke about the Draft Guiding Principles, which is UNC General Administration’s agreement if Senate Bill 575 passes. Campus feedback will be submitted to William Fleming, Vice President of Human Resources at General Administration by Friday, March 16. HR prepared a document of questions and answers based upon the Open Forum. Minutes from the open forum were taken and submitted to Ann Lemmon and Staff Senate Chair. Minutes can be distributed to campus; sentiment at the forums showed clearly that staff are concerned. Specificity is needed. Information has to be submitted to the General Administration (GA) by Friday, March 16. GA will compile the feedback from all the campuses and prepare a summary document for review of the Board of Governors (BOG). The BOG will then determine whether to adopt the guiding principles. Susie Beasley is retiring on April 1; there will be a retirement party for her from 2:00 - 4:00 on March 29 to celebrate her years of service. As this position is critical, the position will be posted and senators from Staff Senate will be asked for their input. Classification banding status was discussed; there is a procedure if you are not in agreement with the classification of your banding status. Also, there is a grievance process for not receiving a compensation increase when there is a pay increase available.

6. Committee Updates:
   a. Membership – Angel Wood - The Staff Senate election process started today. An email with nomination instructions was sent to the listserv. We will vote on April 17 for new officers, and no absentee ballots will be accepted. Seth Norris – The Membership Committee reviewed and made updates to our membership list. Seth shared that previously area representatives were for buildings instead of areas. He explained how the list was updated and the rationale behind the updates. He asked for area senators to review the list and note where there is no representation. Senators should share information with those areas that are not represented. The number of senators determined for each area is based upon our bylaws. A senator shared concern that some departments have only one staff member in their respective areas, which results in a high number of representatives, and that may not be fair to other areas. Seth said that with attrition we can get more have more of an equitable distribution. The description of an area is up to the Membership Committee to define and doesn’t need to be vote on. Email Seth if you see a mistake or have a question.
   b. Fundraising - Jen Maxwell – The 5K run was cancelled due to the permit being denied due to concern about people walking and crossing Rivers Street.
   c. Chancellor’s Advisory Committee - Amy Sanders shared the committee has a meeting on April 16 with the Chancellor. Send topics you would like shared with the Chancellor to Amy.
   d. Scholarship Committee - Jamy Lambert – Applications are now online. Due to FERPA laws, the applications have to go through university Scholarships this year. All applications need to be sent to Meredith (Scholarship Coordinator) by the 15th to be reviewed. A senator asked that the email that went out be resent.
   e. Speaker Committee - Jamie Tedder- shared the need for additional members. The floor will be opened to suggestions for special guest speakers for the 2012-2013 period. The committee is meeting tomorrow (March 14) to go over the proposed list of guest speakers. That list will be forwarded to the officers who will approve the list. If you have someone in mind that has important information to share with Staff Senate, email Jamie.
   f. Communications Committee – Jackie McInturff- shared that our website has been updated to staffsenate@appstate.edu. The committee is working on a staff profile questionnaire. Staff Officers will be the first to answer the questionnaire.

7. Chairs Update - Katherine Sbarbaro - None
8. Old Business -
   a. *Have-A-Heart* wrap up - Russell Paige – Our collection sites accounted for 642 pounds of non-perishable food items which went directly to benefit the youth served by Western Youth Network and the Hospitality House of Boone. Also donated were 507 empty prescription bottles, which were given to the Hunger and Health Coalition.
   b. Guiding Principles - Katherine Sbarbaro- Following the open forum, Katherine sent an email asking for input. As a result of what we heard during forum and emails from staff – officers met last week to discuss revisions and came up with the draft Katherine shared. We have updated everything but the 3rd item of the guiding principles. Katherine will forward to Patrick. This is what we are offering as our contribution of changes to forward onto William Flemming at GA. Asked if there was anything senators wanted to add. Opened floor and provided time for senators to read the proposed drafts.

9. New Business - None

10. Kudos – Russell Paige was given kudos for his hard work on the *Have-A-Heart* project.

11. Adjournment – The meeting was adjourned by general consensus at 2:29 p.m.

Respectfully submitted by:

Kathy L. Ray  
Staff Senate Secretary
Staff Senate Meeting Minutes  
April 17, 2012  
Room 224 Linville Falls  
1:30 – 3:00 p.m. APPROVED  

PRESENT: Carol Anderson, Dianna Barbee, Teresa Bentley, Elaine Berry, Sheila Burleson, Erin Carpenter, Betsy Craft, Monique Eckerd, Gloria Eggers, David Freeman, Courtney Gainey, Lauren Hayworth, Kate Hoffman, Tami Johnson, Jamy Lambert, Amy Love, Kathy Mann, Denise Marsh, Jackie McInturff, Donna Merrell, Andrea Mitchell, Seth Norris, Russell Paige, Kathy Ray, Tess Riedl, Amy Sanders, Katherine Sbarbaro, Barbara Scarborough, Janet Seatz, Jamie Seay, Janice Smith, Cindy Trivette, Marlena Van Vliet, Kelley Wolcott, Cathy Ziegler

EXCUSED: Patty Dale, Sandy Hicks, Charyn Richards, Jamie Tedder, Debi Tibbett, Angel Wood  

ABSENT: Barbara Calderwood, Melody Campbell, Debbie Carriere, Robert Charlebois, Lynn Church, Karen Clark, Kathy Deas, Peggy Eller, Sali Gill-Johnson, Debbie Gragg, Tony Grant, Alice Gryder, Kara Harmon, Kathy Harrison, Julie Huffman, Edward Hyle, Kristin Hyle, David Jamison, Sheryl Kane, Loretta Link, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Jennifer Maxwell, Marty McCormick, Susan Musilli, Amanda Perry, Elizabeth Probst, Greg Ragan, Tanya Randall, Cathy Scott, Kevin Snook, Jeff Tickle, David Travis, Robin Waters, Lisa Watson, Vickie Young

GUESTS: Bob Gibbard and Bob Hite

1. Cathy Ziegler - The meeting was called to order at 1:30 p.m. and a welcome was extended.  
2. Approval of Minutes - The March 13, 2012 Staff Senate Minutes were approved by general consensus.  
3. Treasurer’s Report - For information only as shown in the advance agenda.

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4. New Officer Elections - Candidates bios were emailed prior to the meeting and distributed again prior to the vote. Candidates were asked to demonstrate leadership by introducing themselves by standing in front of the group. Time was given for questions, then senators voted by secret ballot. The following Senators were elected:  
   Treasurer - Monique Eckerd  
   Secretary – Teresa Bentley  
   Vice Chair - Kate Hoffman  
   Staff Assembly Delegate - Jackie McInturff  
   Staff Assembly Alternate Delegate - Jamie Tedder

The goal is to open nominations for a Chair-Elect in a month or so. Before the May Staff Senate meeting, Katherine Sbarbaro, our new Chair, will conduct an officer retreat.
5. HR Update - Angie Miller spoke in Patrick McCoy’s place. The Board of Governors did meet and approve the revised Guiding Principles. Angie provided a recap of employees RIF’d this last fiscal year. A total of 31 ASU employees were given RIF notices, and of those, 13 have been hired back, six chose to retire, one is on disability, and one is currently employed outside ASU with another state position. Five are actively seeking jobs, and others are not applying for state employment with ASU. Under the new law, RIF’d employees are no longer under 24-month reemployment status. That was reduced to 12-month reemployment. To become rehired while still under a RIF reemployment period, the position has to be on the same level or below for the RIF’d individual to be given priority, and they have substantially equal qualifications as other applicants. The remainder of the RIF’d employees will be losing their 12-month rehire priority in the fall. Susie Beasley retired and her position has been posted. It closed last Thursday and applications are being reviewed.

6. Chair’s Update - Cathy Ziegler. Diane Lowenberg announced her need to resign as Chair of the AppKIDS Committee; although the committee currently lacks a Chair, most members have several years of experience with the program and are leading themselves as a group. Because the new officers begin their term at the May meeting, Cathy shared her goals and accomplishments as Chair during her term: The Membership Committee was rejuvenated and was thanked for their hard work, which resulted in both an increase in membership as well as a marked increase of current members to become more active. The Quality of Life Committee was also jumpstarted and they are credited with issuing the recent 2011-12 Staff Survey - results expected soon. Another committee reactivated is the Communications Committee who has been working diligently to put out their first issue in May of the online Staff Profile. Staff Senate is a leader of campus community service projects, with several successful projects such as the Have a Heart and Give-A-Family-A-Coat collections. Cathy thanked all of those who have helped support Staff Senate.

7. New Business – Cathy Ziegler provided a brief history of the UNC Guiding Principles and legislation regarding UNC personnel flexibility. Officers have met several times to discuss the issue.

Katherine Sbarbaro motioned as follows, “The Staff Senate of Appalachian State University opposes the UNC Guiding Principles document dated April 5, 2012 and accepted by the members of the UNC Board of Governors.” Seth Norris seconded the motion. Following extensive discussion, a hand vote was taken with 34 in favor of the motion, none opposed, and two abstained. Motion passed.

Katherine then motioned as follows, “The Staff Senate of Appalachian State University opposes any new legislation that states, ‘All employees of the University of North Carolina are exempt from the State Personnel Act and subject to the direct authority of the Board of Governors’.” Russell Paige seconded the motion. Following discussion, a hand vote was taken with 31 in favor of the motion, none opposed, and two abstained. Motion passed. The difference in number of votes is due to some members having to leave prior to the second vote.

8. Adjournment - The meeting adjourned at 3:05 p.m. by general consensus.

Respectfully submitted by:

Kathy L. Ray
Staff Senate Secretary
Staff Senate Meeting Minutes
May 8, 2012
Room 224 Linville Falls
1:30 – 3:00 p.m.

PRESENT: Carol Anderson, Teresa Bentley, Elaine Berry, Erin Carpenter, Robert Charlebois, Lynn Church, Betsy Craft, Kathy Deas, Sydney Dehus, Monique Eckerd, Chelsea Eldreth, Gloria Eggers, David Freeman, Tony Grant, Lauren Hayworth, Loyd Hicks, Kate Hoffman, Tami Johnson, Jamy Lambert, Amy Love, Danna Lyons, Kathy Mann, Denise Marsh, Jackie McInturff, Andrea Mitchell, Seth Norris, Russell Paige, Joseph Piazza, Greg Ragan, Kathy Ray, Tess Riedl, Amy Sanders, Katherine Sbarbaro, Janet Seatz, Jamie Seay, Janice Smith, Kevin Snook, Tracey Tardiff, Jamie Tedder, Debi Tibbett, Cindy Trivette, Marlena Van Vliet, Lisa Watson, Angel Wood, Cathy Ziegler

EXCUSED: Robin Gale Chambers, Sandy Hicks, Diane Lowenberg, Denise Marsh, Kathy Ray, Barbara Scarborough

ABSENT: Dianna Barbee, Sheila Burleson, Barbara Calderwood, Melody Campbell, Debbie Carriere, Karen Clark, Patty Dale, Peggy Eller, Sali Gill-Johnson, Courtney Gainey, Debbie Gragg, Alice Gryder, Kara Harmon, Kathy Harrison, Julie Huffman, Edward Hyle, Kristin Hyle, David Jamison, Sheryl Kane, Loretta Link, Mark Lunsford, Clinton Marsh, Marty McCormick, Donna Merrell, Susan Musilli, Amanda Perry, Elizabeth Probst, Tanya Randall, Charyn Richards, Cathy Scott, Jeff Tickle, David Travis, Robin Waters, Kelley Wolcott, Jeni Wyatt, Vickie Young

GUEST: John Earwood

1. Cathy Ziegler - The meeting was called to order at 1:30 p.m. and a welcome was extended.
2. New Officer Installation – Cathy Ziegler
   The following Senators were sworn in:
   Treasurer - Monique Eckerd
   Secretary – Teresa Bentley
   Vice Chair - Kate Hoffman
   Staff Assembly Delegate - Jackie McInturff
   Staff Assembly Alternate Delegate - Jamie Tedder
   Meeting turned over to New Chair Katherine Sbarbaro
3. Approval of Minutes - The April 17, 2012 Staff Senate Minutes were approved by general consensus.
4. Treasurer’s Report - information shared in the table below.

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5. Speaker – Mr. John Earwood, Chief-of-Staff, Chancellor’s Office
6. HR Update – Patrick McCoy encourages every to participate in nominations for “Staff Award of Excellence.” A committee HR facilitates will select four finalists for recognition. Co-workers can nominate and one will represent Appalachian on the State Level. Cathy Ziegler stated the award presented on the state level involves a strong service component. Cathy thanked our speaker John for coming to the meeting and Patrick for reminding us of the opportunity to nominate a co-worker.

7. Chair’s Update – New Chair Katherine Sbarbaro thanked John and Patrick also. She presented plaques to the former officers and remarked what an outstanding group they are and a pleasure to work with. Katherine spoke of the work being done to create a new email group. The listserv is being revamped to opt in or out of receiving information, subdividing areas, archival capabilities and making it more user friendly. Tony Grant shared he saw a demo at a recent tech-support meeting. It was developed in-house and has an easier access.

Staff Senate needs a volunteer to take care of refreshments for the meetings. Email Katherine if you are interested.

Staff Moral overall is low in the UNC-System. Katherine speaks in regard to making a tangible difference on campus. The “Hand-up” program she introduced where staff mentoring takes place with new staff members. The idea of compiling a sign-up sheet to guide tours, relay information, someone to talk to during the transition into a position. Further, creating a webpage platform where information regarding skills and trade areas.

8. In Sandy Hicks’ absence, looking for volunteers to sign-up for HR orientation (first Wednesday of each month).

9. Committee Updates:
   a) Scholarship – Jamy Lambert makes a motion for the money collected to go to one scholarship valued at $850.00 and six scholarships at $600.00. Tami Johnson seconded the motion. The body voted by voice and the motion carried.
   b) Chancellor’s Advisory Committee – Amy Sanders reports this was the last meeting of the academic year. Many school age children had written letters to the Chancellor, after a recent campus visit, to state their alarm over the number of cigarette butts found. Other topics discussed at meeting included what was going on in the legislature and moral.
   c) Communications – no report until the June meeting

10. Old Business:
   a) Diversity Celebration – Tony Grant over 300 staff and faculty volunteers this year. The number of guests were down (5,000) compared to previous years. The event ended around 9pm compared to other years ending between 11pm and 1am. Tony thanked everyone for attendance and volunteering.
   b) Housekeeping Study- Kathy Mann states a team is in place for preliminary assessment. Other teams will be formed, monitoring is taking place by supervisors. Only 10% complete now.

11. New Business:
   a) CIO Search – Seth Norris shares that a lot of qualified applications have come in. A short list will be passed on to the Provost. The Chair Holly Hurst will check references and email finalists. The directive was for the person in this position to look at IT at a 30,000 foot perspective and how information will influence the job. A schedule will be available by the end of the week.
   b) UNC Staff Assembly News – Cathy Ziegler reported on the May video conference. ECU and NC State’s Staff Senates made the choice to remain silent. May be fearful that taking a position could effect membership. Our Staff Senate has sent out a press release to announce our position to the campus. It will be published to our Staff Senate webpage.
   c) Summer Camps – Amy Sanders brings information that many camps will be taking place this summer both athletic and academic in nature. A new tennis camp this year. Still filling openings. Offerings include: Camp Kaliedoscope in conjunction with College of Education with a one to one ratio, Animal Studies, Russian Language,
Math Camp, Dance and Anatomy/Physiology. UREC Makoto’s offer. If problems occur with camps call immediately and Amy will relocate her work to location and deal with the problem.

12. Open Comments:
   Patrick McCoy added an announcement to spread the word about the emergency loan fund for employees. The amount has increased from $500 to $750 with statistics that there has been a zero default in the two year period the program has been offered.

   Robert Charlebois made comments recognizing the change in Staff Senate not only in name but commented on everyone “having a seat at the table” with many accomplishments (including growth) that gives hope that the hard work will continue.

   Closing remarks by Chair Katherine Sbarbaro to mark calendar with upcoming meeting dates and vote!

   Adjournment - The meeting adjourned at 2:45 p.m. by general consensus.

Respectfully submitted by:
Teresa Bentley
Staff Senate Secretary
Staff Senate Meeting Minutes  
June 12, 2012  
Room 224 Linville Falls  
1:30 – 3:00 p.m. 

PRESENT: Carol Anderson, Teresa Bentley, Elaine Berry, Kim Carter, Lynn Church, Betsy Craft, Patty Dale, Monique Eckerd, Chelsea Eldreth, Courtney Gainey, Loyd Hicks, Sandy Hicks, Kate Hoffman, Edward Hyle, Jamy Lambert, Amy Love, Danna Lyons, Kathy Mann, Donna Merrell, Joseph Piazza, Roy Roach, Tess Riedl, Katherine Sbarbaro, Barbara Scarborough, Cathy Scott, Janet Seatz, Janice Smith, Jamie Tedder, Cindy Trivette, Marlena Van Vliet, Lisa Watson, Angel Wood, Vickie Young, Cathy Ziegler  

EXCUSED: David Freeman, Tami Johnson, Denise Marsh, Jackie McInturff, Kathy Ray,  

ABSENT: Dianna Barbee, Sheila Burleson, Barbara Calderwood, Melody Campbell, Erin Carpenter, Debbie Carriere, Karen Clark, Kathy Deas, Gloria Eggers, Peggy Eller, Sali Gill-Johnson, Debbie Gragg, Tony Grant, Alice Gryder, Kara Harmon, Kathy Harrison, Julie Huffman, Kristin Hyle, David Jamison, Loretta Link, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Marty McCormick, Andrea Mitchell, Susan Musilli, Seth Norris, Russell Paige, Amanda Perry, Elizabeth Probst, Greg Ragan, Charyn Richards, Amy Sanders, Kevin Snook, Tracey Tardiff, Jeff Tickle, Debi Tibbett, David Travis, Robin Waters, Kelley Wolcott  

1. Katherine Sbarbaro - The meeting was called to order at 1:30 p.m. and a welcome was extended.  
2. Approval of Minutes - The minutes of the May 8, 2012 Staff Senate Meeting were approved by general consent.  
3. Treasurer’s Report - information shared in the table below.  

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4. Guest Speaker – Megan Stage, University Communications  

5. HR Update – Courtney Gainey reminded the group that staff awards nominations are due next Friday 6/22. Mark your calendars for July 19th from 2pm to 5 pm an Ice Cream Social will be held at the Holmes Convocation Center with the band Blue Country performing.  

Katherine Sbarbaro encouraged everyone to submit nominations in order to have a state winner.
6. Sandy Hicks is looking for volunteers from Staff Senate to help lead HR orientation. Please contact her through email if interested. Sandy can provide a script via email if needed.

7. Chair’s Update from Katherine Sbarbaro included information regarding the Printing and Publications division moving under Technology at Katherine Harper Hall. Opportunity for student learning environment but at the same time RIFs to employees (5 were RIFed, one of whom is retiring). Positions have been posted.

Susan McCracken has been keeping the campus informed via email regarding progress of the appropriations bill though the state legislature. The House passed a version that gives SPA employees a $250 one-time bonus plus 5 extra vacation days. The Senate is working on a different version which would provide SPA employees with a 1.2% pay increase and also sets aside a 1.2% pool of funds to be used toward an increase for all EPA employees, both teaching and non-teaching.”

Housekeeping study complete not finalized but Chancellor will share results. Positive for staff.

The UNC Staff Assembly is planning a Chancellors’ Cup Golf Tournament in order to raise funds toward an endowed scholarship. This scholarship will be for UNC staff to be used for any education-related benefit

Staff Senate meeting either in Linville Falls room of student union or IG Greer Room 224. September meeting in Calloway Room.

January meeting on January 8th in IG Greer Room 224.

James Patterson sent check to the College of Education for $60,000 for future teacher scholarships. Details can be found in online article.

Chancellor Peacock wants to appoint a staff senate member to the Interpersonal Violence Task Force to address sexual assault, violence, date rape. Erin Carpenter appointed.

8. Committee Updates:
   a) AppKIDS- Janice Smith reports committee continues monthly meetings during summer. Sign-up sheet to collect school supplies in buildings around campus. Each county school (including the high school) identifies 8-10 students in need. School supply donations go toward backpacks given to each child on AppKIDS Day. (AppKIDS Day is in Nov.)

   b) Communications – Teresa Bentley updated that the committee is investing energies heavily into the Staff Profile initiative. The link to the questionnaire is on the Staff Senate website.

   c) Membership – Angel Wood stated nominations for chair-elect start 6/12/12 through the deadline of 6/26/12 and we will vote at the next meeting.

   d) Scholarship – Jamy Lambert announced the winners of the scholarships.

9. New Business:

   a) Staff Senate Webmaster – Katherine Sbarbaro stated we are in need of someone to volunteer to take over the job responsibility. Please let her know if you are interested.
b) Legislative proposals – Staff senate supports the 1.2% increase. After many comments, Joseph Piazza stated the 1.2 % increase from year to year would be better than a one-time $250 bonus.

10. Open Comments:

Fundraising – Please contact Elaine Berry or Jamie Lambert if you can work Saturday 6/23/12 at the Holmes Convocation Center from 5-9pm raising $8 per hour working the concession stand. Discussion continues about how to sell remaining 58 dining cards.

The topic of employees having to use personal time because of scheduling/parking for University planned events was brought up.

Eric Carle, children’s book author, has donated art to the College of Education (on display on the 3rd floor).

Adjournment – Motion to adjourn by Jamie Tedder, second by Carol Anderson

Respectfully submitted by:
Teresa Bentley
Staff Senate Secretary
Staff Senate Meeting Minutes
July 10, 2012
IG Greer Room 224
1:30 – 3:20 p.m.

PRESENT: Carol Anderson, Dianna Barbee, Teresa Bentley, Sheila Burleson, Lynn Church, Monique Eckerd, Chelsea Eldreth, David Freeman, Courtney Gainey, Tony Grant, Alice Gryder, Sandy Hicks, Kate Hoffman, Jamy Lambert, Amy Love, Kathy Mann, Jackie McInturff, Donna Merrell, Andrea Mitchell, Seth Norris, Russell Paige, Greg Ragan, Roy Roach, Tess Riedl, Katherine Sbarbaro, Janet Seatz, Kevin Snook, Tracey Tardiff, Jamie Tedder, Debi Tibbett, Cindy Trivette, Lisa Watson, Vickie Young, Cathy Ziegler

EXCUSED: Kathy Deas, Diane Lowenberg, Denise Marsh, Barbara Scarborough, Janice Smith, Marlena Van Vliet, Angel Wood


1. Katherine Sbarbaro - The meeting was called to order at 1:30 p.m. and a welcome was extended.
2. Approval of Minutes – The minutes of the June 12, 2012 Staff Senate Meeting were approved by general consent.
3. Treasurer’s Report from Monique Eckerd - information shared in the table below.

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4. Officer Election (Chair-Elect) - Seth Norris distributed ballots. Debbie Triplett received 34 votes with one abstention. Congratulations to Debbie our new Chair-Elect.
5. University and Staff Senate Committee Sign Up – Sign up sheets for University committees were placed on the table with the sign-in sheet.
6. Guest Speaker – Alice Gryder, Business Affairs
7. HR Update – Patrick McCoy stated “we have a budget and we are awaiting the details.” Information about the 1.2% increase and one week of paid leave that must be taken by June 30, 2013 was shared with the group. The 2008-2009 academic year was the last legislative increase at ASU. Patrick continued when he receives instructions programmers in payroll and Human Resources will work employee by employee to increase payroll as soon as humanly possible. EPA salaries could also be included. The bundle was given to the board of governors and the UNC system. It will take time to then be distributed. The “Special Leave” must be used by June 30, 2013 or it will be lost. Discussion included the shutting down the University for a longer holiday break. The question was asked “can we donate it?” Patrick said he would look into it. Katherine Sbarbaro asked Patrick “can we count on you to advocate for us?”

8. Committee Updates:
   a) AppKIDS- Cathy Ziegler spoke of the email that just went out to remind everyone about school supply donations go toward backpacks given to each child on AppKIDS Day. Reminder that you can sign-up for year round payroll deductions. Cathy thanked the people and areas that have volunteered to help.
   b) Freshman Move- Alice Gryder needs volunteers for Friday, August 17 to help welcome Freshman and their Families to campus. Tents are located at Hardin, and the duck pond. As families are getting off buses volunteers help by passing out water, snacks, and maps. Sign up on url staffsenate.appstate.edu under service projects. Time worked can count up to 4 hours with supervisor’s approval.
   c) Scholarship- Jamy Lambert is looking for 21 workers for Chicago/Doobie Brothers concert. Work in shifts and make $7.50 an hour raising funds for scholarships. Still have 58 dining cards for $25 to sell. The ice-cream social at the convocation center, later in the month, will be a good opportunity to sell dining cards.

9. Chair’s Update from Katherine Sbarbaro started with the announcement that Kay Clark is stepping down as Staff Senate Webmaster and Jamie Tedder will begin Aug 2 as our new Webmaster. The Fundraising Committee will take an indefinite hiatus with the plan to return well supported. Staff Senate members can help by sharing ideas. Pass on the word. Denise Marsh wanted to announce the blood drive in the Linville Falls room. Special need for O positive and A and B negative blood. Plans are in place to invite local representatives to help during Freshman move-in. Mark your calendars to dress for a group Staff Senate photograph with Troy Tuttle at our September 11th meeting. Seeking quality of life online anonymous suggestions/input to the website. Guidelines and short term task group to set-up and develop recommendations and guidelines. See Kevin Snook if you would like to volunteer. See Katherine if you would like to sign-up for the Chancellors committee.

10. Old Business: Cathy Ziegler reported on the 1st Annual Staff Assembly golf tournament. Each UNC school system had a team, our team members included Jim Deal, John Earwood, Patrick McCoy and Heather Brown. Katherine Sbarbaro worked a table that made $1200 selling mulligans. With $13,000 in start-up costs, the tournament ended up with approximately $11,000 net.

11. New Business: Budget Update with Susan McCracken
   Thanks to Jackie McInturff for providing this link to look for all documents related to the 2012 short session as well as updates from Dr. McCracken. http://www.chancellor.appstate.edu/budget

13. Open comments- discussion continued from earlier in the meeting regarding closing down campus for holiday leave.

14. Motion to adjourn by Jamie Tedder, a second by Sandy Hicks.

Respectfully submitted by:
Teresa Bentley
Staff Senate Secretary
Staff Senate Meeting Minutes  
August 14, 2012  
IG Greer Room 224  
1:30 – 3:15 p.m.

PRESENT: Teresa Bentley, Kim Carter, Sydney Dehus, Monique Eckerd, Gloria Eggers, Chelsea Eldreth, David Freeman, Alice Gryder, Sandy Hicks, Kate Hoffman, Amy Love, Jackie McInturff, Andrea Mitchell, Russell Paige, Dee Pelliccio, Greg Ragan, Tess Riedl, Amy Sanders, Katherine Sbarbaro, Barbara Scarborough, Janet Seatz, Janice Smith, Kevin Snook, Jamie Tedder, Debi Tibbett, Cindy Trivette, Lisa Watson, Kathy Whittington, Angel Wood, Vickie Young, Cathy Ziegler

EXCUSED: Carol Anderson, Lynn Church, Karen Clark, Betsy Craft, Jamy Lambert, Kathy Mann, Denise Marsh, Kathy Ray

ABSENT: Dianna Barbee, Elaine Berry, Sheila Burleson, Barbara Calderwood, Melody Campbell, Erin Carpenter, Debbie Carriere, Patty Dale, Kathy Deas, Peggy Eller, Courtney Gainey, Sali Gill-Johnson, Debbie Gragg, Tony Grant, Kara Harmon, Kathy Harrison, Julie Huffman, Edward Hyle, Kristin Hyle, David Jamison, Tami Johnson, Sheryl Kane, Loretta Link, Diane Lowenberg, Danna Lyons, Mark Lunsford, Clinton Marsh, Marty McCormick, Donna Merrell, Susan Musilli, Amanda Perry, Joseph Piazza, Elizabeth Probst, Charyn Richards, Roy Roach, Cathy Scott, Jamie Seay, Tracey Tardiff, Jeff Tickle, David Travis, Marlena Van Vliet, Robin Waters, Kelley Wolcott, Jeni Wyatt, Vickie Young

1. Katherine Sbarbaro - The meeting was called to order at 1:30 p.m. and a welcome was extended.
2. Amendment of Agenda – The Meeting Agenda was amended, by general consent, to include the topic of whether to close the campus during Winter Break under New Business, and to include the Safety Council under Committee Updates.
3. Approval of Minutes – The Minutes of the July 10, 2012 Staff Senate Meeting were approved, as corrected, by general consent.
4. Treasurer’s Report from Monique Eckerd – the figures were corrected by Monique in the table below:

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5. Guest Speaker – Chief Gunther Doerr, and Capt. Douglas Dugger, Patrol Commander – University Police

Chief Doerr presented information regarding campus safety and emergency preparedness, and reminded staff of additional information and resources available to staff, including the “Shots Fired” video, at the web address www.appstatealert.com.  
Think more. Risk less. Help identify safety and health concerns on campus.
6. HR Update – Angie Miller informs us that her office has been very busy helping new employees. The special leave days revised policy includes a word change from “shall” to “may” allowing more flexibility. Employee does not have to take these days before other types of leave. The month of October will be time for NC Flex choices. SPA increases only covered a half month the first payout in July pay.

7. Chair’s Update – Katherine Sbarbaro announced there will be a quarterly lunch with Chancellor Peacock with 10 staff members. The group will be comprised of 2 Staff Senate officers, 3 active Staff Senators chosen at random (to qualify as an “active Senator” individuals must have attended 3 of the last 6 monthly meetings), and 5 at-large staff members also chosen at random. Supervisors will be strongly encouraged to allow staff to attend the lunch.

Debbie Triplett has stepped down from the chair-elect position due to the demands of her job. A new election will be discussed under committee update today.

The Diversity Celebration Planning Committee has started planning activities for this year’s event. They have not yet requested a Staff Senate representative, but may do so soon. Please let Katherine if you are interested in serving in this capacity.

8. Committee Updates:
AppKIDS - Janice Smith reports the committee is busy. Supplies are still needed. Encourage your co-workers to donate to one of the campus drop off points. Backpacks will be filled by LLC students. School Counselors identify students in need at all county public schools. ASU has been involved for numerous years. Sign up to be a committee member the Staff Senate support is appreciated by the community. It is a heartwarming experience and there is room for new members. Even if unavailable for shopping day members can help in other ways.

Freshman Move-in: Alice Gryder states Friday’s sign up is maxed out for volunteers. T-shirts will be in on Thursday. She will send out an email if someone drops out and she needs help.

Membership: Barbara Scarborough announced the committee is now accepting nominations for chair-elect. Nominations will be accepted until September 14th.

Quality of Life: Kate Hoffman announced the results of the survey that opened January 20 2012 and closed February 20 2012. Kate reported 39.3 % (622 out of 1584) participated in the survey a 0.7 change from 2009. The link to the results and the presentation Kate gave during the meeting are available on the Staff Senate website under the yellow Volunteer Projects tab at the top, then click on the Staff Survey on the left. The committee thanks Vivian Thompson, Technical Support Analyst in IRAP for assisting with the survey. Donna Merrell will be the new chair of the Quality of Life Committee.

Safety Council: Cathy Ziegler emphasized the first week in September is geared toward getting students and employees on board with safety. With the theme “It’s Up to Me” each person on campus is responsible for safety. Place Tuesday, September 4, 2012 on your calendar for the “Walk for Awareness.” The walk begins at 9 pm at Sanford Mall. Staff should wear some type of campus T-shirt to show unity.

9. Old Business:
Topic of closing the university during Christmas break, to save money, to save energy, use special leave days, Katherine wants to find out the Staff Senate stand on this issue if we need to deal with it in the future.

Members stated December 24th through January 4, 2013 could be used by some staff. Some staff do not want to be forced to take it. Some staff need work time to transition from one semester to the next. Registrar’s office needs to work to do their job. Tax donations to receive funds happen often at the end of the year. One comment said “leave it up to the department- make it optional or voluntary for non –essential staff.” As a group we seemed to be evenly split.
Comments included: To come up with a solution someone asked “what do other universities do?” “Could staff members that want to work be temporarily reassigned on campus?” “We cannot support a shut down.” Katherine stated “this is a complex issue.” For staff members that are essential, Katherine asked these members to go back and have discussion in your area and come up with options for when the time comes to take information from Staff Senate to administrators. Jackie McInturff made a motion to table the discussion and bring up topic at September meeting. Second by Jamie Tedder.

10. New Business: Staff Assembly Quarterly Meeting Summary
   Jackie McInturff reported the Golf Tournament was a success netting 15,000 for scholarships. Bowles Staff award deadline is September 15, 2012. Send nominations to the staff awards committee. General Administration Healthcare changes provide a 19% savings to the university. The board will be handling the details.

11. Kudos- Kay Clark receiving kudos for 4.5 years as webmaster.

12. Open Comments-Dee Pelliccio congratulated Staff Senate for striving to expand inclusiveness in our membership.

13. Motion to adjourn by Alice Gryder, a second by Cathy Ziegler.

Respectfully submitted by:

Teresa Bentley
Staff Senate Secretary
Staff Senate Meeting Minutes  
September 11, 2012  
Calloway Peak/Macrae Peak- PSU  
1:30 – 3:38 p.m.

PRESENT: Teresa Bentley, Elaine Berry, Sheila Burleson, Erin Carpenter, Lynn Church, Betsy Craft, Kathy Deas, Sydne y De h us, Monique Eckerd, David Freeman, Courtney Gainey, Alice Gryder, Loyd Hicks, Sandy Hicks, Kate Hoffman, Jamy Lambert, KayRon Lantz, Amy Love, Danna Lyons, Kathy Mann, Jackie McInturff, Donna Merrell, Russell Paige, Dee Pelliccio, Greg Ragan, Kathy Ray, Tess Riedl, Amy Sanders, Katherine Sbarbaro, Barbara Scarborough, Cathy Scott, Janice Smith, Kevin Snook, Tracey Tardiff, Jamie Tedder, Debi Tibbett, Debbie Triplett, Cathy Ziegler

EXCUSED: Carol Anderson, Kay Clark, Chelsie Eldreth, Diane Lowenberg, Denise Marsh, Regina Parnell, Lisa Watson, Kathy Whittington, Angel Wood


1. Katherine Sbarbaro - The meeting was called to order at 1:30 p.m.
2. Approval of Minutes – the minutes from the August 14, 2012 Staff Senate Meeting were passed by general consensus.
3. Treasurer’s Report – Monique Eckerd submitted these figures:

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4. Guest Speaker – Chancellor Ken Peacock. Topic: State of the ASUnion and Budget Update. Chancellor Peacock spoke of a renewed optimism. Enrollment is at an all-time high. He is making it a priority to distribute the money the University has received to get salaries within the guidelines. The University is in a much better place than last year and he is optimistic and relieved. He had to explore the idea of outsourcing and now that the research has been done he can talk to Raleigh and explain why it is not right for ASU. The Comprehensive Campaign continues with 64 million left to collect. The Chancellor also answered questions from staff.
5. HR Update – Patrick McCoy
Starting off the year the focus has been on compensation. Patrick is cautiously optimistic.

NC Flex, from October 1, 2012 through October 26, 2012 employees can go in and make changes on a pre-taxed basis. The medical spending account can help cover co-pays. Staff appreciation breakfast on November 19, 2012 (Awards for 5, 10, 15 years of service) A request was made by a member to send out external as well as internal position postings through email. Two employees out of 85 RIFed still looking for work. Housekeepers are being asked to do more in the same amount of time. After survey and outsourcing talk - now dealing with management issue and morale issue.

Changing process of some SPA payroll moving to department level between October 15th and beginning of November. Patrick is looking at a source of money for additional pay adjustments to hit an account that HR will use for compensation for employees. Job descriptions could be adjusted. HR will not be able to fully compensate but hopefully move closer to market rates. Now, after many years of not receiving salary increases, we are salary starved and HR is taking a holistic look at job equity, job change, job classification and pay levels to address the salary starvation that has occurred on campus.

6. Committee Updates-
AppKIDS : Cathy Ziegler announced supplies can go to Janice Smith or Janice Foss. Cathy is looking for 20-25 people to help take students shopping for winter clothing on Friday, November 16, 2012 (snow date November, 30' 2012). Drivers are needed from 7:30am-8:30am. Cathy sent around a sign-up sheet during the meeting. Community service leave can be used for the event. Breakfast provided by the Chancellors office and lunch through Business Affairs. Janice Smith stated how very rewarding it is to participate. Members are encouraged to match up with another senator to work with two students on shopping day. Look for the annual department envelope with flyer by the end of the month to participate.

Chancellor’s Advisory: Russell Paige announced the next meeting is November 12th send topics and concerns from departments by September 25th pre-meeting email to Russell.

Freshman Move-in: Alice Gryder reported lots of support from the group. Suggestions for next year time included using a banner on the tents and having tissue for the parents. Send further suggestions to Alice via email.

Membership: Lynn Church nominations through September 14th, must have supervisor approval, no alternates, vote at the October meeting, no absentee votes. Looking for new members. Defining how areas are represented in membership.

7. Chair’s Update- Katherine Sbarbaro. Announcement on behalf of Elizabeth Probst. Discount tickets for October 20th Wofford game. Staff /Faculty Appreciation price $22 for up to 4 tickets. Katherine is looking for input about what our priorities are to support staff. Kudos to Kendall McDevitt (off campus housing-apartments) from Staff Senate. We will be offering the opportunity for staff to recognize fellow staff members via the Staff Senate website. Discussion has started with HR about staff development and other training opportunities. September 14th blood drive upstairs in PSU. Health Promotion offers free fitness assessments; contact Denise Marsh, x6314.
8. Old Business- Closing Campus during Winter Break
   Discussion continued regarding creative solutions to saving money and closing campus for Winter Break. One member brought in information on how NC State determines their break schedule. Many services are handled online, grades are due within a shorter time frame, and they use a 5 year plan.
   Jerry Marshall – meeting could be scheduled in buildings like Rankin Science that must remain operational.
   Schedule consecutive days off so that energy can be saved when the system is brought down.
   Due to the meeting running late Kevin Snook suggested we table the discussion and invite our visitor back.
   However, Katherine asked for members to stay later if their schedule allowed to participate in the discussion.


10. Kudos- Alice Gyder was recognized for her recent work with Freshman Move-in

11. Open Comments: (none we were running late)

12. Adjournment: Jamie Tedder motioned to adjourn the meeting. Debi Tibbett 2nd the motion. Meeting was adjourned at 3:38pm

Respectfully submitted by:
Teresa Bentley
Staff Senate Secretary
Appalachian State University Staff Senate Minutes
October 9, 2012
224 IG Greer
1:35-3:00 pm

Present: Carol Anderson, Sheila Burleson, Erin Carpenter, Kim Carter, Leslie Carter, Lynn Church, Betsy Craft, Patty Dale, Monique Eckerd, David Freeman, Tony Grant, Jamy Lambert, Amy Love, Danna Lyons, Kathy Mann, Jackie McInturff, Andrea Mitchel, Russell Paige, Joseph Piazza, Greg Regan, Tess Riedl, Amy Sanders, Katherine Sbarbaro, Janice Smith, Kevin Snook, Tracey Tardiff, Jamie Tedder, Debi Tibbett, Debbie Triplett, Cindy Trivette, Lisa Watson, Kathy Whittington, Kelley Wolcott, Vicki Young, Cathy Zielger

Excused: Kate Hoffman, Kathy Ray, Debbie Carriere, Angel Wood

Absent: Diana Barbee, Teresa Bentley, Elaine Berry, Kay Clark, Kathy Deas, Gloria Eggers, Chelsie Eldreth, Peggy Eller, Courtney Gainey, Sali Gill-Johnson, Debbie Gragg, Kara Harman, Kathy Harrison, Sandy Hicks, Julie Huffman, Eddie Hyle, Kristin Hyle, David Jamison, Tammy Johnson, Loretta Link, Diane Lowenburg, Mark Lunsford, Clinton Marsh, Marty McCormick, Donna Merrill, Susan Musilli, Regina Parnell, Amanda Perry, Elizabeth Probst, Shannon Saunders, Barbara Scarborough, Cathy Scott, Jeff Tickle, David Travis, Charlie Wallin, Robin Waters

Guests: David Jackson, Dr. Paul Gates, Jerry Marshall, Patrick Richardson.

1. Meeting was called to order by Katherine Sbarbaro at 1:35 pm and a welcome was extended.
2. Approval of minutes- The September 11, 2012 Staff Senate Minutes were approved by general consensus.
3. Treasurer’s Report - For information only as shown in the advance agenda.

Staff Senate
Treasurer’s Report
10/9/2012

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4. Dr. Paul Gates presented Katherine Sbarbaro with a check for $1725 to go in the ELF fund. The contribution came from the Due Process Committee which brought suit against the UNC system in 2010 contesting salary cuts for faculty, but lost due to a technicality.

5. New Chair Elect Officer Election – the Candidate’s bio was emailed prior to the meeting. The senators voted by secret ballot. The following Senator was elected by a landslide: Kevin Snook-Chair Elect.

6. David Jackson- Associate Director of Athletics spoke on Athletic changes due to NCAA-What does this mean to ASU? Mr. Jackson stated the feasibility study has been completed which puts ASU in an attractive position if an invitation is extended. Other factors to consider are travel and alumni support. Mr. Jackson informed the Senate there is a $60 million project budget for athletics. Mr. Jackson then took questions.

7. HR update-no HR representative present.

8. Committee updates
   a. AppKids-Cathy Ziegler. Volunteers still needed, including back-up lunch monitor to assist Vickie Young and sign-up sheets were passed around. Cardstock flyers were also distributed to be posted in Campus buildings.
   b. Chancellor’s Advisory-Russell Paige. Committee has discussed the topics suggested. Some issues are considered not “Chancellor worthy” but will be addressed to the relevant department.
   c. Communications-Jackie McInturff. Calls for new members and more senators to fill out Staff Profile. Senators interested in serving should contact Jackie.
   d. Membership-Lynn Church. Congratulations on successful Chair–Elect election. Discussion was entertained on streamlining membership.
   e. Scholarship-Jamy Lambert/Tess Riedl. Old dining cards are not selling. Tess outlined a new approach for 2013 dining cards:
      i. Ask Senators to sell in their buildings.
      ii. All Senators receive two cards to sell.
      iii. Sell old cards for additional $10 with purchase of 2013 card.

   Katherine Sbarbaro called for new ideas for Fundraising stating this year’s scholarship awards were half of monies raised and distributed in previous years. Payroll deductions can be set up for as little as $5/month. Katherine pitched the idea of an “Amazing Race” or Laser tag. Patrick suggested an Applebee’s breakfast with proceeds to benefit Scholarships. Tony mentioned a Haunted House to raise funds.
   f. Staff Assembly-Jackie McInturff. Next meeting on 10/15-16 in Chapel Hill will include elections, and many prominent speakers. Cathy Ziegler moved 'that until the bylaws are addressed and passed by the group, we would like to temporarily have a second alternate who would be our chair-elect.' The motion passed.
9. Chair Update-Katherine Sbarbaro
   a. Staff Assembly leadership has requested input regarding our campus's top staff concerns/priorities; these concerns/priorities will be shared with President Ross and the BOG. Several Senators suggested 'addressing the reinstatement of lost positions' as one of our main priorities.
   b. Chancellor's lunch Wednesday 11/12. Attendees were determined by a random drawing: 2 officers, 3 active Senators, and 5 at-large staff members (SPA or EPA).
   c. Sheila Burleson volunteered to serve as the Staff Senate representative on the Diversity planning committee replacing Tony Grant.
   d. Website is being update by Jamie Tedder; group picture is now posted.
   e. Give a Family a Coat drive is being coordinated by Russell Paige.

    a. NC A&T State is closing for 9-10 days, but their Campus community had a 22 month advance notice.
    Guests Jerry Marshall and Patrick Richardson from Physical Plant administration attended. Mr. Marshall and Mr. Richardson stated over one million dollars was saved last year by closing certain Campus buildings even with rising energy costs. It is presumed the discussion was for 2012-2013 due to the fact the dates and days discussed reflected the 2012-2013 calendar.
    b. Katherine called for recommendations for solutions to be sent to her.

11. New Business
    a. By laws to be discussed next meeting
    b. SECC has kicked off

Jamie Tedder motioned for the meeting to adjourn seconded by Carol Anderson.

Meeting adjourned at 3:05

Respectfully submitted
Monique S. Eckerd Treasurer, sub-Secretary
Appalachian State University Staff Senate Minutes
November 13, 2012
224 IG Greer
1:35-3:20 pm

Present: Teresa Bentley, Elaine Berry, Sheila Burleson, Lynn Church, Betsy Craft, Patty Dale, Sydney Dehus, Monique Eckerd, Chelsie Eldreth, David Freeman, Kate Hoffman, Jamy Lambert, Amy Love, Kathy Mann, Jackie McInturff, Andrea Mitchell, Russell Paige, Dee Pelliccio, Joseph Piazza, Greg Ragan, Kathy Ray, Katherine Sbarbaro, Janice Smith, Kevin Snook, Tracey Tardiff, Jamie Tedder, Debi Tibbett, Cindy Trivette, Kathy Whittington, Vicki Young, Cathy Zeigler

Excused: Kim Carter, Kay Clark, Tony Grant, Sandy Hicks, Regina Parnell, Tess Riedl, Amy Sanders, Lisa Watson


Guests: Michelle Johnson and Amber Stanley Swift

1. Meeting was called to order by Katherine Sbarbaro at 1:35 pm and a welcome was extended.
2. Approval of minutes- The October 9, 2012 Staff Senate Minutes were approved by general consensus.
3. Treasurer’s Report – Monique Eckerd shared these balances:

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Appalachian State University Staff Senate Minutes
November 13, 2012
Second page

4. Mike Stanley, Director-Internal Audits Topic: Internal Audits/Controls/Fraud
   Mike emphasized to the group that his area is available to help regarding audits and review of
documents (P-Card, Travel) in order to maintain compliance. His presentation included information
on the typical fraudster, how fraud occurs, fraud danger signals and what ASU employees can do to
report problems. Mike stated he would send the PowerPoint presentation to Katherine Sbarbaro so
she can forward it.

5. HR Update- Patrick McCoy reminded everyone the Staff Appreciation Breakfast is scheduled for
   Monday, November 19 starting at 7am. Janice Jackson, in the HR office has the list regarding
   awards and presentations beginning at 9am.

6. Committee Updates:
   a. AppKIDS – Cathy Ziegler announced AppKIDS surpassed the 2012 goal. Thanks to a SPA
      staff member who donated $1,000 and to Board of Trustees Chair, Michael A. Steinback,
      for his $4,000 donation, both helping get past their goal. Donations total over $15,750
      ($175 per child) this year, with extra going to 2013. Right now 90 shoppers are
      scheduled for Friday, November 16, 2012. See Cathy after the meeting if you can be a
      back-up shopper on Friday if someone drops at the last minute.
   b. Chancellor’s Advisory- The committee met with the Chancellor and Russell Paige gave a
      report. The Chancellor spoke of employee enhancing opportunities including taking
      advantage of the tuition waiver (reimbursed at the community college level) for staff
      continuing career development. Quality of life committee identify link students and staff
      (eyes of campus). Chancellor Peacock wants to enhance the communication
      dissemination training sessions. He wants to communicate in a timely manner however,
      it is difficult with attendees posting Twitter and Facebook updates by the end of a
      meeting. Staff Senate can extend help to the chancellor by passing a resolution thanking
      Michael A. Steinback, for his $4,000 donation to AppKIDS. Staff can engage and support
      the Elf Fund, AppKIDS, and Scholarships to support the community and each other. The
      gift that keeps giving - pass a resolution on behalf of Staff Senate. If we wish to have a
      Smokefree environment on campus we must contact our local legislature.
   c. Communications- Jackie McInturff- Website needs updating. Each committee chair is
      asked to send list to Katherine then Jamie will post. The committee is looking for new
      members
   d. Constitution- Kate Hoffman is looking for new members for this committee. As of today
      only 3 members left.
   e. Scholarship- Jamy Lambert shares with the group that dining cards are coming in next
      week. General donations may be given through payroll deduction now. Chelsea Eldreth
      announced she is communicating with Ruby Tuesday for an ASU night where 20% of
ticket will go to our scholarship fund. Look for the flyer in an email once the day of the
week is selected.
f. Strategic Planning - David Freeman is working with advisory committee.

7. Chair’s update - Katherine Sbarbaro announced the donation Michael Steinback chair of board of trustees covered the entire shortfall for AppKIDS. She suggests drafting a resolution thanking him (trustees meet the same week of our holiday party in December). The “Give a Family a Coat” drive is coordinated by Russell Paige. Russell has sent around a sign-up sheet. Donations will be picked up each Friday and progress reported each Monday through email. Campus announcement will go out next week.

SGA President Eric Barnes asked Katherine to present at last Tuesday night’s meeting. She suggested an activity that would include students, staff and faculty such as the “Great Race.”

Katherine wants to create a Policy committee. When recommendation is put forward staff can be included in the decision making. This committee can improve employee status and help draft policy that can change how things are implemented. Kevin Snook made a motion to create a committee lead by the chair-elect. Greg Ragan seconded the motion. Susan McCracken will serve as liaison. The motion passed. Katherine has appointed Dee Pelliccio chair of the new Mentorship program.

8. Old Business: Closing campus during winter break

Patrick McCoy reported administration will not support closing this year. “HR did a study to determine how many staff could potentially fall in the critical category of having no leave time to use toward a required closing; out of approximately 1,600 staff qualified for leave time, approximately 20 could potentially have no leave time left to take by the end of the year.”

Discussion of task force created for next academic year with ample notice. Looking for creative ways 10 or 11 months out including comp time, community service leave, voluntary shared leave all options at this point. Possibly partner with ACT. State Controller’s office announced December payroll date December 23rd 2013.

9. New Business

a. Adverse weather policy – In light of the confusion about reports of whether campus was closed for staff on the Oct. 30 snow event, Staff Senate asked HR to narrow wording of the official adverse weather policy to refer only to official University sources such as the ASU Snow Line or ASU website.

b. Holiday Party - December 11, 2012 meeting, extra refreshments and optional gift exchange in the form of White Elephant/Dirty Santa, either bring a used item from home or new items have $5 limit.

10. Kudos- Lynn Church received recognition for holding two successful elections and the leadership of the membership committee
Jamie Tedder motioned for the meeting to adjourn seconded by Dee Pelliccio. Meeting adjourned at 3:20pm.

Respectfully submitted,
Teresa Bentley, Secretary
Appalachian State University Staff Senate Minutes
December 11, 2012
Blue Ridge Ballroom – Plemmons Student Union
1:30-1:50 pm
Present: Carol Anderson, Teresa Bentley, Lynn Church, Kay Clark, Betsy Craft, Patty Dale, Sydney Dehus, Monique Eckerd, Chelsie Eldreth, David Freeman, Courtney Gainey, Tony Grant, Kate Hoffman, Danna Lyons, Kathy Mann, Jackie McInturff, Dee Pelliccio, Greg Ragan, Katherine Sbarbaro, Janice Smith, Debi Tibbett, Debbie Triplett, Cindy Trivette, Lisa Watson, Kathy Whittington, Cathy Ziegler
Excused: Kathy Deas, Sandy Hicks, Jamy Lambert, Amy Love, Diane Lowenberg, Elizabeth Probst, Kathy Ray, Amy Sanders, Barbara Scarborough, Kevin Snook, Tracey Tardiff, Jamie Tedder, Vicki Young

1. Meeting was called to order by Katherine Sbarbaro at 1:35 pm and a welcome was extended.
2. Approval of minutes- The November 13, 2012 Staff Senate Minutes were approved by general consensus.
3. Treasurer’s Report – Monique Eckerd shared these balances:

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<tr>
<th>Account Name</th>
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<tr>
<td>Endowed Scholarship Fund - Total Assets</td>
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4. Vote: “A Resolution Honoring Michael A. Steinback” (Chair, ASU Board of Trustees).
   Jackie McInturff made a motion, Debi Tibbett seconded the motion.

   The following resolution was approved.
A Resolution Honoring Michael A. Steinback

A Resolution of the Appalachian State University Staff Senate

December 2012

WHEREAS, the primary objective of the Appalachian State University Staff Senate shall be to improve and enhance the quality of life of all staff employees at Appalachian State University; and

WHEREAS, a standard measure of “Quality of Life” examines the balance between an individual’s professional and community involvement; and

WHEREAS, for the past 32 years, the AppKIDS (or Appalachian Kindness in Donations and Service) program has provided a vehicle for ASU employees to engage in meaningful community involvement; and

WHEREAS, the annual “AppKIDS Day” has helped ensure that area school children most in need of financial support receive much-needed winter clothes, shoes, school supplies, and other necessities; and

WHEREAS, funding for the AppKIDS Program is solely dependent upon the generosity of local small businesses, and individual donors; and

WHEREAS, in answer to the AppKIDS Committee’s 11th hour, desperate call for additional financial support, Michael A. Steinback, Chair of the Appalachian State University Board of Trustees, stepped forward with a donation that covered our entire fundraising shortfall; therefore,

BE IT RESOLVED, that the ASU Staff Senate, on behalf of the 90 financially underprivileged school children of our community who participated in AppKIDS Day 2012 and all the staff and faculty volunteers who made the day a resounding success, extends our deep appreciation and gratitude to Mr. Steinback for his generous donation to the AppKIDS Program without which we could not have reached our 2012 fundraising goal.

Signed on behalf of the Appalachian State University Staff Senate

Katherine A. Sbarbaro

5. Katherine Sbarbaro motioned for the meeting to adjourn seconded by Teresa Bentley.

Meeting adjourned at 1:50pm.

Respectfully submitted,

Teresa Bentley, Secretary