STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held July 13, 2010

PRESENT: Carol Anderson, Diana Barbee, Erin Carpenter, Bob Charlebois, Kay Clark, Betsy Craft, Monique Eckerd, Micah Fairchild, Jane Fitchlee, David Freeman, Sandy Hicks, Kristin Hyle, Kim Jones, Sheryl Kane, Kathy Mann, Andrea Marsh (alternate), Denise Marsh, Patrick McCoy, Seth Norris, Jenny Primm, Tanya Randall, Amy Sanders, Katherine Sbarbaro, Barbara Scarborough, Cathy Scott, Jamie Seay, Janice Smith, Jamie Tedder, David Travis, Marlena VanVliet

EXCUSED: Wes Berry, Carol Carpenter-Stoudt, Kathy Deas, Sali Gill-Johnson, Tony Grant, Edward Hyle, Tami Johnson, Jennifer Maxwell, Lisa Moore, Janet Seatz, Kevin Snook, and Cathy Ziegler

ABSENT: Katherine Alford, Elaine Berry, Chris Bledsoe, Michelle Boisclair, Sheila Burleson, Judy Cereghino, Pam Cline, Donna Davis, Gloria Eggers, Peggy Eller, Debbie Gragg, Alice Gryder, Wanda Hamilton, Kara Harmon, Natalie Hill, Susan Hisle, Kathy Howell, Julie Huffman, David Jamison, Adam Jones, Sharon Kincaid, Loretta Link, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Carolene McGlamery, Jackie McInturff, Richard McKevitt, Angie Miller, Kathy Ray, Rob Robertson, David Shervington, Jeff Tickle, Shelley Wainscott-Wallin, Lisa Watson, Todd Williams, Krystal Wilson, Kelley Wolcott, Angel Wood, and Vickie Young

Bob Charlebois called the meeting to order and welcomed all guests.

Congratulations to Seth Norris on the birth of his daughter, Lila Marie, born July 7th weighing 5 lbs 11 oz.

Scheduled speaker was unable to attend.

President’s Update: Bob sat in on interviews for Assistant Director for Equity, Diversity, and Compliance. He also sat in on a Board of Trustees conference call yesterday about the tuition increases. Will be raising tuition for the fall semester $467.75 out of a maximum cap of $750.

Jamie Tedder motioned to approve the June 8, 2010 meeting minutes. Jane Fitchlee seconded. Motioned approved.

The Treasurer’s Report was included in the agenda that was emailed.

We are trying a different attendance method than in the past. The attendance sheet will be on the table with the name cards. Please check your name off as you come in.

Old Business:

Membership - Seth Norris

Current membership roster needed to be updated. The Membership Committee has met and has worked on cleaning up the roster to make it more reflective of our actual membership now. There are about 80 Staff Council representatives. As a Membership Committee, we need to identify an accurate reflection of areas on campus and the numbers of SPA and EPA non-
teaching. The main thing that will do is identify how many reps are permitted in each area. Hopefully, next month this membership roster will come to you that shows how many SPA and EPA non-teaching employees are in each area, how many representatives are allowed and how many are needed. We would possibly send that report to all representatives quarterly.

Bylaws

The By Laws discussion last time shed some light on a couple of areas where we need to better define ourselves as a unit through the ByLaws. One example is member/representative. Members are all SPA or EPA non-teaching. We are representatives to take information back to our departments and from departments to meetings. Quorum issue relates to the difference between members and representatives. We have authority to vote on business of the Staff Council. The entire membership should have the opportunity to vote on constitutional and bylaws changes. Information would go to all members, giving them the opportunity to come to meeting. A quorum would be of those present. It is possible that we could do electronic voting. We will go to university counsel for their interpretation before we go forward with that.

Freshman move-in - Amy Sanders update
People have been great about volunteering since yesterday’s announcement. But we still need a few more volunteers. Patrick indicated that it is not necessary to take Community Service Leave. Employees can take up to 4 hours work time with supervisor approval to volunteer in this effort. The link is up on Staff Council website. It is a lot of fun. Get out of the office, get a t-shirt.

New business

Committee sign up
- If there are any committees that you no longer want to be a part of, mark your name off
- If there are any committees you are interested in serving on, add yourself to that list

ELF (Emergency Loan Fund)
An email will go out to Faculty and Staff giving them the opportunity to contribute to the fund. It is currently funded at $12,350. That has already been used and there is a waiting list. The bulk of the people who need it are staff. We would like to move on it to get it more funded. Patrick will send email in the fall with the president of Staff Council and Faculty Senate asking employees to make donations. Web donations can be made on advancement website. There are 16 on waiting list as of this morning. July payroll will add some back into the fund.

HR update
President of system asked for authority to set up university-wide furlough program. HR council meets next week. Legislation sets it up so that each of the chancellors can ask delegation from the UNC system to furlough employees. I will be emphatic that it is the chancellor’s mind that it will be a tool of last resort.

The Chancellor has a conference call with other chancellors and the UNC system president sometime today to finalize tuition increase. The plan is to use some of that to off-set some of the
$70 million flex cut the UNC system was handed by the General Assembly. May lose some vacant positions. Trying to protect positions. No salary increases but we came through the budget situation the best we could have expected.

There is a line item in the State budget of $500 million to cover medicaid expenses. We don’t know if we will get that or not. If we don’t get that money, it will hit the university system pretty hard. We are still on tenuous ground. There are so many wild cards that we just have to wait and see. So far, we are in relatively solid shape for the budget.

Each university will need to come up with draft furlough plan. It will need to be fairly consistent across system.

Passed last weekend ethics law. There is a provision to expand what is public record for employees. We will wait for guidance from OSP before sharing information. Need to clarify some things.

Discussion on FLEX card – debit card rather than faxing in papers, etc. Subject to IRS laws

Building emergency coordinator program – Seth

About a year ago we saw a need in emergency planning. There needs to be a point of contact for emergency preparedness. We need to identify emergency coordinators for all areas on campus. The 3 or 4 colleges visited have been eager to participate. The main role of building coordinator is to disseminate information. John E. Thomas building is more complicated because there are so many department in the building. Library only has one department.

Step 1 is to identify coordinator for each building. Our goal is not to create emergency responders, but they would serve as a liaison to the building. Not responsible for the safety of the people. Receive training once a year, then emails to pass on, etc. Hoping to get email out to campus in August or early September. Please share this information with Deans and Directors in your areas.

University Committees

There are 2 new university committees coming up:

Jed moody – Sustainability. Forming a new university committee with staff representation. They will have 1 or 2 meetings per semester and need a couple of reps.

Insurance committee – Patrick – each payroll unit in state government (ASU is a payroll unit) by statute must have an insurance committee made up of employees that operates independently to survey employees to determine what kind of post tax insurance offerings are needed and to get a better rate on post-tax insurance offerings. The committee is made up of 3 faculty and 3 staff members trying to meet last year. About the only way that we could attempt to offer domestic partner insurance is on a post tax basis. No quorum because faculty didn’t show up. This will be
a very active committee at least in the fall term. Committee will probably then go dormant for about 18 months before more action is needed.

Welcome new member David Travis

Council concerns

Diana Barbee – everyone received a glossy colored tri-fold water report. With all the budget concerns, she over heard students talking about it being a waste. Does a paper copy have to be put out? Could it be put out online or some other?

Kim Jones – furlough – can the university shut down the week between Christmas and New Year’s (except steam plant, etc.) Employees could prepare and save leave time to take during that time. No lights, not much heat, computers, etc. Patrick – some universities declare the university closed. Authority would need to come from chancellor’s cabinet. Would want staff Council’s endorsement to do that. Faculty is not here. Some would be adversely affected because they don’t have leave time.

Kathrine Sbarbaro – furlough – could the university put out a survey to ask staff their preference in avoiding furlough?

Kay Clark – Could we close Wednesday before Thanksgiving or the one or 2 days of Christmas week?

Patrick – Quality of Life Committee may want to ask these things in the next survey. We won’t know until March, April, or May of next year about if a hiring freeze or spending freeze will cover the deficits in the budget. Furlough is a last resort. If sc agrees to endorse the closing of the university

Jenny – Registration calendar committee looked at shutting the university for certain days and found that there are some areas (registrar) that are working very hard during the 7 days the university is open to make sure academic standing is updated and graduations are posted, etc.

Sandy Hicks – new employees don’t have vacation, husband/wife have to both take vacation. Her area has someone all times of day or night running copier/lights.

Marlena – sustainability – concerned about those with no computer getting pay stub. Patrick – we have computers available for food services and physical plant. Do supervisors let them have access? Need to handle it with individual supervisors when they are a problem. HR gets traffic to come in for assistance. There are 10 terminals for orientation and people to change benefits, etc. Will banks have a problem accepting stub printed from computer? Will work with banks, etc to help them understand what we do. Collaborate with Boone Chamber of Commerce. Dayton Cole is/was ASU rep on Boone Chamber of Commerce. Carolina West offers discount to ASU but need pay stub. Appalachian Healthcare went to paperless pay stubs.
Kudos

May – Kay Clark for work on the Staff Council website

June – Scholarship Committee Kristin Hyle

July – Fundraising Committee

Barbara Scarboro

Janice Smith

Several more that are missing

Sandy Hicks motioned to adjourn, Barbara Scarborough seconded

Respectfully submitted,

Kathy Mann
Treasurer
ASU Staff Council