Appalachian State University Staff Senate Minutes (approved)
May 14, 2013
224 IG Greer Hall, 1:30pm

Attendance:
Present: Anderson, Carol; Barbee, Diana; Bentley, Teresa; Burleson, Sheila; Chambers, Robin; Church, Lynn; Craft, Betsy; Deas, Kathy; Dehus, Sydney; Eckerd, Monique; Eldreth, Chelsie; Gainey, Courtney; Hoffman, Kate; Love, Amy; Mann, Kathy; McInturff, Jackie; Paige, Russell; Perry, Amanda; Ragan, Greg; Ray, Kathy; Riedl, Tess; Sanders, Amy; Sbarbaro, Katherine; Snook, Kevin; Tardiff, Tracey; Tedder, Jamie; Tibbett, Debi; Trivette, Cindy; Whittington, Kathy; Ziegler, Cathy
Excused: Carter, Kim; Clark, Kay; Hicks, Sandy; Lambert; Jamy; Mitchell, Andrea; Pelliccio, Dee; Scarborough, Barbara; Watson, Lisa; Young, Vickie
Absent: Berry, Elaine; Carpenter, Erin; Carriere, Debbie; Carter, Leslie; Dale, Patty; Eggers, Gloria; Eller, Peggy; Freeman, David; Gill-Johnson, Sali; Gragg, Debbie; Grant, Tony; Gryder, Alice; Harmon, Kara; Harrison, Kathy; Huffman, Julie; Hyle, Eddie; Hyle, Kristin; Jamison, David; Link, Loretta; Lowenberg, Diane; Lunsford, Mark; Lyons, Danna; Marsh, Clinton; McCormick, Marty; Merrell, Donna; Parnell, Regina; Piazza, Joseph; Probst, Elizabeth; Roach, Roy; Saunders, Shannon; Scott, Cathy; Smith, Janice; Tickle, Jeff; Travis, David; Wallin, Charlie; Waters, Robin; Wood, Angel
Visitors: Susan McCracken (Chancellor’s Office), Thomas Stocker (NCACHE)

Action items for Senators and Alternates:

- Follow Staff Senate on twitter, Facebook, and YouTube and share the links with your coworkers. Send suggestions and feedback on the Staff Senate social media channels and website to Kevin Snook.
- Encourage your coworkers to use the anonymous suggestion box linked from the Staff Senate homepage to share ideas and concerns.

Announcements:

- Congratulations to the 2013 Staff Senate Scholarship recipients: Michelle Renee Johnson, Lindsay Taylor Hicks, Landon Robert Powell, Kelsey Brooke Stansberry, Kendra Denise Trivette, Leah Scarlett Powell, and Austin Douglas Wilcox.
- Kudos to Chelsie Eldreth for her fundraising work on the Scholarship Committee.

Mark your calendar:

- Senate meeting: June 11, 2013, 1:30pm, Parkway Ballroom, Plemmons Student Union
- Senate meeting: July 9, 2013, 1:30pm, Linville Falls Room, Plemmons Student Union
Minutes:

1) **Meeting was called to order** by Katherine Sbarbaro at 1:30pm.

2) **Recognition of 2012-13 Staff Senate leaders:** Plaques were presented to Teresa Bentley and Jamie Tedder in recognition of their service in 2012-13.

3) **Installation of new Staff Senate Officers:** The following new officers for 2013-14 were installed: Chair Kevin Snook; Vice Chair Lynn Church; Secretary Amy Love; Treasurer Monique Eckerd.

4) **Approval of minutes:** The April 9, 2013 Staff Senate minutes were approved by general consent.

5) **Treasurer’s Report:** Monique Eckerd shared the following balances and noted that the Endowed Scholarship Fund has increased slightly due to interest on investments.

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<th>Account Name</th>
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<th>Balance</th>
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6) **Legislative Update – Susan McCracken, Director of External Affairs and Community Relations:**

   a) **Budget schedule:** The UNC system’s budget request process is operating behind its usual schedule because of the system’s strategic planning process. The university system typically advances a budget request to the state legislature based on input from each campus at the beginning of the biennial long session (February 2013), but the 2013 budget request needs to be guided by the new strategic plan, which was just adopted by the Board of Governors in February. (See [Strategic Directions 2013-18](#).)

   b) **Governor’s budget proposal:** The Governor’s budget proposal, released in March 2013, includes several cuts to the UNC system. It requests a 5.4% management flexibility reduction, which translates to an $8 million cut to Appalachian State, adds an extra surcharge for out-of-state students, includes no funding for need-based financial aid, and reduces the percentage of state repair and renovation funds allocated to the university system from 50% to 33%. (The university system has 54% of the state’s property.) On the positive side, the Governor’s budget proposal does include enrollment increase funding as part of base budget. The Governor’s budget also includes some reductions that were recommended in the UNC system’s strategic plan.
c) Senate budget proposal: The Senate is currently creating its budget. It will not be published until late May, but McCracken anticipates that the Senate budget will include a management flexibility reduction in the 2-3% range, will not include the surcharge for out-of-state students, and will retain out-of-state tuition waivers for students on full academic scholarships.

d) House budget proposal: Once the budget reaches the House, several other state budget issues could affect total revenue and funding for the university system, including: (a) a Medicaid shortfall approximately 50% larger than the $100 million shortfall for which the Senate had allocated; (b) several tax reform plans currently being considered by the legislature but unlikely to be implemented this year; and (c) the state’s debt to the federal government for unemployment compensation, which some legislators have proposed to pay by requiring all state agencies to set aside 1% of their payroll. See the Fiscal Research Division section of the NC General Assembly site for reports and presentations on state finances.

e) Budget approval process: The Governor proposes a budget, which then moves through the Senate and the House for consideration. The House and Senate go into conference in the June-July timeframe to produce a final budget based on input from each chamber, and the final budget goes to the Governor to sign. Susan McCracken will send an update to campus once the Senate Budget comes out (late May). Susan McCracken says that as a final outcome of this year’s budget process, she anticipates a 2-4% management flexibility reduction and staff raises ≤1%. McCracken anticipates a much larger budget reduction for the university system next year; the Senate is already considering a UNC system reduction for fiscal year 2015 almost double what we are facing this year.

f) Non-budget-related legislative issues: Provisions in several proposed bills relating to social issues are of concern to the university system.

i) HB937 would amend firearms laws to allow concealed carry permit holders to bring firearms to campus if the firearms are locked in their vehicles.

ii) SB719 and HB835, “Student Organizations Rights and Recognition,” would specify that religious and political student organizations can choose members based on their adherence to certain belief systems. Appalachian State currently allows student organizations to manage their own membership, but this would add an administrative burden by requiring the university to monitor each student organization’s membership management processes to ensure compliance.

iii) HB693 would forbid young adults under age 18 from receiving treatment for STIs, substance abuse, or mental health counseling unless she or he has parental consent or goes before a court. (Appalachian State has students under age 18 who have access to student health and counseling services.)

iv) SB843, “Students and Administrative Equality Act,” would require a university to provide an attorney for students going before a conduct board.

v) Another proposed bill would require the university to create individualized education plans (IEPs) for certain students with disabilities.
vi) HB 834, “Modern State Human Resources Management.” Kevin Snook asked about the purpose and status of HB 834. Patrick McCoy responded that this proposed bill is supposed to reduce the length of time it takes to handle employee grievances (approximately 400 days) through the Office of Administrative Hearings (OAH). The proposed bill places a State Personnel Commission (SPC) in charge of the grievance process instead of OAH, and specifies time limits for processing grievances. The bill also changes name of Office of State Personnel to Office of Human Resources, and places the Office of Human Resources under the Governor’s Office, rather than the Department of Administration (a return to the administrative structure used prior to the Perdue administration).

vii) Affordable Care Act: Patrick McCoy mentioned that on Jan 1, 2014, the Affordable Care Act provision requiring employers to provide healthcare for anyone working >30 hours per week will go into effect, which will have budget impacts.

7) Officer Elections – Chair Elect position: Membership Committee Chair Kathy Mann distributed ballots for the election of the Chair Elect. Amy Sanders ran unopposed.

8) Chair’s Update – Kevin Snook:
   a) Recognition of Cathy Ziegler for her service as an officer and Katherine Sbarbaro for her service as chair in 2012-13.
   b) Chair’s goals for 2013-14:
      i) Increase participation of Senators. Chair will begin e-mailing Senators before meetings to request agenda items and issues of concern.
      ii) Increase membership. The Membership Committee is moving to an org.-based membership system.
      iii) Renaming/rebranding. We have a new Staff Senate logo, new bags and pins, and two banners to hang at Staff Senate events, pins, etc. Staff Senate-branded items are available at cost from CafePress: http://www.cafepress.com/appalachianstatestaffsenate
      iv) Communications. Increase social media presence via new Staff Senate twitter, Facebook, and YouTube accounts. Kevin Snook and Jamie Tedder are working on improvements to the Staff Senate website; contact Kevin Snook if you have suggestions about content or format.
   c) Staff Senate representation on university councils: A Staff Senate representative is needed on the University Planning and Priorities Council (UPPC) to replace David Freeman, who is retiring, and on the University Safety Council to replace Cathy Ziegler, who is stepping down. Position descriptions will be distributed to Senators. Contact Kevin Snook if you would like to volunteer.

9) HR Update – Patrick McCoy, Director of Human Resource Services:
   a) Human Resources office has relocated to 300 University Drive (near University Hall); their new location includes training facilities and more parking.
   b) Patrick McCoy has been charged by the chancellor to convene a committee, which will have Staff Senate representation, to review options for closing over winter break and make recommendations to Chancellor’s Cabinet for their consideration. 2014-15 is the first year that
this could potentially be implemented. Amanda Perry asked whether the committee will have
time to take these recommendations back to full Staff Senate for review before bringing them to
the cabinet; Patrick said yes.

10) Committee Updates:
   
a) Scholarship Committee
   
i) Fundraising: Chelsie Eldreth – The Silent Auction raised $464 this year. Next year,
   Scholarship committee will try to schedule the silent auction during a Staff Appreciation
   event to increase participation. The committee also plans to do 4-5 small fundraisers
   throughout the 2013-14 year.
   
ii) 2013 recipients: Kathy Mann announced the recipients of the 2013 Staff Senate Endowed
   Scholarship ($900 to Michelle Renee Johnson) and 2013 Staff Senate Annual Scholarships
   ($700 to Lindsay Taylor Hicks; $700 to Landon Robert Powell; $700 to Kelsey Brooke
   Stansberry; $700 to Kendra Denise Trivette; $600 to Leah Scarlett Powell; $500 to Austin
   Douglas Wilcox).
   
b) Chancellor’s Advisory Committee – Russell Paige. The committee met with the Chancellor at the
   end of April and discussed:
   
i) Possibility of the university closing over winter break. 87% of staff used leave in 2012 for the
   two days that would have been affected by a closure. Staff Senate may partner with ACT on
   a service project during those days for staff who want to use community service leave. Lynn
   Church asked what proportion of that 87% used the 40 hours of special leave granted by the
   legislature in 2012, rather than regular vacation or comp. time. Patrick McCoy will find this
   information and send it to Kevin Snook to share with the Senate officers.
   
ii) Staff morale, including workloads for departmental administrative staff, loss of three staff
   positions in Human Resources, and treatment of housekeeping staff. Options to improve
   morale that were discussed included year-round flex time for staff. The Chancellor said that
   the political and economic climate was poor for advancing campus-wide flex time policies,
   but flex time is currently managed department-by-department. In terms of the
   mistreatment of housekeeping staff and any other staff member, anyone who has
   knowledge of a staff member being mistreated is encouraged to pass that information on to
   Lorin A. Baumhover, Chief of Staff, and/or Patrick McCoy.
   
iii) A new Board of Governors will begin service on July 1; a “very data-driven group.”
   
iv) Staff Senate participation has been declining; the Chancellor said he would send out some
   type of communication to encourage staff involvement in Staff Senate and supervisor
   support for this involvement.
   
c) Policy Committee – Kevin Snook. The Policy Committee met with Lorin Baumhover, Mike
   Mayfield, and Greg Lovins to discuss the adverse weather policy and staff issues related to
   cancelling classes without closing campus. The committee will continue to work with
   administration about this issue. Patrick McCoy shared that we have seen a spike in workers
compensation claims for employee falls during snow days. The Policy Committee will be convening soon to elect a chair.

d) Speaker Committee – Jamie Tedder. Most speakers are booked for 2013-14; Jamie Tedder will update the website accordingly.

e) Communications Committee – Jackie McInturff. New officers need to complete the Staff Profile Interview Questionnaire (http://staffsenate.appstate.edu/staff-info/staff-profile-interview-questions) so that their profiles can be posted on the Staff Senate site. Some good suggestions have been coming in via the anonymous Suggestion Box on Staff Senate website; Senators should promote this resource to their constituents.

11) **Performance review timing:** A suggestion was submitted through Suggestion Box on Staff Senate website to change the timing of performance reviews, which are currently due in May, to a less-busy time such as July. Patrick McCoy said that Human Resources does have the flexibility to choose a different deadline for performance reviews, and mentioned that the performance management system will be upgraded in January 2014, which would be a good opportunity for HR to review the process and reconsider deadlines.

12) **New Business – Kevin Snook:**
   
a) Recognition of Chancellor Peacock: Staff Senate will convene an ad-hoc committee charged with planning how the Senate will recognize the Chancellor’s service; contact Kevin Snook if you are interested in chairing or joining this committee.

   b) New Chancellor Search – Staff Senate will have representation on the search committee for new chancellor. Patrick McCoy said that it is likely that the search committee will be named in late June or early July.

   c) State Employees Association of North Carolina (SEANC) is currently accepting nominations for officers via their website.

13) **Kudos** – To Chelsie Eldreth for her work on the Scholarship Committee and Silent Auction.

14) **Open Comments** – Cathy Ziegler relayed a request from Susan Davies that any staff member who has a university nametag wear that nametag during orientation days (which are most days in June except Wednesdays) so that visiting students will know they can approach staff with questions.

15) **Adjournment** – Lynn Church made a motion to adjourn, seconded by Carol Anderson. The meeting adjourned at 3:06pm.

Respectfully submitted,

Amy Love, Secretary