Appalachian State University Staff Senate Minutes
June 11, 2013
Price Lake Room – 201A Plemmons Student Union, 1:30pm

Action items for Senators and Alternates:
- Encourage faculty, staff, and students in your area to fill out the Shout Out to Staff form at the Staff Senate website to recognize staff members who deserve praise for going above and beyond the realm of their job.

Announcements:
- Kudos to David Freeman for his years of service to Staff Senate and the University, and congratulations on retirement!

Mark your calendar:
- Senate meeting: July 9, 2013, 1:30pm, Linville Falls Room, Plemmons Student Union
- Senate meeting: August 13, 2013, 1:30pm, 224 IG Greer

Attendance:
Present: Berry, Elaine; Carter, Kim; Dale, Patty; Dehus, Sydney; Eckerd, Monique; Eldreth, Chelsie; Gainey, Courtney; Grant, Tony; Hicks, Sandy; Hoffman, Kate; Love, Amy; Mann, Kathy; McInturff, Jackie; Merrell, Donna; Mitchell, Andrea; Ray, Kathy; Riedl, Tess; Scarborough, Barbara; Smith, Janice; Snook, Kevin; Stocker, Thomas; Tibbett, Debi; Trivette, Cindy; Wood, Angel; Ziegler, Cathy; Ragan, Greg

Excused: Anderson, Carol; Bentley, Teresa; Carriere, Debbie; Church, Lynn; Clark, Kay; Gryder, Alice; Paige, Russell; Sanders; Amy; Tedder, Jamie; Whittington, Kathy; Young, Vickie

Absent: Barbee, Diana; Burleson, Sheila; Carpenter, Erin; Carter, Leslie; Craft, Betsy; Deas, Kathy; Eggers, Gloria; Eller, Peggy; Freeman, David; Gill-Johnson, Sali; Gragg, Debbie; Harmon, Kara; Harrison, Kathy; Huffman, Julie; Hyle, Eddie; Hyle, Kristin; Jamison, David; Lambert, Jamy; Link, Loretta; Lowenberg, Diane; Lunsford, Mark; Lyons, Danna; Marsh, Clinton; McCormick, Marty; Parnell, Regina; Pelliccio, Dee; Perry, Amanda; Piazza, Joseph; Probst, Elizabeth; Roach, Roy; Saunders, Shannon; Sbarbaro, Katherine; Scott, Cathy; Tickle, Jeff; Travis, David; Triplett, Debbie; Wallin, Charlie; Waters, Robin; Watson, Lisa

Visitors: Megan Stage, An Appalachian Summer Festival; Angela McCuiston, Food Services/McAlister’s Deli
Minutes:

1) **Meeting was called to order** by Kevin Snook at 1:33pm.

2) **Approval of minutes:** The May 14, 2013 Staff Senate meeting minutes were approved by general consent with no changes.

3) **Treasurer’s Report:** Monique Eckerd shared the following balances.

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4) **HR Orientation Volunteers:** Sandy Hicks circulated the sign-up sheet for Staff Senate volunteers at Human Resources Orientation. Volunteers pick up Staff Senate brochures from Courtney Gainey in HR speak to new hires for five minutes about Staff Senate. Volunteers receive a reminder from Sandy and a list of talking points before their assigned date.

5) **Guest Speaker – Megan Stage, Appalachian Summer:**
   a) See [http://www.appsummer.org](http://www.appsummer.org) for information about the festival.
   b) Schaefer Center renovation is going well. The renovated facility will have much better accessibility, acoustics, concession and restroom facilities, orchestra shell and pit, and seating.
   c) Tickets have been on sale since May 1. Ticket discounts are available for bulk purchases (pick-five discount). BREMCO members get a discount on The Band Perry outdoor fireworks concert on July 6, since Blue Ridge Electric is an event sponsor.
   d) The theme of this year’s film series is Independent Films from Around the World, and the theatre partner this year is Triad Stage. Family-friendly events include a family film night (E.T.), stage production of Peter and the Wolf, visual arts workshops.
   e) Sydney Dehus asked whether there will be an opening for faculty and staff to see the Schaefer Center. Megan Stage said that there is not one scheduled at this time, but that it may be a possibility.
6) Chair’s Update – Kevin Snook:
   a) State-level UNC system budget negotiations continue.
   b) Staff Senate has a new office in Human Resources, Room 110, but does not currently have office hours.

7) HR Update – Patrick McCoy, Director of Human Resource Services:
   a) Open House for the new Human Resources office is June 25\textsuperscript{th} from 3-5pm at 330 University Hall Drive.
   b) The first meeting of the winter break committee, to start reviewing information about possibility for closing over winter break, is scheduled for June 24\textsuperscript{th} at 9am in the Human Resources Office. The committee will bring recommendations will back to Staff Senate, and then to the Chancellor’s Cabinet, for consideration.
   c) State-level budget: The House proposed five more days of vacation leave for state employees as opposed to raises, but the budget is still being negotiated
   d) This year, there will be a second open enrollment for health benefits in the fall for the January 1, 2014 effective date. After this year, health benefit open enrollment will operate on a calendar year.
   e) January 1, 2014 will also mark implementation of Affordable Healthcare Act, which may affect temporary employees’ benefit eligibility.
   f) Human Resources is considering holding informational forums in the fall about the changes in open enrollment and the state health plan.

8) Committee Updates:
   a) Committee Sign-Ups: Kevin Snook distributed sign-up sheet for committees. There are some open spots on the Chancellor’s Advisory Committee; these spots are filled by appointment of the Executive Board, but Senators may indicate their interest in serving by adding their name to the sign-up sheet.
   b) Constitution Committee – Kate Hoffman:
      i) Vote on proposed by-laws changes: Motion to approve from the committee, seconded by Cathy Ziegler. By-law changes approved by show of hands.
      ii) Vote on proposed constitution changes:
         (1) Discussion: Cathy Ziegler motioned to revise the language under Past Chair on page 2 of the by-laws to read: “The Past Chair serves as an ex-officio member of the Executive Board to advise them for a period of one to two years,” to clarify that the Past Chair serves as an ex-officio member of the Executive Board, not of the Senate. The motion for revision seconded by Kathy Ray and the revision was approved by show of hands.
         (2) Motion to approve from the committee, seconded by Jackie McInturff. Proposed constitution changes approved by show of hands.
Patrick: Constitution changes must be presented to the Chancellor for his approval before adoption.

9) Old Business:
   a) New Committee Reps
      i) University Safety Council: Amy Sanders is the new Staff Senate representative.
      ii) University Planning and Priorities Council (UPPC): Greg Ragan is the new Staff Senate representative.
      iii) Winter Break Closing Committee is accepting more volunteers. Debi Tibbett volunteered to join. E-mail Kevin Snook if you would like to join.

10) New Business:
    a) Shout out to staff: NC State presented Shout out to Staff at Staff Assembly as an idea for recognizing staff members who do exceptional work; we will be using this idea at Appalachian State. To recognize a staff member, fill out the Shout Out to Staff form at the Staff Senate website. Letters will be sent from Staff Senate to the staff members who receive a shout out, and the employee’s supervisor will be copied on the letter.

11) Kudos – To David Freeman, who is retiring, for years of service to Staff Senate and the university.

12) Open Comments
    a) Cathy Ziegler thanked Kate Hoffman and other members of the Constitution Committee for their hard work updating the Staff Senate constitution and by-laws.
    b) Monique Eckerd requested recommendations to increase Staff Senate membership and participation:
       i) Chelsie Eldreth suggested better communication with the campus about Staff Senate’s existence, goals, etc.
       ii) Debi Tibbett said that the improvements to the Staff Senate website are already helping with campus communication.
       iii) Tony Grant said that it would be helpful to emphasize in meeting announcement e-mails and other communications to the campus community Staff Senate meetings are a university function and staff members do not need to take leave to attend the meetings.
       iv) Courtney Gainey suggested that Staff Senate officers attend major campus-wide functions and introduce themselves to other staff members.
       v) Kim Carter suggested marketing Staff Senate to directors/supervisors and asking supervisors to let their staff know that they are encouraged to attend. This might make more employees comfortable with asking to participate. Tess Riedl concurred with the effectiveness of communication from supervisors as a recruitment method.
       vi) Kevin Snook has designed a recruitment poster; a PDF of this poster will be added to website for senators who want to print and post it.
vii) Tony Grant said that it would be useful to find out which areas of campus do not have adequate representation in Staff Senate, and Kevin and Kathy Mann said that the Membership Committee is working on this right now.

viii) Debi Tibbett pointed out that the timing of meeting may not work for some areas (e.g., housekeeping staff who generally start work at 3 p.m.).

ix) A marketing section will be added to the Staff Senate website with materials for marketing Staff Senate and events.

x) Kathy Whittington commented that many divisions may not be aware that they are permitted more than one representative.

xi) Andrea Mitchell suggested that Senators invite members in their department to come as a guest.

13) **Adjournment** - The meeting adjourned at 2:26pm.

Respectfully submitted,

Amy Love, Secretary