Appalachian State University Staff Senate Minutes
July 9, 2013
Linville Falls Room, Plemmons Student Union, 1:30pm

Action items for Senators and Alternates:

- Staff Senate will be conducting a campus-wide survey to find out how staff members feel about the possibility of campus closing over winter break. Send concerns, comments, or questions to Monique Eckerd (eckerdbms@appstate.edu), Lynn Church (chrchla@appstate.edu) or Debi Tibbett (tibbettdr@appstate.edu).
- Contact Kevin Snook if you would like to lead or participate in an ad hoc committee to coordinate a Chancellor Appreciation Event.
- Send suggestions on how to increase compliance with new campus smoking policy to Katherine Sbarbaro.

Announcements:

- Staff Award nominations are due by July 26, 2013. Nomination information is at http://hrs.appstate.edu/announcements/819

Mark your calendar:

- Senate meeting: August 13, 2013 at 1:30pm in 224 IG Greer
- Senate meeting: September 10, 2013 at 1:30pm in 226 Linville Falls Room, PSU
- Freshman Move-In: August 16
- Walk with Staff Senate during Convocation: September 10

Attendance:

Present: Anderson, Carol; Berry, Elaine; Church, Lynn; Clark, Kay; Deas, Kathy; Eckerd, Monique; Gainey, Courtney; Hicks, Sandy; Hoffman, Kate; Love, Amy; Mann, Kathy; Merrell, Donna; Mitchell, Andrea; Paige, Russell; Ragan, Greg; Riedl, Tess; Roach, Roy; Sanders, Amy; Sbarbaro, Katherine; Scott, Cathy; Snook, Kevin; Trivette, Cindy; Wood, Angel; Young, Vickie; Ziegler, Cathy

Excused: Bentley, Teresa; Carriere, Debbie; Carter, Kim; Dehus, Sydney; Eldreth, Chelsie; McInturff, Jackie; Ray, Kathy; Scarborough, Barbara; Smith, Janice; Tedder, Jamie; Tibbett, Debi

Absent: Barbee, Diana; Burleson, Sheila; Carpenter, Erin; Carter, Leslie; Craft, Betsy; Dale, Patty; Eggers, Gloria; Eller, Peggy; Gill-Johnson, Sali; Gragg, Debbie; Grant, Tony; Gryder, Alice; 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; Saunders, Shannon; Stocker, Thomas; Tickle, Jeff; Travis, David; Wallin, Charlie; Waters, Robin; Watson, Lisa

Visitors: Greg Lovins, Vice Chancellor for Business Affairs
Minutes:

1) **Meeting was called to order** by Kevin Snook at 1:32pm.

2) **Approval of minutes:** The June 11, 2013 Staff Senate meeting minutes were approved by general consent with no changes. (Note: A Senator later noted that the registration link provided for Freshman Move-in in the unapproved minutes was incorrect, so this link was removed in the approved June minutes and correct information will be distributed to all Senators in July.)

3) **Treasurer’s Report:** The Treasurer’s Report was approved by general consent with no changes.

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4) **Guest Speaker – Greg Lovins, Vice Chancellor of Business Affairs, Capital Updates and Improvements**
   a) PowerPoint presentation can be downloaded from Staff Senate website at [http://staffsenate.appstate.edu/sites/staffsenate.appstate.edu/files/assets/Staff%20Senate%20Cap%20Proj%20Presentation%20070913.ppt](http://staffsenate.appstate.edu/sites/staffsenate.appstate.edu/files/assets/Staff%20Senate%20Cap%20Proj%20Presentation%20070913.ppt)
   b) Renovations at Farthing Auditorium / Schaefer Center for the Performing Arts – All improvements are privately funded through a gift from the Schaefer family. Emphasis on improving patron experience (sight lines, lobby, restrooms, concessions, etc.) and accessibility (elevators, ramps, etc.).
   c) College of Education Annex – The Lucy Brock Child Development Center is moving to the COE annex in early July. There is not funding to renovate the sanctuary and upper floor yet, but these will be renovated eventually for classroom and office space. ASU is typically ranked first or second in UNC system for space utilization, which means we use our space very efficiently but are crammed and need more classroom and office space.
d) Trivette Hall – Trivette was finished in 1990; the dining facilities are heavily used and need upgrading (plumbing, HVAC, equipment). Bids received on July 2, 2013 were under budget, so the project can proceed. Heavy construction will not begin until December, since fall is a busy time for Food Services and not an ideal time for renovations to their facilities.

e) Anne Belk Hall – Before 30,000-square foot third floor can be renovated, the center stairwell had to be brought up to code. Computer Science and Anthropology departments will relocated to 3rd floor Anne Belk when it is renovated. Renovation will be an approximately $4 million project. Students are partially supporting the renovation project with a $14/student fee. The final remaining step for funding is General Assembly approval for the project, which the Senate has already passed and the House is currently considering. Work probably will not begin on 3rd floor until Spring 2014 and will take several months.

f) Raley Hall roof – Construction is currently underway and expected to be completed by mid-August.

g) Weather has delayed many projects this year.

h) Steam distribution project near pedestrian bridge – Construction is underway beneath Rivers Street, with an anticipated mid-August completion date, hopefully before freshmen move in.

i) Winkler Hall – ASU accepted bids for conversion of individual apartments in Winkler Hall into a more traditional dorm arrangement to house twice as many students, but bids were well over the project budget, so there are currently no plans to reopen Winkler Hall. Conversion to office space would also require major renovations to meet building code, since that would be considered a change of use.

j) See slides for summary of additional projects.

k) Questions:

i) Kate Hoffman – Any updates planned for Edwin Duncan Hall, which frequently floods and has a frequently-malfunctioning elevator? Lovins responded that Edwin Duncan is an old enough building that any maintenance at this point is just “patchwork,” though they are requesting some repair funding for basic maintenance, since it appears we will need Edwin Duncan for longer than previously thought. UNC BOG top capital priority is not new construction, but repair & renovation.

ii) Katherine Sbarbaro – People who work in Chapell Wilson were not notified when repair work surrounding building, which limited access to building, was scheduled to begin. Lovins: Apologies. We try to notify all employees in an area before work begins, but are not always able to do so.
iii) Monique Eckerd – Is there a website where upcoming projects are posted? Lovins: Will find out if capital projects priorities list can be posted on website.

iv) Carol Anderson – Disabled access for Chappell Wilson seems limited right now by construction projects on one side and landscaping projects on the other. Lovins: We work with disability services staff to avoid situations like this. Please notify us any time you see a situation like this.

v) Cathy Ziegler – Retention surveys show that students who stay on campus are more likely to stay in school. At Appalachian State, IRAP staff has noticed that in recent years, fewer sophomores and upperclassman are requesting to stay on campus. Has any formal survey been conducted to find out why? Lovins: Cindy Wallace and Dino de Bernardi monitor demand for student housing. Expect to see more sophomores, upperclassmen, and transfer students on campus in Fall 2013. However, there are so many student housing projects in town that we have to closely monitor supply and demand and balance that with campus budget considerations.

l) Budget – Governor’s budget has gone through Senate revisions, House revisions, and is current in conference to work out differences between the House and Senate versions. Net decrease in UNC system budget was 2.4% in the Governor’s proposed budget, but the net effect could be altered by enrollment increase funding. The Senate version proposes about a 1.1% cut to university system. The House and Senate are currently working on tax reform, and they probably will not work on the budget until they finish tax reform. The Chancellor’s top priorities with respect to budget cuts are to protect jobs and protect the classroom experience, which may involve holding vacant positions open and decreasing operating budgets. In terms of the likelihood of staff raises, the Governor’s proposed budget included a 1.2% increase, but the House and Senate proposed no increases.

5) Chair’s Update – Kevin Snook
   a) ASU recently hosted the new Board of Governors.
   b) The Board of Trustees met recently and primarily discussed the Chancellor Search.
   c) ASU representatives recently had the opportunity to attend a Legislative Reception to go before Governor McCrory and other legislators to speak about ASU.
   d) We still need three volunteers for new employee orientation speakers for 2013-14; contact Sandi Hicks if you would like to volunteer.

6) HR Update – Patrick McCoy, Director of Human Resource Services:
   a) Obama has deferred implementation of Healthcare Reform Act by one year to Jan. 1, 2015, which would have required employers to provide health-care coverage for employees working
at least three-quarter time; this change will affect some full-time non-student temps who were hoping to have coverage beginning Jan. 1, 2014.

b) A second round of open enrollment for benefits for Jan. 1, 2014-Dec. 31, 2015 will take place this fall. This will be an active open enrollment, which means every employee will have to take action even if they do not want to change their coverage. HR will distribute information.

c) We are currently under a salary increase freeze, per a memo from GA freezing salaries at June 30, 2013 until appropriations act is approved. At present, the only acceptable reason for a salary increase is a promotion, and promotion raises require special approval if they are >10%. Two memos about this freeze are on the HR website at http://hrs.appstate.edu/news-events

d) Nominations are currently open for Staff Awards; see http://hrs.appstate.edu/announcements/819 for more information.

7) Committee Updates:

a) Membership Committee – Kathy Mann
The Membership Committee has researched the effects of changing membership representation system from departments or areas to organization codes, and has determined that this change would not substantially affect representation or eligibility, but would greatly simplify the process of maintaining the membership roster and determining eligibility. **Vote on changes to Staff Senate representation system:** The Membership committee put forward the following recommendation: “The Staff Senate Membership Committee recommends that we change the organization of the representation from being based on Departments/Areas to being based on Organization Codes.” The motion carried unanimously by voice vote.

b) AppKids – Cindy Trivette
Cindy distributed a sign-up sheet from the AppKids committee for volunteers to set up school supply collection sites in each building. Supply collection dates will be late July – September. Follow-up communication will be sent from AppKids committee to building collection volunteers about their responsibilities. Contact Cindy Trivette if you would like to sign up as a building collection volunteer.

8) Old Business:

a) Chancellor Appreciation Event Committee – Kevin Snook
Staff Senate needs an ad hoc committee to coordinate Chancellor Appreciation Event. Snook requested volunteer for ad hoc committee chair; contact Snook if you want to volunteer.

b) Winter Break – Monique Eckerd
Monique reported from the first meeting of the Winter Break Closing Committee, in which they discussed the possibility of closing campus (with the exception of a few buildings that cannot be shut down) for a week between Christmas and New Year’s. The Committee requested that Staff Senate conduct a short survey about staff opinions on the possibility of closing during Winter Break. Contact Monique if you have suggestions for question to include in the survey or general comments about the possibility of closing over winter break. Questions/comments:
(1) Patrick: Several other UNC system schools move paid holidays to winter break or have mandatory close days during which employees have to use leave.

(2) Carol Anderson: Has there been any discussion of how essential staff will be compensated for not being able to take leave? Patrick – Holiday Premium Pay Policy already in place.

(3) Kay Clark – Can people use unpaid leave? Patrick – UNCA allows people to choose unpaid leave, so there is a precedent.

(4) Angel Wood – How many paid holidays do we currently have? Patrick – We currently get 11; it may change to 12 next year.

9) New Business:
   a) Staff representation on search committee for new chancellor – Kevin Snook
      During a recent Board of Trustees meeting, Ann Lemmon said that the anticipated hire date for a new chancellor is spring 2014, for a start date of July 2014, and that a search committee will be appointed soon. On average over the last 5 chancellor searches in the UNC system, representation typically includes 5 trustees, 4 faculty, 1 staff, 1 student, 3 community members, 1 administrator, 1 alumni, 1 from the foundation, and 2 ad hoc members. Typically, the one staff member is the Staff Senate chair, but Staff Senate would like to lobby that one of the ad hoc representatives for ASU’s chancellor search also be a staff member. Kevin Snook called for nominations for this staff member. Nominees included Katherine Sbarbaro, Amy Sanders, Cathy Ziegler, and Kate Hoffman. Ballots were distributed with instructions to vote for one nominee. Tie between Amy Sanders and Cathy Ziegler; Staff Senate will suggest both names as potential ad hoc members of the Chancellor Search Committee.

   b) Smoking policy: Katherine Sbarbaro
      Katherine called for suggestions from staff on how to increase compliance with new smoking policy, which prohibits smoking on campus except in designated areas. Suggestions included more comfortable facilities for smokers that they are more likely to use, provision of maps of designated smoking areas, and funding for smoking cessation assistance. Per Katherine, there is no funding for shelters or smoking facilities, but there are maps of designated smoking areas available online, and printed copies will be available to hand out soon. Send additional suggestions to Katherine Sbarbaro.

   c) Staff awards: Submit your nominations for Staff Awards to HR by July 26.

   d) Energy Savings Kick-Off Meeting – Monique Eckerd attended this meeting and reported back to the Senate. Pepco is planning energy efficiency improvements in many buildings on campus; a schedule is available on the Staff Senate website of improvement by building. Improvements are not planned in all building, since the Pepco contract is only for improvements that will “pay for themselves” in terms of the cost of the improvement compared to the resulting savings in energy costs.

10) Open Comments –
a) **Angel Wood** – Senators need updated information for Staff Senate participation in Freshman Move-In.

11) **Adjournment** – The meeting adjourned at 3:01pm.

Respectfully submitted,

Amy Love, Secretary