Minutes:

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

2) **Approval of minutes:** Kathy Mann motioned to approve the February 11, 2014 Staff Senate meeting minutes, seconded by Janice Smith. The minutes were approved by general consent with no changes.

3) **Treasurer’s Report:** Amy Sanders motioned to approve the treasurer’s report, seconded by Kate Hoffman. The treasurer’s report was approved by general consent with no changes.
Kevin Snook - We are still accepting suggestions for how to spend the operating budget. Sheila Burleson requested purchase of stamped envelopes for AppKIDS, or being billed by another department that has the capacity to do mass mailings.

4) **Guest Speaker – Dr. Lorin Baumhover:**
   a) Dr. Baumhover acknowledged Angie Miller, Debi Tibbett, Monique Eckerd, and Lynn Church as members of the winter break committee.
   b) HR Director Search has been moving quickly. The job description is posted.
      i) Amy Sanders: We will start reviewing applications on March 19, and will form a short list of 8-10 candidates, which will then be narrowed to 3-4 candidates. It is a closed search until it is narrowed to 3-4 candidates; those candidates will be brought to campus for interviews, meetings, etc. I serve on the search committee representing Staff Senate. If you have questions, concerns, or comments, please let me know.
   c) Winter Break Closing – The recommendation [to close the campus between Christmas and New Year’s] has been taken to the Chancellor and the Cabinet, and they have approved it. The Chancellor asked that Lorin meet with Staff Senate. Some vacation days will have to be used during the campus closure [for days that are not already holidays]. 90% of staff are already taking leave days during that time. We are trying to maximize the number of days that a building can be powered down (for those buildings that can be powered down) to save money. Some people who are recently hired will not have many accumulated vacation days, and we will have to work with that. Some people can telecommute or work from a different location. Supervisor training will be needed.
   d) Angie Miller: 2014 has three days that affect staff. Future years through 2017 will only have two days during which staff would have to use leave.
   e) Amy Sanders: If someone does not have enough leave time and they are uncomfortable going to their supervisor, what are their options? Angie Miller: If they come to HR, we would want to mediate between the employee and their supervisor. Depending on the work unit, working from...
home may not be an option. There will be communications coming down from administration to supervisors saying that supervisors need to work with employees to find alternate solutions. For the majority of employees, I do not see a reason that an alternate solution cannot be found.

f) Patty Dale: In the past we have talked about using Community Service Leave. Angie Miller: You can do that as long as you can document/prove that you are working with a 501(c)(3) and document your hours.

g) Amy Sanders: We should work with the ACT office to coordinate service options during those days.

h) Kate Hoffman: When the notice goes out, can we have a list of which buildings will close or stay open, so that everyone will know who is affected? Angie Miller – We can get a list from Jerry Marshall.

i) Sydney Dehus: Will people have the option to go work in one of the buildings that has to stay open, in a computer lab or the like? My coworkers will want to know what their options are. Lorin Baumhover: We haven’t sent out the recommendation yet. After the recommendation is sent out to the campus, if the options are still not clear to staff, we’ll have to work on that. We’re trying to push decision-making down to the department level; we want employees to work out options individually with their supervisor.

j) Amy Sanders: An announcement will come out within the next couple of weeks, correct? Lorin Baumhover: Yes.

k) Kevin Snook: We want to have a website similar to NC State’s that clearly defines, for several years, what the schedule is, what the policies are, and what options employees have. It will be at closings.appstate.edu (not yet posted).

l) Monique Eckerd: We had asked that [the number of days during which staff will be forced to use vacation] be limited to two days. Is there a reason that it was left open-ended, rather than the policy defining a maximum number of days? Lorin Baumhover: Because of variation in where the weekends and holidays fall. Angie Miller: Right now, the maximum number of days it would ever be is three, as long as we continue moving the Veterans Day holiday to winter break. If we ever start observing Veterans Day in November, it could be four days.

m) Amy Sanders: This also takes into account the new requirement that we have to be open on December 23 because it is a payroll date.

n) Monique Eckerd: Is the supervisor training going to be mandatory? Angie Miller: We can’t really make it mandatory, but we can try to communicate it very strongly from the top down. The supervisor should come up with alternate work solutions whenever possible.

o) Lorin Baumhover: The state of North Carolina prohibits us from just giving staff the time off.

p) Sandy Hicks: So our faculty will not be able to come in to a building that is powered down, correct? There will have to be strong communication about that; some of them come in every day.

5) Angie Miller – HR Update:

a) We have a new implementation date for SPA grievance policy: May 1. Train-the-trainer meetings will be conducted in late March; in April, we will schedule training sections for
employees and supervisors. We have been told that the delay was due to the filing dates for EEO charges.

b) March 24: Section 503 and VEVRAA go into effect. VEVRAA is a veterans’ preference act; basically, it will be harder not to hire a qualified veteran. Kevin Snook: Will veterans take preference over RIF/laid-off employees? Angie Miller: No. RIF will still take top priority, but veterans will have preference over internal priority consideration candidates.

c) Kerri McCaffrey: Our department is getting ready to submit a large grant and may be hiring for several positions. Do we need to contact HR in advance of the hiring process about VEVRAA? Angie: No, this will be integrated into the standard hiring manager process.

d) Kate Hoffman: Does VEVRAA also cover people with disabilities? Angie Miller: The priority status only covers veterans. They have given us two benchmarks for hiring: 7% for workers with disabilities, 8% for veterans. We are currently at about 5% for veterans, and further behind for employees with disabilities. Based on Section 503, it is completely voluntary for applicants to disclose if they have a disability.

6) Chair’s Update – Kevin Snook:

a) Chancellor Search Update:
   i) The search committee is meeting tomorrow morning, with the hope that the Board of Governors is ready to make a selection. The Board of Trustees, Chancellor’s Cabinet, and search committee have been invited to the UNC Board of Governors meeting next week for an announcement. The new chancellor’s identity will become public knowledge after that announcement.
   ii) Sydney Dehus: We are down to only two candidates, correct? Kevin Snook: Yes, one of our three finalist candidates has accepted a position elsewhere.

b) Staff Assembly Update:
   i) The UNC system had requested $20 million for salary increases. The General Assembly appropriated $7 million for salary adjustments across the entire system.
   ii) The Hands On Northwest North Carolina website is recommended in addition to the ACT office for those looking for community service leave opportunities.
   iii) Scholarships:
      (1) Staff Assembly Scholarship – Kevin Snook: An annual statewide golf tournament raises funds for the Staff Assembly scholarship. The scholarship should be available for the first time this year, and it is open to any employees across the UNC system. Amy Sanders: This scholarship is for all professional development, not only college classes.
      (2) Janice Smith: If you are a SEANC member, there are also scholarships for members and their dependents.
      (3) Kevin Snook: We should add a scholarship section to Staff Senate website listing all of the scholarships available to staff and their dependents.
      (4) Sydney Dehus: My kids are trying to apply for the Staff Senate scholarships, but it is such a short period (33 days) between the time the application is posted and the deadline. Why is there such a short turnaround time? Kathy Mann: I had parents call before the
holidays asking about it. I told them that we would have updated information later, but
that there would be no substantial changes to the application, so they could go ahead
and start working. The application also doesn’t specify that applications must submit an
*official* transcript, and does not make clear whether you are supposed to submit your
FAFSA information to ASU even if the applicant does not go to ASU. Maybe after this
cycle is awarded, we could go ahead and post next year’s materials. Sydney: It would be
wonderful if it could be posted by December 1, before kids are off for holiday break.
Debi Tibbett: It is also very hard to make the deadline if you are self-employed (because
of the FAFSA submission).

c) Committee Updates:
   i) Chancellor’s Advisory Committee – The committee needs input about questions to ask the
      Chancellor at their next meeting. Keep the impending leadership transition in mind when
      you ask your question. Sydney Dehus: Question from my area were (a) staff pay, (b) security
      in the John Thomas building, and (c) why staff have to go through the application process at
      ASU if they just want to take one class without being a degree-seeking student.
   ii) Membership Committee – Kathy Mann: You should have received a list of descriptions of
       the officer positions. Please talk to potential nominees. Nominees must be on the roster as a
       Senator. We also have openings for Senators, so think about recruiting new Senators, too.
       Submit nominations to loveas@appstate.edu.
   iii) Constitution Committee – Kate Hoffman: There was a proposal to amend the by-laws. The
       proposed amendment is appended to the minutes. **Vote:** The motion to amend was carried
       with a unanimous voice vote.
   iv) Scholarship Committee – Chelsie Eldreth:
       (1) Dining Cards: If anyone still needs a dining card, e-mail Chelsie Eldreth; there are six or
           seven left.
       (2) We will not be notifying any student or staff scholarship applications until after the April
           Staff Senate meeting.
       (3) We really need new scholarship committee members to help with application
           processing, fundraising, or both.
   v) Library Services Committee – Russell Paige: They are talking about the potential for lumping
       staff in with faculty so that staff and faculty would have the same library loan privileges.

7) New Business:
   a) Please note that the April meeting will be on the third Tuesday of the month (April 15) rather
      than the second Tuesday when it is usually held. Chancellor Peacock will be the guest speaker,
      and annual elections will be held.

8) Adjournment: Chelsie Eldreth made a motion to adjourn, seconded by Amy Sanders. The meeting
    adjourned at 2:56pm.

Respectfully submitted,

Amy Love, Secretary