Staff Council Meeting Minutes  
January 10, 2012  
IG Greer Conference Room # 224  
1:30 – 3:00 p.m. APPROVED

PRESENT: Carol Anderson, Dianna Barbee, Teresa Bentley, Elaine Berry, Melody Campbell, Erin Carpenter, Robert Charlebois, Lynn Church, Kathy Deas, Maureen Doran, Monique Eckerd, Gloria Eggers, David Freeman, Courtney Gainey, Loyd Hicks, Sandy Hicks, Kate Hoffman, Edward Hyle, Tami Johnson, Kim Jones, Sheryl Kane, Jamy Lambert, Amy Love, Diane Lowenberg, Kathy Mann, Marty McCormick, Jackie McInturff, Andrea Mitchell, Susan Musilli, Russell Paige, Elizabeth Probst, Kathy Ray, Charyn Richards, Tess Riedl, Amy Sanders, Katherine Sbarbaro, Barbara Scarborough, Janet Seatz, Jamie Seay, Janice Smith, Deborah Tibbett, David Travis, Lisa Watson, Angel Wood, and Cathy Ziegler

EXCUSED: Kelly Wolcott, Karen Clark, Alice Gryder, Loretta Link, Denise Marsh, Jennifer Maxwell, Jenny Primm, Jamie Tedder, and Marlena VanVilet

ABSENT: Sheila Burleson, Barbara Calderwood, Debbie Carriere, Betsy Craft, Peggy Eller, Sali Gill-Johnson, Debbie Gragg, Tony Grant, Kara Harmon, Kathy Harrison, Julie Huffman, Kristin Hyle, David Jamison, Mark Lunsford, Andrea Marsh, Clinton Marsh, Donna Merrell, Seth Norris, Amanda Perry, Greg Ragan, Tanya Randall, Cathy Scott, Kevin Snook, Jeff Tickle, Robin Waters, Kelley Wolcott, Jeni Wyatt, and Vickie Young

GUESTS: Terri Lockwood, Jennifer Mecho, and Lynette Orbovich

1. Cathy Ziegler – The meeting was called to order at 1:34 p.m. and new members and guests were welcomed. A thank you card to Chancellor Peacock was passed around for Staff Council representatives to sign; as that was being done, Cathy explained general consensus rules as outlined by Roberts Rules of Parliamentary Procedure.

2. Approval of Minutes - The December 13, 2011 Staff Council Meeting Minutes were approved by general consensus.

3. Treasurer’s Report: For information only as shown in the advance agenda.

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4. Speaker – Dr. Lori Gonzalez, Provost and Executive Vice Chancellor shared what she has accomplished since she came to ASU:

- Continuation of work on SACS-COC accreditation.
- Dr. Gonzalez has charged the Gen Ed Committee to take suggested improvements, work those into Gen Ed, and make recommendations to the AP&P committee.
- A solutions survey was produced, asking faculty to provide solutions to issues where they feel there are problems.
- The Faculty Handbook is being revised. Faculty Senate has a committee that is working on suggestions and Dr. Gonzalez started an ad hoc advisory group to work on this. She plans for the faculty to “own Gen Ed.”
- She has visited each college to gain a greater knowledge of what the needs are in each area. She has also asked the IRAP office to provide data that will show how many FTE faculty and FTE staff are in the offices to show where the needs are the greatest.
- A review of each program is being done to see where we need to cut back or better support.

Dr. Gonzalez then opened the floor for questions and answers.

Cathy mentioned that the current listservs do not have one that includes both EPA and SPA staff. Lori shared that the university is preparing to search for a CIO (whose job it would be to implement this). It was noted that Seth Norris is our staff council representative on that search committee.

5. HR Update – Mr. Patrick McCoy. The Staff Council Officers asked Patrick for an update on Broyhill and the RIFS (reductions-in-force). Thirty-one employees received Reduction in force notices and ten of those have been re-employed to date. Seven of those employees are not actively seeking employment. Fourteen have expressed an interest in looking for employment with the University and HRS is providing them with assistance in their efforts. There were around 20 plus employees who were formerly funded through state funds that are now being funded through non-state funds. An administrative fee (which was 2 percent) was used to salvage some positions that were not reduced in force. An example would be the Athletics department who was previously not assisting with non-receipt supported areas such as HRS. Of the RIF’d employees, 16 of those were Broyhill Inn and Conference Center employees. Through the public records law, officers asked that those numbers to be released.

The secondary employment policy was addressed. The purpose of the policy is to ensure there is no conflict of interest. The email that was sent out this morning was simply an annual reminder. One-time pay was discussed. HRS approves each of these before they receive final approval. Faculty Senate advocated the change through the Board of Trustees that the official approval for one-time pays now comes through the respective dean’s office.

6. Committee Reports –
   a. AppKIDS – Diane Lowenberg asked that the committee members be recognized. $13,050 was collected for this program during 2011. Ninety children were provided with backpacks stuffed with school supplies. $145 went for shopping for each child. The Chancellor’s office sponsored breakfast, and lunch was sponsored by Business Affairs. Rosanne Peacock was our guest speaker for breakfast. There were over 125 volunteers for this 31st Annual AppKIDS Event. In the near future, a survey will be sent out requesting valuable feedback. School counselors designated each child that participated in the event. If interested in joining the committee let Diane or Cathy know. Mark calendars for November 16 – this year’s event, with the snow date being November 30, 2012.
   b. Chancellor’s Advisory – Amy Sanders. Ten Staff Council representatives meet with the Chancellor each semester with concerns and idea. Each representative was requested to contact representatives on his or her own time to make them aware of our feelings and thoughts. The Chancellor also asked for good representation for the Board of Governors (B OG). We need good advocates for our university. The next meeting is April 16 and questions or concerns are presented to the Chancellor one week prior to the meeting. The Chancellor will be our guest speaker in February. Amy would like to have questions after that meeting. President and President Elect each sit on this committee. Committee members determine whether questions and issues submitted are appropriate to ask or bring to the Chancellor’s attention. There are issues brought up at times that the committee feels someone other than the Chancellor can address; when that happens, subcommittees are created to handle those other concerns.
c. Quality of Life – Kate Hoffman. The committee is now primarily working on a new staff survey. Fliers will be sent out next week, and the survey link should be active the following week for two and a half weeks. Computers have been made available for those without access.

7. President’s Update – Cathy Ziegler – In the February meeting, the officers intend to propose changing our name from Staff Council to Staff Senate. There are several reasons for this. The majority of our sister UNC universities use the term Staff Senate. The term “Senate” gives the impression of carrying more weight on campus. We would entertain a motion to vote on this matter during the February meeting.

Last week, Mike O’Connor requested a meeting with Cathy to ask her to share information with Staff Council. He is planning a Housekeeping Study. The purpose is to analyze our various processes and efficiencies in buildings and housekeeping duties meant to create a more efficient program and have specific guidelines should external businesses ask to submit a housekeeping services bid. There is no intention of outsourcing at this time, but we do need to be prepared with as many specifics as possible should outside businesses ask to submit a bid. This could take about 5-6 months. Mike has called a meeting of all housekeepers, landscaping, and facility maintenance workers since there may be future studies in the other areas as well. At Cathy’s request, Staff Council will have a rep on this study group. Cathy emphasized the importance of sharing this information with all staff in our represented areas, just as should be done with other information given in meetings.

A recycling question was brought up as trash was being put into recycling bins in Rankin Science Building. Jennifer Maxwell said that additional trash bins could be put up.

8. Old Business –
   a. Give a Family a Coat – Cathy shared that over 500 used coats have been donated. Our goal was initially 400. In addition, there was donated close to 300 other winter clothing items. Everything went to the Hunger and Health coalition.

9. New Business –
   a. Staff Assembly, Senate Bill 575 (SB575) – Katherine Sbarbaro - This is still in committee and can be reintroduced at any time. We anticipate it will be brought forward in March. Chuck Brink, Staff Assembly Chair recently spoke to us about his plan to come up with a document that puts forward our structure for an HR system should the GA be given jurisdiction over us. We want our effort to be proactive. The chairs of all 17 institutions have come up with a list of HR areas that we will research. We have chosen the grievance process as our process to research. We will research 18 peer institutions and include the UNC hospital as to how they handle grievances and we will come up with two or three best practices and present that to Staff Assembly. The body of Staff Assembly will then vote on and present to GA as to what we would like to see put into existence. Officers have talked about inviting our local legislators to campus no later than March and have a forum where we bend their ear on our position. The statement that staff assembly put out was that we are a divided group with different opinions.
   b. Academic Calendar – Katherine Sbarbaro. Katherine is Staff Council’s representative on the University Academic Calendar Committee and thus asked for our input. We are in preliminary process of building the new biennium calendar for 2013-2015 for students and we want feedback on possibilities concerning the fall break/Thanksgiving break issue. There are faculty who are cancelling classes prior to Thanksgiving. We want to determine if we should keep the structure as it is now with a two-day fall break and then the Wednesday before Thanksgiving being off or perhaps do away with fall break and add the two days during Thanksgiving week. The history behind letting kids off the Wednesday before Thanksgiving is for safe travel. When looking at the academic calendar, you must have so many days of attendance. Students have indicated that they don’t like that Reading Day is on Saturday. Send emails to Katherine with suggestions.
   c. Have a Heart collection drive for February - a coordinator for this drive is needed. Staff assembly is leading a statewide Have a Heart collection drive; last year it was the full month of February. Within our campus, we decided we have come through many fall and winter programs so we’re going to narrow that to two weeks. The drive will be Feb. 13 – 24. Each university adopts a local non-profit to assist. As officers, we have decided to assist two agencies, which are the Watauga Youth Network and the Hospitality House. We hope our campus will donate items to both and we wish to encourage staff to donate their time to these two agencies. If interested in helping, remain after the meeting or email Cathy.
   d. Athletics is providing a discount for us: $5 ticket to men/women basketball game – January 21.
10. Open comments – One staff member shared her concern about the flooding notification to campus. By the time notification was sent to campus, her vehicle had already incurred over $3000 worth of damage. She suggested that signs be posted in flooding prone sites.

11. Kudos – Diane Lowenberg received kudos for serving as chair of AppKIDS. Certificates were also handed out to all members of the AppKIDS Committee: Diana Barbee, Melody Campbell, Kim Jones, Diane Lowenberg, Andrea Mitchell, Cathy Scott, Janice Smith, Janice Voss, Kelley Wolcott, and Cathy Ziegler.

12. Adjournment – The meeting was adjourned by general consensus at 3:10 p.m.

Respectfully submitted by:

Kathy L. Ray
Staff Council Secretary