Staff Senate Meeting Minutes  
February 14, 2012  
226 Linville Falls, Plemmons Student Union  
1:30 – 3:00 p.m. APPROVED

PRESENT: Teresa Bentley, Elaine Berry, Sheila Burleson, Erin Carpenter, Bob Charlebois, Karen Clark, Patty Dale, Kathy Deas, Monique Eckerd, Gloria Eggers, David Freeman, Courtney Gainey, Tony Grant, Loyd Hicks, Sandy Hicks, Kate Hoffman, Tami Johnson, Kim Jones, Sheryl Kane, Jamy Lambert, Amy Love, Diane Lowenberg, Kathy Mann, Denise Marsh, Jennifer Maxwell, Marty McCormick, Jackie McInturff, Andrea Mitchell, Seth Norris, Russell Paige, Elizabeth Probst, Tanya Randall, Kathy Ray, Tess Riedl, Amy Sanders, Barbara Scarborough, Cathy Scott, Jamie Seay, Janice Smith, Kevin Snook, Jamie Tedder, Cindy Trivette, Marlena VanVliet, Lisa Watson, Kelley Wolcott, Angel Wood, Cathy Ziegler

EXCUSED: Lynn Church, Alice Gryder, Loretta Link, Charyn Richards, Janet Seatz, Vickie Young

ABSENT: Carol Anderson, Dianna Barbee, Erin Carpenter, Debbie Carriere, Peggy Eller, Sali Gill-Johnson, Debbie Gragg, Kara Harmon, Kathy Harrison, Julie Huffman, Edward Hyle, Kristin Hyle, David Jamison, Amy Love, Mark Lunsford, Clinton Marsh, Donna Merrell, Susan Musilli, Amanda Perry, David Travis, Robin Waters, Jeni Wyatt

1. Cathy Ziegler – The meeting was called to order at 1:31 p.m. and new members and guests were welcomed.

2. Approval of Minutes - The January 10, 2012 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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Kathy Mann shared that last years’ scholarships have been paid out; the operating fund does not include what we paid out in funds to assist the Diversity Celebration last year. Cathy Ziegler stated that late last year the Diversity Celebration had asked Staff Council for a donation; Staff Council agreed to donate $500 if our budget came in as we expected.

- Chancellor extended his appreciation for Staff Council’s invitation to speak; the time and energy representatives give to make the university a better place to work; and for the support Staff Council is giving to the agencies within the community.
- Chancellor appreciates the support and thank you card that Staff Council gave him last month.
- Chancellor shared that he would like Cathy to report on the ELF fund at the next Board of Trustees meeting and has asked HRS to provide the data.
- State of ASUnion – the state of the university is good but not without challenges. The heart of our university is a point of pride for us. The fact that we have had more applications than we can accept is something we are proud of but makes more work around campus. We continue to receive good publicity as being one of the best values in public education. The recent tuition increases will not make up for the funding we lost. We are receiving increased scrutiny from the state legislators telling us to work more efficiently and effectively, and we are strongly encouraged to outsource jobs if it means saving money. Before any decisions can be made we must receive and analyze the report. Then we will share the information with the leaders of Staff Council. Some schools have tried outsourcing with Food Services and in other areas and we have been told stories of how it does not work for them. The quality of our work is very good and that will be considered as well as the price tag. Other groups have come to campus telling us how they believe they can save us money. Food Services is another area that we are being pressured to consider outsourcing. Chancellors on every UNC campus have considerable pressure from Raleigh to consider outsourcing. The Chancellor must give serious consideration to outsourcing due to considerable pressure from Raleigh. Even some serving on the Board of Trustees have been approached concerning outsourcing. Chancellor must be objective and cannot make any decisions until the facts are in front of him. Contrary to some rumors, no decisions other than to receive information and discuss outsourcing has been made.
- Chancellor shared that it is impossible for him to communicate everything that he hears due to time constraints; he would be unable to get anything else accomplished.
- The new construction is a source of pride but is a challenge to plan buildings strategically and with less funding.
- Chancellor wishes to receive input from staff how improvements can be made. Share concerns or ideas with Cathy Ziegler, Patrick McCoy, Susan McCracken or John Earwood.
- The Chancellor referred to the document attached to the agenda, UNC Draft Guiding Principles, and explained he would provide campus feedback to General Administration.
- A Staff senator asked Chancellor if the legislators understand that outsourcing would be difficult in a rural area such as ours. Chancellor suggested that staff share their concerns with State Representatives.
- Smoking Policy update – this is on UNC’s priority agenda for the legislature.
- A staff member shared financial hardships on staff – including that he may not be able to continue living in this area much longer because of his own financial difficulties. Chancellor shared his dismay to see staff suffering. Cathy Ziegler asked staff to email any of the delegates with stories of hardships due to the lack of pay raises. The Board of Governors is looking for this information to share with legislators.

5. HR Update – Mr. Patrick McCoy, Human Resources Director provided follow-up on Guiding Principles draft. We are looking for complete and diversified feedback. A staff representative asked if or how department heads might reward excellent employees within HR guidelines. Flex scheduling was also mentioned as an incentive to offer employees during these difficult financial times. Patrick shared that flex scheduling could possibly be implemented year-round rather than just during the summer months. The Elf Fund was mentioned for staff in need of loans. Non-monetary, creative ways are needed to boost staff morale and assist staff. The HR website has been updated with employee discounts that local businesses provide staff.
6. Committee Updates -
   a. Membership Committee – Angel Wood shared that this committee is responsible for updating our representation list and note which areas are missing adequate representation. Members have been working to recruit, contact members that have been absent from meetings, etc. The Committee Representation list has also been updated. Our bylaws require that each representative must serve on at least one committee. Check out the Staff Council website for committees you are interested in serving on. Nominations for new officers will open next month. Seth clarified that an area is an office, department or institute. He explained that another goal of the committee has been to identify what an area is and what areas are represented. A draft list should be available next month. If you have any questions about what is being done, feel free to ask any member of this committee.

   b. AppKIDS – Diane Lowenberg – This committee is short members; as people are short-handed in their offices, less time is able to be committed to this committee. AppKIDS is in its 32nd year. November 16 has been set as the event date, with the snow date being November 30. Community support is very strong as this program benefits community children in need. Diane is putting together a manual of templates and forms for each task. There is already outlined a strong timeline of tasks -and members make positive adjustments as needed. There are preset meetings on the 4th Tuesday of each month at 2:30 – no meeting in June. She can send a timeline if anyone is interested. Email her for the time line or additional information related to joining the committee.

   c. Fundraising - Jen Maxwell – Also looking for new members for this very active committee. It takes a lot of time and effort to raise money for programs, and the more committee members we gain the less work for everyone. This committee can also use volunteers if someone would like to assist but cannot make the commitment to serve. Currently they are selling dining cards for the scholarship fund. The cost of the dining card is $35 and the list of participating restaurants is listed on the staff council website. The second annual Walk/Run 5K will be held on April 14. Jen shared her appreciation to everyone on the committee that had worked to come up with new and creative ideas to raise funds for scholarships, AppKids, etc.

   d. Communications - Kay Clark - The committee wants to bring back the staff profiles and the new online format. We would like to let people learn more about staff, and have come up with eight questions that we hope will bring out interesting information about each one of you. We plan to begin with the officers this year. Additional members are needed for this committee. The committee meets less than once a month for an hour, and tries to communicate via email when possible.

   e. The University Registration Calendar Committee - Katherine Sbarbaro – requested input from the calendar committee. Patrick further added that OSP now mandates staff payroll dates and set the December pay date to December 21. Because this date was scheduled to be a holiday for ASU, the Provost asked the committee to consider moving that holiday date to December 27; the Calendar Committee has approved the change. A suggestion was made to close the university and save heating costs during that time. Cathy Ziegler shared emails of concern from people that we are paid so early in December and have a long wait in January before being paid again. This makes it difficult for some to budget for six weeks.

7. President’s Update – Cathy Ziegler:
   - Have A Heart collection drive has started - watch for a campus-wide email. Russell Paige is our collection drive coordinator and he spoke with Watauga Youth Network and Hospitality House to determine how we could best help them.
   - The staff survey ends on Monday, February 20.
   - Following the Chancellor’s advice, Staff Senate officers would like to find ways to develop close relationships with our local state legislators. One way we see doing this is to set up a town hall-type meeting in late March with Dan Soucek and Jonathan Jordan, to have them come to campus, to meet and get to know staff.
8. New Business –
   a. Discussion continued from the January meeting and subsequent email regarding changing our name from Staff Council to Staff Senate. Katherine Sbarbaro then presented a first motion to change our name from Staff Council to Staff Senate, with a subsequent change to the officer and representative titles which parallel the new name. The motion was seconded by Debi Tibbett and passed. Cathy explained that the by-laws give specific guidelines about voting to change the by-laws. Because it is a by-law change, we are to first establish that a quorum of one-third of the area representatives or approved alternates are present; and then every staff member present in the meeting, whether or not a formal representative, is allowed to vote. A quorum was established, a vote was taken, and the motion carried.

   b. Diversity Celebration Update - Tony Grant – Invited and passed around a form for donations. The Diversity Celebration is an international event that is held in Plemmons Student Union by different groups that share arts and cultures. There is no solidified schedule yet but you can look at the website celebration.appstate.edu for additional information. It is a university-sponsored event so staff is allowed to attend during work hours. Volunteers are needed to help with this event.

   c. Have a Heart collection drive for February - Russell Paige – he has fliers for locations for volunteers.

   d. UNC Draft Guiding Principles document - Cathy and Katherine– opened the floor for discussion on this document, which was attached to the agenda. Various Senators shared concerns the bill was vague, how the new policies might affect employees, pay raises, etc. Chancellor shared that although he does not have all the answers, he has not seen anything in the Guiding Principles document that causes concern. University employees will have input through peer-elected representatives in the UNC Staff and Faculty Assemblies. Katherine shared that everyone on campus needs to be educated on the Guiding Principles and provide input to the GA and President Ross. Another Senator remarked that since the forums worked last time, we need to continue with those so President Ross understands our stance.

9. Open comments – Amy Sanders, Chair of the Chancellor’s Advisory Committee, explained they would be meeting with Chancellor Peacock in April and asked everyone to forward to her questions or topics for the committee’s consideration. Send those to sandersaa@appstate.edu. Amy further shared that Jenny Primm, a long-time Staff Council representative, is leaving the University for a job out-of-state. Amy explained that Jenny asked her to tell everyone how much Jenny was appreciative to Staff Council for all their hard work.

10. Adjournment – The meeting was adjourned by general consensus at 3:21 p.m.

Respectfully submitted by:

Kathy L. Ray  
Staff Council Secretary