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Staff Senate, June 11, 2019

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Staff Senate

June 11, 2019
Meeting Minutes

Note: The remarks of the senators and others are summarized and not verbatim. The recording of this meeting is available in the Staff Senate Secretary's office.

PRESENT: Sandra Baldrige-Adrian; Shaun Bannon; Carolyn Bender; Jean Bennett; Lisa Bernadyn; Michael Cruise; Amanda Darden; John Dooley; Cecilia Dockery; Lynn Fox; Mark Garrison; Sandra Hatcher; Marcus Holmes; Margaret Hurt; Judy Johns; Melanie McKeefery; Gregory Nance; Justin Poindexter; Wendy Singleton; Bryce Skipper; Michele Varga; David Yancey; Travis Youngblood

SUBSTITUTIONS: Travis Brooks for Allison Crandell; Amy Rice for Dawn Hitchcock

ABSENT: Sharon McCants

ALSO IN ATTENDANCE: Dr. David DeCenzo; Dr. Dan Ennis; Travis Overton; BJ Landrum; Dan Lawless; Amanda Craddock

APPROVAL OF MINUTES: Approval of the May 14, 2019 minutes were moved by Bryce Skipper and seconded by Michele Varga. **The minutes passed (25 in favor, 0 not in favor, 0 abstain).**

SENATE PRESIDENT REMARKS:

- Reminder, during Freshman orientation this year students will be registering themselves for the fall schedule. This is a substantive change from previous years.
- Continuing enrollment numbers look good.
- Freshman enrollment numbers are down about 1 ½ points.

PRESIDENT AND OTHER ADMINISTRATIVE REPORTS:

President DeCenzo:

- The Finance Committee of the Board of Trustees has passed a budget and tuition increases.
- The full Board will meet via teleconference at 10:00 AM on Thursday, June 13, 2019.
- Tuition increases are 0.9% for instate students and 2.8% for out of state students.
- We will pay off \$31.7 million in General Obligation Bonds by the end of the summer.
- We are in year 4 of our 7-year pledge to not raise housing costs.
- Meal plan prices did not go up.
- There is a 2% pay raise for FTE employees making less than \$100,000.
- A proposal has been made to the Board for FTE employees making over \$100,000 to receive a 2% increase on the first \$100,000 paid by CCU.
- There is a decompression plan that will be presented to the Board at the August meeting.

Interim Provost Ennis:

- Glad to be here and learning a new job.

Chief of Staff Overton:

- No remarks at this time.

TOPICS FOR DISCUSSION:

All submitted topics will be addressed at the July meeting.

COMMITTEE REPORTS:

- Student Pay Ad Hoc Committee – The Student Employee Development Committee implemented Project CEO. A survey was sent out to students on 3/25/19 and closed on 4/24/19. There were 320 responses to the survey. The survey had over 60 questions relating to core professional skills. Whitney Comer is working with Institutional Research to analyze the results.
- Take Your Child to Work Committee – Meeting with Special Events on 6/12/19 to try to come up with a plan.
- Policy and Welfare Committee – no report
- Membership Committee – no report
- Communication Committee – no report

Staff Senate Affiliations – we are continuing to reach out to Faculty Senate and SGA to establish a more formal ex-officio positions around all three of our governance bodies.

We received a request for information response from the administration for an announcement about the New Zealand shooting. This was forwarded to VP Overton. VP Overton is working with University Communication and other universities to develop a rubric for determining when those announcements are sent out. When there is a school shooting, Dr. DeCenzo sends a person email to the administration of that campus for every event. For events in close proximity, he will offer assistance from our campus.

Do we want to remove old Staff Advisory Suggestion Boxes? Motion – Leave the one box in Sands Hall and remove the others. Motion made by Greg Nance and seconded by Meg Hurt. **The motion passed (25 in favor, 0 not in favor, 0 abstain)**

Do we want to send out approved minutes to all staff? We will start sending out approved minutes each month with the Agenda each month.

OLD BUSINESS:

NEW BUSINESS:

Submitted: I have experienced outrageous and inconsistent charges as had the previous complainant who requested a “price analysis to see if these are the market rates for this labor.” One request was quoted as \$250 one day and \$450 the next day. It required less than 15 minutes and a drill motor. I feel

compelled to do these tasks myself but Risk Management cautions us against this. Rein Mungo has submitted his departmental information to the state for review of prices charged. He is waiting for confirmation or adjustment suggestions from the state. No action taken.

Submitted: In your next senate meeting, can you bring up the following: can facilities (moving crew and other area that will effect an event/reservation) use the 25Live system for requesting resources? I am asking this because 25Live should be a one-stop shop with inputting everything you need for an event rather than the current setup. We should not have to go to different systems to request resources within 25Live then go to myschooldude requesting more resources for our event/reservation. The current setup is the following:

1. Log into 25Live and request the space.
 - a. Add information into the 25Live with audio and visual equipment and other relative facts.
 - b. Wait for the scheduling office to approve the request.
2. Log into myschooldude system.
 - a. Place work order in for facilities/moving crew to setup tables and chairs in the approved location.
 - i. Place another work order to have the tables and chairs removed.
 - ii. Unless the facilities moving crew using the first work order to pick up the tables and chairs.
 - iii. If you just need tables for Aramark since you are having food, need to have a work order just for tables and no chairs.
 - b. Place another work order for custodian work to clean up the event if they have food/need cleaning.
 - c. Place another work order for facilities electricians to come out and get you power for your event.
 - d. Place another work order for facilities to place out trash bins and/or recycling bins or your outdoor event.

Within 25Live there are places to add resources and to make sure the appropriate people get notified; the functional admin for 25Live at CCU can set this up so the correct people are notified. They could receive an email. Facilities moving crew used 25Live in the past but heard it was too difficult for them. I believe with proper training as well as 25Live being upgraded to their new server this can become a reality. You can create “starred reports” so all you have to do is log into 25Live, click your star report and download the report. Again, 25Live should be a one-stop shop for anyone within CCU to input everything they need for their event. I have talked to several people from different departments that are frustrated that they cannot input everything into one spot. Suggestion – Include all resources for reservations in 25Live. David Yancey explained that Training & Development is in the process of working with the Special Events office to devise an Event Planning training. This training will help employees understand the steps required in planning events on campus. No action taken.

Submitted: We have questions about Dr. Byington’s resignation. What prompted his resignation? Is an internal investigation going to happen? Is his sabbatical paid? If so, what research will he be completing? Afterward, what classes will he be teaching? Will his total compensation remain at \$407,737? Is this

good stewardship of University Funds? No internal investigation will be done, he is on sabbatical and is being paid, his area of research is not known.

Submitted: I respectfully request your consideration of adding a section to future program booklets of our commencement exercises to include candidates for commissions to various US armed forces. As a military friendly campus, I believe this has been a long-time oversight at a time when we recognize our students on their achievements. As the university's "archivist", I can attest to the evolution of the university Commencement Exercises into a beautiful ceremony and a thoughtful program booklet – save this one omission. I believe only one page or less would accommodate the heading of "Candidates for Commissions" with ranks (eg., Ensign, Second Lieutenant) of various armed forces (Navy, Army, Air Force, Marine Corps) and a list of the students' names assigned accordingly. Within the ceremony, either an announcement of the section could be made in the podium script – or the students could be announced on stage if time permitted. I would defer to our Veterans office for advisory details. Thank you for your consideration of this request. Veteran Services office is working with Special Events to get Commission announcements added to the programs and with the Book Store to order stoles for the students being Commissioned. No action taken.

Submitted: I do not understand why the eateries that are open on campus during the summer are not open prior to our start time of 8:00am and why they do not span all lunch hours to at least 2:00pm or after. Very little is available and I feel like it sends a message that our business is not as important as the student business. Suggestion – Open a little earlier, by 7:30, and stay open to at least 2:00 each day. Show some loyalty and compassion for the employees. Help us feel like we count; like we are important. The times vendors are open is determined based on campus population during a given semester. Sandy Baldrige-Adrian explained that employee concerns about a dining location's business hours can be conveyed directly to that location supervisor as well as to Aramark's marketing office. All contact information for Aramark is in the CCU directory. Concerns may also be directed to Sandy Baldrige-Adrian. No action taken.

Submitted: I want to lodge a formal complaint about receiving a parking ticket when parked in an unmarked parking spot in front of public safety, and those who park in a mark "reserved" spot at Kingston Hall never receive a ticket. Now, I am aware that those reserved spots are no longer in use, however, that is such a blatant discriminatory act, when I was parked in an unmarked parking space and was ticketed for being expected to know I was not allowed to park there, but those spots clearly marked as reserved are arbitrarily used every day and no one has ever gotten a ticket for parking there. I want to know how you justify letting someone park in a clearly marked reserved parking spot and never giving a ticket, but when parked in a clearly unmarked spot I get one expected to know that I am not "allowed" to park there. I feel I (and everyone ticketed) should be reimbursed for those tickets. Suggestion: Reimburse those of us who have been ticketed – and clearly mark spaces which are not available for parking and those that are. It does not take much to put up a sign or paint the spot. At least it would be fair and consistent and those of us who feel we are being singled out may not feel that way anymore. I feel that employees who parked at public safety in unmarked spots were singled out and given tickets, but other without employee stickers were not. How is that fair and consistent? David Yancey asked Cecilia Dockery to work on a formal motion to have signage put up in this parking lot. Since there is a

formal appeal process already in place, there is nothing for Staff Senate to do as far as overriding the decisions of the appeals board. No action taken.

ANNOUNCEMENTS:

- Dr. DeCenzo announced that by the close of business Wednesday, June 12th, the new organizational chart would be announced.
- Budget will be approved by the end of this week (June 14)
- HR will be sending out letters to employees as well as putting salary statements on webadvisor explaining the 2% increase as well as the bonus.
- Please remember the Faculty/Staff Benevolence Fund, it is still woefully underfunded.

With no further business, the meeting adjourned at 10:12 am