

Upcoming SAC Meetings

The SAC will hold meetings the last Tuesday of September, October, November, January, February, March, April, & May from 1:30-3:00pm. These meetings will be open to all staff for observation and questions.

October's meeting will be held in Benson Pugh Auditorium. As a part of our representation for staff we will be inviting guest speakers for the first part of each meeting.

October Guest Speaker:

Andrea Ellis
Director, Professional & Leadership Development
Human Resources

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SAC Staff Appreciation Event

On Saturday, October 30th, the SAC will sponsor a Staff Appreciation event at the Men's Soccer game. The Demon Deacons will take on the Boston College Eagles in what is sure to be an exciting conference match! The game starts at 7:00 pm.

Staff members simply need to show their WFU staff ID card to get free admission for themselves and their families. This is great family entertainment for the whole family.

Light refreshments will be available for all staff members starting at 6:30 pm. Staff members may also put their name in for a raffle. The prizes include family 4-pack of tickets for the Boston College and Clemson home football games.

Some SAC representatives will be there to answer questions about the SAC or to discuss any issue staff members would like to bring to the Staff Advisory Council.

Make your plans now to have a great family night while supporting your Demon Deacons in what is sure to be an exciting match!

DATE: October 30, 2010

EVENT: Men's Soccer (WFU vs. Boston College)

LOCATION: Spry Soccer Stadium

TIME: 7:00 pm, refreshments start at 6:30 pm

Manager of Parking & Transportation speaks to SAC

Alex Crist, Manager of Parking and Transportation, was the guest speaker at the September 28th SAC meeting. Alex spoke about the various changes which have taken place this year. These included Faculty & Staff yearly registration, new visitor and off-campus employee lots, and the changes for student free commuter parking. Additionally, Alex spoke about the changes to the apartment shuttle program. All of the changes were designed to free up parking spaces on campus and encourage students to ride the available shuttles. In total, 454 additional parking spaces on campus were

available this year, including approximately 125 additional faculty and staff spaces.

Alex then talked about the strategic direction of the Parking and Transportation department. Some of the goals are to improve traffic signage, have some designated and zoned parking for campus and to try a gated lot to see if that is a direction desirable for the University. He said there are no plans for parking decks or to charge Faculty & Staff for parking at this time.

Some SAC representatives and audience members had questions and

feedback for Alex. Concern was expressed that some of the lot changes to visitor parking, particularly Lot M by Reynolda Hall, were not communicated well to the campus community. Also, Alex was asked to check into the lack of available motorcycle parking spaces. Some suggestions included moving the date of registration for Faculty & Staff to correspond with guest faculty dates and perhaps using date-only updates for Faculty and Staff to cut down on expenses (military-style).

Read more about this in the SAC minutes attached to this newsletter.

Spirit of Pro Humanitate Is Strong in One Staff Member

*Pro Humanitate—It's Not
Just Two Latin Words, It's
a Lifestyle!*

While many of the employees of Reynolda Hall walk by the Pro Humanitate seal embedded in the bricks every day, there is one employee who walks the Pro Humanitate motto in her life. Nancy Hipp has been a member of the Wake Forest community since 1991, is the mother of a Wake Forest graduate and has been a Wake Forest employee for 11 years, the last six of which have been spent in the undergraduate Registrar's Office. But her day job is only part of her story. Her volunteer efforts on campus, in the community and in her church keep her busy both day and night.

Nancy began volunteering with Campus Kitchen in 2006 when she answered the call for help during the summer. She recognized that over holidays and spring break and particularly during summer, while the students who regularly help are gone, the groups being served by CK still need to be fed. Nancy has worked both a delivery shift and a regular food-prep shift. She points out that the time requirement is minimal, only 2-3 hours per week; however, it means much to those being served. It was also a good opportunity for cross-campus interaction as she worked with employees from many other departments such as the ZSR Library as well as the student leadership team. She notes it was energizing to come together with fellow Wake Forest employees and students for such a worthy cause.

Through involvement in her church, Centenary United Methodist, Nancy also began volunteering at the

Food Bank Community Garden, located at the Children's Home. Each April, the volunteers begin by planting, cultivating and weeding and then help to harvest the tons of crops that are grown for the Second Harvest Food Bank and the Triad Community Kitchen. While the Second Harvest Food Bank distributes the fresh food to those in need, the Triad Community Kitchen uses the food to train kitchen staff from a population of disadvantaged people. There are volunteer shifts available on weekdays after work and/or on the weekends; the garden is not far from Wake Forest, making this a convenient volunteer opportunity.

For several winters, Nancy volunteered at the Emergency Overflow Shelter at First Baptist Church in downtown Winston Salem. This facility takes in people who are unable to get into one of the other established shelters on particularly cold winter nights. The volunteers at this shelter must spend the night at the shelter and be awake for a three-hour shift at some point during the night, leaving the next morning to go home and get ready for work.

Nancy is currently serving her second year on the Board of Samaritan Ministries where, it is no surprise, she has also previously volunteered. Samaritan Ministries, staffed largely by volunteers, is a local soup kitchen and shelter serving some 300-400 lunches each day, 365 days a year. Each night they have room to house 69 homeless men. Volunteers prepare and serve the evening meal, have devotions and

fellowship with the men, sleep overnight with a 2-hour awake shift and serve breakfast in the morning before everyone must leave at 7:30 a.m. The ministry's goal is to help these men complete therapy to combat addiction or mental illness which often leads to homelessness. She often works with Wake Forest students serving at this site.

As if there isn't enough to do in the local community, Nancy has also managed to extend her volunteer efforts globally. In June of 2006, using two weeks of her vacation, she, along with her son, Travis, and about 20 members of her church, flew to Bolivia to help construct a much-needed hospital. It was there she learned to lay brick. The volunteers also went out into the community and helped nurses vaccinate infants for yellow fever. Medical resources were scarce – they weighed and measured the infants using a fish scale.

While this is not an exhaustive list of all of her pro humanitate efforts, these are some of the more notable ones. Nancy admits that she spent much of her life *not* doing this type of thing but over time came to realize that she had been blessed personally and felt the need and desire to give back. She came to the time in her life when giving back felt right. Nancy initially objected to having this story written about her, noting that there are many at Wake Forest and in the community who volunteer on a regular basis.

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Spirit of Pro Humanitate (continued)

Questions?

If you have questions or concerns you would like the SAC to address, please contact any SAC member.

You can find a list of current members at <http://groups.wfu.edu/staffcouncil/members.html>.

She was persuaded when she was reminded that this is the perfect forum to inform the staff of Wake Forest University of the needs in the area and opportunities to volunteer.

And now there will be more reason for others to pitch in and help. On September 6th, Nancy married Barry McCoy and will retire from Wake Forest on October 15th to join Barry in Alexandria,

Va. While she is certain she will resume her commitment to volunteering in Alexandria, she would like to see others involved as well. Listed below is the contact information for several of the above mentioned organizations as well as Nancy's email address. She would love to talk to you about how you can get involved. After all, Pro Humanitate is not just a seal in the bricks...it can be a way of life!

Campus Kitchen
<http://vsc.groups.wfu.edu/ckwfu/>
Samaritan Ministries
www.samaritanforsyth.org
Food Bank Community Garden
www.foodbankgarden.blogspot.com

Nancy's email address
hippnn@wfu.edu

EOY – Bernice Cook & Linda Early

Congratulations to Bernice Cook in Financial and Accounting Services and Linda Early in ZSR Library! They were named Employees of the Year at the Staff Recognition Luncheon on Oct 7. You can read all about Cook and Early as well as see who celebrated milestone dates at the Inside WFU website (<http://inside.wfu.edu>).

Steve Reinemund, Dean of the Schools of Business, was a very engaging speaker and spoke about where staff contributions had very long reaching effects.

Over 200 employees were recognized at the luncheon and the event was well attended. Aramark did an excellent job with the catering, even using the season to be creative with actual

pumpkins for soup. Human Resources, particularly Sonja Ross for organizing the event and Doris McLaughlin for organizing the selection process and committee, deserve a special thanks as well for a job well done.

Dr. Hatch and Provost Tiefenthaler along with other senior University officials were on hand to show their appreciation for staff as well.

Special Thanks

Special Thanks to Julie Griffin, Julie works in the Athletics Department in the Student Athletes Division. She was inadvertently left off last month's newsletter as an outgoing SAC member. We apologize for the oversight and want Julie to know we sincerely appreciated her hard work and contributions on the SAC and the drafting of the new by-laws!

Also a special thanks to Matt Lamoureux, current SAC representative, and the Athletics Department for assisting with the Staff Appreciation Event Men's Soccer game on October 30th.

Finally, a special thanks to Dr. Matthew Cullinan and Carolyn Winebarger. Dr. Cullinan in his role as Vice President of Administration was very supportive of the

by-law development process and assisted the SAC with resources and feedback on the new by-laws.

Carolyn set up meetings and took on the task of editing the by-laws for the SAC. We really appreciate all the hard work as it was a great help for the process.

Meet Your Representatives (in their own words)

Dee Perry received her diploma from Claremont Business School (NY) and was employed by Long, Haymes & Carr (NC) before coming to Wake Forest in 1988. From 1988 until 1996, she served as Administrative Assistant in the Department of English. In July 1996 she joined the Dean's Office as Assistant to the Dean. Following the reorganization of the Office of the Dean of the College during the summer of 2009, Dee moved to the position of Executive Assistant to the Dean of the College. Her duties include all forms of communication on behalf of Dean Fetrow, as well as maintaining comprehensive records and databases regarding faculty recruitment, tenure and promotion, faculty fellowships, and University policies and procedures, while continuing to work closely with department chairs and their staff.

Teresa Earl is a graduate of Wake Forest University with a Bachelor of Arts in Sociology and is looking forward to pursuing her Master's degree in Management. Teresa has worked at Wake Forest for over 14 years and is currently the Office Manager in Residence Life and Housing. Teresa has been married for 9 years to Renarde Earl who is the Chief of Campus Police for Forsyth Technical Community College and they are the very blessed parents of 5-year old daughter, Rhyan, who began Kindergarten in August. Teresa enjoys spending time with her husband and daughter as well as her large extended family. In her quiet moments she loves to cook, read, shop and garden.

Bob Hebert, who arrived at WFU in 1992, is the Management Librarian in the Professional Center Library. He works mainly with graduate business students and faculty. Bob came to Wake Forest from the Fuqua School of Business Library at Duke University, where he worked for six years. Bob got his undergraduate degree from Dartmouth College and his M.S. in Library Science from UNC-Chapel Hill. In his spare time, Bob enjoys travel and sports photography. He works as a volunteer photographer for the Sports Media Relations department at home football and basketball games.

Cathy Chinlund has been at WFU almost 25 years, starting in the Registrar's Office and for the last 20 years in University Advancement working with Alumni Records. She is a 1976 graduate of East Carolina University with a BS in Early Childhood Education and has been married to Skip for 34 years. They have a daughter, Katie, who is a 2006 WFU grad and is a kindergarten teacher in Charleston, SC. She has worked with the college ministry at College Park Baptist for 17 years, and she and Skip have chaperoned Spring Break Mission Trips for about 15 years. She is an active deacon and church clerk, and a long time choir member. Channels, the adult ensemble at College Park that she has been a member of since its inception in 1979, has sung the National Anthem at about 10 WFU Basketball games over the years, and Wake is undefeated when they've sung! She has been a freshman advisor for 20 years and enjoys that student interaction very much. She is very blessed to be a 4 year breast cancer survivor, and am very grateful to my WFU family for all the support and prayers you gave me while I was going through treatments!

Jean Trowbridge has been at Wake Forest since December 2002 and is currently the Administrative Assistant for Donor Services in University Advancement. She received her BFA from the North Carolina School of the Arts. Outside of the office, Jean is very busy with her three children (13, 9, and 3) and was a PTA board member at Jefferson Elementary School for 5 years and currently serves as the membership coordinator for Old Town Swim Club.

SAC meeting -- September 28, 2010

Those in attendance: Mary Cranfill, Cathy Chinlund, Sharon Payne, Dee Perry, Randy Cockerham, Donna Thornton, Karen Frekko, Tomma Guastaferrro, Matt Lamoureux, Elide Vargas, Nicolle Gaillard, Candi Lofano, Paul Sheff, Prentice Armstrong, Teresa Earl, Bob Hebert, Melvin Lee

Guest Speaker: Alex Crist, Manager of Parking and Transportation spoke about changes on campus, available services, and plans for future change.

New Changes:

- Parking Management's new location is the University Service building, former Information Systems building.
- New Flex program software—allows for on-line registration, appeals of citations.
- Re-designated faculty and staff registration to yearly—may change to a two-year registration cycle and move from May-April to July-June. Old stickers must be removed before affixing new.
- Lots B & N have been designated for off-campus employees and visitors
- Re-opened Lot J, adding 100 parking spaces. The campus now has 454 more parking spaces this year.
- Transportation—created the Gold and Black shuttle line services to accommodate pick-up of commuter students in local apt complexes; the Grey Line—on-campus route shuttle and employees within a 2 miles radius of campus, and the Downtown shuttle. Shuttle ridership has doubled, freeing up space for more faculty/staff parking.
- Cracking down on citations—getting attention of students/faculty by placing boots on vehicles.

Future Plans include:

- Currently in progress is the addition of an electric Solar Shuttle that will hold up to fourteen people and run from 8:30 a.m. to 3:00 p.m.
- Create a gated lot as a pilot program
- Lot M, between Kirby and Taylor will have an additional 42 spaces added; this lot will be designated for visitor parking only

Strategic Initiative goals over 5 years:

- Over several semesters, improve traffic, signage, designated lots, and zone parking on campus.
- No current plans for future parking decks.
- No current plans to begin charging faculty/staff for parking.

SAC member question/answer session: Some questions of concern included the following:

- Lack of communication in changing staff/faculty parking areas to visitors.
- Lack of parking availability for motorcycles
- Excessive number of citations given to students before action is taken.

Artisan Fair and other events: Dana Hutchens spoke to our group about the possibility of SAC taking over the Artisan Fair and what logistics would be involved.

Concept: Tool by which to showcase talents of Wake's faculty/staff employees and students, while building community connection. This event has been run over the years by Dana and Gail Newport. Normally, the Artisan Fair is held on a Friday between Thanksgiving and Christmas, running from 11:00 am. To 4:00 pm. Work involves inviting of vendors to participate and outlining guidelines, screening of requests to participate, arranging for advertisement of event (working with Kerry King in creative services as well), posting fliers, arranging for display tables for all vendors, emailing campus community regarding event, and arranging non-ticketing parking with university police. No registration fee is charged to vendors for their participation.

Challenges:

- Cost of copying advertisements for posting of fliers
- Identifying all employees and their spouses and children, students, and retirees and disseminating information and invitations to participate.
- Requires more work than two people can handle alone

Outcome of request: SAC voted (9-6) to take on this event. It was agreed that being involved in this event and others will showcase SAC and be a tool for new membership.

- It was later agreed to table this. SAC Events Committee to research logistics of event and duties involved—Dana and Gail will meet with this group.
- Identify what we can and cannot do.

Women's Soccer Game – October 28, at 7:00 p.m.: It was proposed by Matt Lamoureux that SAC take on supporting the Staff Appreciation Women's Soccer Games. Duties involve:

- Meet and greet people upon their arrival to the game, showcasing and discussing SAC, letting staff know we're out there.
- Provide and serve light refreshments (beverage/cake) during halftime.

Outcome of request: SAC voted unanimously to support this effort. Discussion followed regarding the need for SAC to acquire a budget in order to help support these types of requests.

New Faculty/Staff Web Launch: The launch of the new site is still in preview stage. Mary is working with Kerry King looking over the SAC Newsletter. SAC feedback on the Newsletter was positive. It was asked to have the newsletter list where staff members can voice concerns. Mary requested missing SAC bios to be sent to her, along with any staff employee stories for publication in the Newsletter by October 10.

Staff Appreciation Event: Doris McLaughlin asked for another SAC volunteer to help with the staff evaluation committee to replace Donna Thornton who had scheduling conflicts.

- Nicole Gaillard volunteered.

Ideas for staff employee hot line: Ideas included for staff reporting to SAC of concerns:

- Use of safe, anonymous web email.
- Hard copy to a P.O. Box
- Mary will investigate possibility of being issued a P.O. Box at no cost.
- Karen will look into how to set up a web form for use.

Department-all hands meeting: It was suggested that we have our departments/units invite a SAC member to speak at one of their regularly scheduled meetings to inform staff of our committee.

Campus-wide Policies: Discussion of a possible need for all major university policies to be posted in one central area, as is done at other colleges and universities. Comments regarding this possibility:

- Too many units such as FAS, HR, and Facilities Management have their own specific policy posted that applies to all areas of the university
- Budgets restrict all policies conforming.
- Concern expressed that many policies are not clear in who owns the policy. Policies should clearly designate who is owner.

Next SAC meeting will be held on Tuesday, October 26 at 1:30, location TBA. Suggestions for future guest speakers to be invited to SAC were:

- Laurel Banks—Employee Assistance Program (EAP)
- Andrea Ellis—HR—Professional Development Classes
- HR—someone to speak about all changes to benefits and the new health care regulations