

**North Carolina State University  
Staff Senate Meeting  
Wednesday, April 3, 2013  
Talley Student Center, Walnut Room**

**Present:** Miriam Hines, Anne Crews, Elizabeth Russell, Robin McGehee, Maria Moreno, Jamarian Monroe, James Jeuck, Joshua Gira, Joe Sutton, Robert Davis, Wall Crumpler Amy Kunkle, Anna Lamm, Hilary Kinlaw, Kate Christenbury, Lynne Barbour, Martha Barrick, Nancy Breeding, Ryan Hancock, Carrie Levow, Nikki Cofield, Joanie Aitken, Mary O’Neill, Meredith Newman, Luke Hunt, Charles Criag, Steve Bostian, Kerri Rayburn, Karin Cousineau, BJ Okleshen, Sherry Lynn

**Absent:** Edward Brown, Christine Epps, Sharmeen Nokes, Susan Colby, Richard McLane, Lee Sartain, Carol Reilly, James Draper, Joy Smith, Judy Daniels, Meg Smigielska, Sandy Gove, Cathi Phillips, Lisa Fiedor, Roger Sims, Clifton Williams, Felicia Mangum, Darren Fallis, Tom Karches, Anita Ketih, Brian O’Sullivan Charlene Burrell, Carl Dudley, Carlos Jones, Chuck Carter, Liz Moore, Matthew High, Brenda Wilson, Jeff Chandler

**Guest Speakers:** Ginger Burks – Finance and Resource Management Director of Cost Analysis  
Scott Inkley – Business Operations, Executive Director/SAAO  
Dr. Patricia Spakes - University Planning and Analysis Assistant Director,  
Accreditation

Vice Chair, Robert Davis called the 9<sup>th</sup> meeting of the 18<sup>th</sup> Session to order.

Ms. Ginger Burks expressed gratitude for her invitation and gave an update on the Budget Realignment Task Force. In October of 2012, Provost and Executive Vice Chancellor Warwick Arden and Vice Chancellor for Finance and Business Charles Leffler appointed the University’s Budget Restructuring Task Force. Ms. Burks updated the staff on the following items:

- Budgeting methods and processes
- Budget distribution adequacy & allocation methodologies
- Academic cost analysis
- Administrative budget analysis
- Model for position support
- Linkage of Resource Allocation to Strategic Plan
- Goal 4 – Enhance organizational excellence by creating a culture of constant improvement
- Strategy: “Align resource allocation with strategic priorities.”
- Analysis of Existing Allocation Processes and Base Resources (all sources)
- Consider Other Processes

Ms. Burks reported the meetings to date have focused on NC State’s strategic plan, budget, context for budgets, and processes that allocate resources on campus. The Next Steps are:

**PHASE I**

- Document existing NC State processes for Resource Allocation
- Analyze existing “base” resources –

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- Both Academic and Non-Academic/"Support" Units
- Maximizing Existing Resources to Achieve Strategic Plan

PHASE II

- Consider whether NC State should move to a new resource allocation model

Ms. Burks answered questions from Staff and shared to please visit <http://budget.ncsu.edu/restructuring/> for the most up-to-date information.

Steve Keto, Finance and Resource Management, Associate Vice Chancellor answered budget questions. He reported the governor has issued a budget reduction of 5.7%. GA has received the budget and the senate is reviewing it at this time. There is a 12.7 % increase in nonresident tuition. Also the Governor introduced a 1% pay increase for state employees.

Scott Inkley, Business Operations, Executive Director/SAO update Senators on the Business Operation Centers. The creation of the Business Operations Centers (BOCs) will roll out in phases. The work will proceed as follows over the coming months:

Business Operation Center Planned Launch

- Onboarding - May 2013
- Travel - October 2013
- Recruitment and Selection - October 2013
- Time Reporting - January 2014
- Purchase to Payment - February 2014
- Position Administration - March 2014
- Accounts Receivable - April 2014

Inkley shared they are looking into the possibility to moving the BOC to the Stem High School which is located next to the McKimmon Center. This gives time for the architect to review building plans. Inkley shared "we're making excellent progress in identifying and eliminating what we call pain points unnecessary steps that slow things down". For example, a review found that the travel authorization process varies widely across the university, involving as many as 129 separate "touch points." A new standardized process will eliminate more than three-quarters of these steps. We will be monitoring and improving service performance by increasing accuracy rates. The committee will also be meeting with departments, customers and use surveys.

For the latest information visit: <http://boc.ncsu.edu/>

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Dr. Patricia Spakes - Update on QEP/Accreditation Process shared the following handout with the Staff:

**I THINK:** NCSU's Quality Enhancement Plan (QEP) for Improvement of Critical and Creative Thinking in the First Year

**BACKGROUND**

- The Quality Enhancement Plan (QEP) is a component of NC State's SACS Reaccreditation in 2014.
- The QEP is a 5 year plan that is focused on the development of Critical and Creative Thinking skills of first year students. Consistent with our Strategic Plan, improving the critical and creative thinking skills of all of our undergraduates is an important institutional priority, and the goal will be to plan on expanding beyond the freshman initiative.
- By initially focusing our QEP on first year students, we will provide a strong foundation of transferable skills that can subsequently be expanded and further developed within disciplinary majors.
- A larger transformative plan is concurrently being developed that will impact students across all levels and will extend beyond the 5 years of the QEP.
- The transformative plan will have opportunities to strengthen Critical and Creative Thinking in the co-curriculum and advising.

**QEP QUESTION**

If we intentionally teach students to be aware of their own thinking and to be aware of the strategies they need to use to develop their thinking critically and creatively, will their Critical and Creative Thinking skills improve in comparison to students who don't receive that type of instruction?

**PROPOSED STRATEGIES**

- Courses which will be impacted by the QEP are:
  - o First Year Inquiry
  - o English 101
  - o 100-level introductory courses within the majors
  - o Large section classes taken by freshmen
- Criteria for selecting targeted courses include the following:
  - o All or most of the students enrolled are first year students;
  - o Collectively, they reach the largest possible percentage of first year students;
  - o Two are "general education" oriented, while two are discipline oriented.
- Beginning in Year 1, conduct a pilot study in targeted courses with an initial group of 18-24 faculty who are selected on the basis of their recognized expertise and interest and can be I THINK Change Leaders.

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- Assess student learning outcomes at the beginning and end of each course. Assess faculty knowledge and confidence at specified times over the course of the first year pilot program.

FEEDBACK: The full Draft Concept Paper and Draft QEP, along with other supporting documentation, can be found at <http://accreditation.ncsu.edu/drafts>. Comments and suggestions may be sent to [gepcommittee@ncsu.edu](mailto:gepcommittee@ncsu.edu) until April 15. We welcome and encourage your feedback!

**Roll Call:**

A roll called was performed by Nancy Phillips to ensure accuracy and quorum.

**Approval of the Staff Senate Minutes of February 6 and March 6, 2013:**

Minutes were approved as written.

**Administrative Report: Barbara Carroll, Associate Vice Chancellor for Human Resources:**

**Annual Enrollment:** The State Health Plan is implementing a recommendation to change its plan year from a fiscal year to a calendar year effective January 1, 2014. Starting January 2014, your State Health Plan will run from January to December, along with your flex plan, dental, etc. From July 2013 to December 2013, there will be a short plan and your deductible will be 50% since it is 6 months and not 12 months. The State Health Plan will hold an annual enrollment from May 21-30, 2013. This enrollment period will allow employees to make changes to their health insurance effective 7/1/2013. If you do not need or want to make changes, then no action will be necessary; your coverage levels will continue as is.

Ms. Carroll shared that Employee Appreciation Day was a huge success, with more than 800 employees in attendance. Given the cold weather at the ballgame, however, she asked the group for feedback on the idea of moving Employee Appreciation Day from spring break in early March to the week right after graduation in May to ensure warmer weather. One senator noted that early to mid-May would in fact work better for the Vet School, and there was general consensus among the group in support of the schedule change to May.

Ms. Carroll also reported that she hopes to arrange an Employee Tailgate event again this fall; stay tuned for more information. Ms. Carroll reported that yesterday, President Ross was on campus to speak at a General Faculty meeting; several staff senators were in attendance at the open meeting. The President noted the challenges facing the University system, but he hopes to be a strong advocate for the University and for the value of higher education. He is currently downtown representing us, along with the Chancellor and Provost. With so many new members of the State's General Assembly, President Ross considers this is a crucial time to educate our representatives of the importance of higher education on all stand points.

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**Corrinda Watkins, Advisor:**

Ms. Watkins reported a remaining balance of 2247.41. She is anticipating expenditures from the Public Relations committee for a new camera. There has also been a request for a new table cloth and Staff Senate sign.

**Roll Call:**

A roll call was performed to ensure attendance and quorum.

**Approval of the Staff Senate Minutes of February 6, 2013 and March 6, 2013:**

Minutes were approved as written.

**Committee Reports:**

Vice Chair Robert Davis shared the following report from Chair Susan Colby. Ms. Colby was not in attendance since she was invited by the Chancellor to attend UNC System University Day at the NC Legislature.

1) Susan is currently attending University Day at the General Assembly along with Chancellor Woodson, Provost Arden, Vice Chancellor Leffler, Hans Kellner, Faculty Chair and Andy Walsh, Student Body President. The purpose of this day is to share information, “tell the story”, about the role and value of the UNC System. This year’s program includes Board of Governors Chair Peter Hans, President Tom Ross, updates and information from leaders at UNC General Administration, and remarks from leaders in both chambers of the General Assembly. After lunch delegations from each campus will have the opportunity to meet with a range of legislators and key staff.

This is a privilege for Staff to be invited to this event and the invitation is appreciated. I hope that this is the start of a new tradition for Staff at NC State.

2) Susan met with Charlie Leffler, Barb Carroll and Amy McNeil, recently to discuss items pertaining to staff. The follow was discussed:

a) Discretionary Budget – Susan asked if the Staff Senate could have a discretionary budget, like the Faculty Senate, in order to provide coffee, water and snack items during full body meetings. The answer from Vice Chancellor Leffler was “yes” and I submitted a proposed budget, prepared by Ryan Hancock and myself, for approval. Awaiting a reply on this. Once established, the monies will be run through Barb Carroll’s office.

b) Susan informed everyone that she spoke with Debbie Yow and will be meeting with the coaches to see if a Staff/Faculty Discount can be established for staff & faculty children to NC State Athletic Camps. This meeting occurs the end of April. These camps are owned and operated by the individual coaches so it will be up to each coach to make this decision. Susan also has information on all other University sponsored camps and will be contacting this administrators/coordinators to see if discounts can be offered for these as well (example, The Hugh Shelton Leadership Challenge). Charlie suggested checking on possible discounts to 4-H Camps as well.

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3) The “Give a Shout Out to Staff” recognition program has been a huge success. David Hunt put it in the last issue of The Bulletin and people are really taking advantage of giving pats on the back to people they work with across campus and throughout the state. To date over 50 letters have gone out to staff, their supervisors and administrators acknowledging the extra efforts of hard working staff members.

**Chair-Elect**

Ryan Hannock reported UNC Staff Assembly is drafting a resolution for a 3% pay increase.

**Vice Chair:**

Robert Davis expressed gratitude to all the volunteers and donations for the Have a Heart Campaign.

**Human Resources:**

Joanie Aitken gave the following update:

**HR Committee Update**

- 10 Strategies for Improving your finances – 26 participants
- April Webinar – Healthy Lifestyles: Changing the way you think about diet & exercise
- Working on scheduling a lunch & learn at the Vet School
- Survey will be going out soon
- Intro classes at the Craft Center on March 5th
- University Recreation
  - o Try it free for one week – week of spring break – 15 participants
  - o Open House on March 26th – 20 participants
- 2 digital photography classes have been scheduled
  - o May – Buying a digital camera
  - o June – Using a digital camera

**Diversity:**

Lynne Barbour reported the Diversity Committee met prior to the large Staff Senate meeting. Maria Moreno was elected Vice Chair of Diversity Committee. She will serve in this capacity through the end of this session. The committee reviewed the Holi Lunch & Learn. 6 people attended the event. The students did a great job preparing the presentation and were asked to present at an upcoming international day at ES King Village. Lynne reminded the committee that there is Lunch & Learn today on Multicultural Diversity and Suicide Prevention today at 12:15 PM in the Walnut Room. Dr. Deb Luckadoo presented the Task Force on Staff Diversity Recommendations to the committee.

**Public Relations:**

Josh Gira reported the PR committee has requested and was approved to purchase a camera. He also shared he met with Susan and Nancy to discuss a newsletters template.

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**Resources & Environment:**

Volunteers for Earth Day are needed. Also there is an opportunity to volunteer for Sustainably Day coming up this fall.

**Elections:**

Kate Christenbury announced that Staff Senate Elections would go live on April 5 and close April 24. The following districts will have elections this year: D3 (CVM), D6 (PAMS), D11 (Engineering), D12 (College of Education), D15A (Provost), D15B (DASA), D17 (OIT) and D10B (Facilities). All districts except 10B will receive an email with a link to go vote. District 10B will receive a paper ballot.

Kate also reminder everyone that for all districts not having an election, senators need to send an email to their respective district letting them know that there will not be an election because either there were no open seats, there were no nominees, or the number of nominees equaled the open seats.

**New Business:**

None.

**Old Business:**

None.

**Announcements:**

College of Veterinarian Medicine Open House is from 9 a.m. to 3 p.m. on April 27.

**Adjournment:**

The meeting was adjourned at 11:50 a.m.

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Secretary