

**North Carolina State University Staff Senate**  
**Wednesday, December 4, 2013**  
**Witherspoon Student Center, Washington Sankofa Room**

**Present:** Miriam Hines, Elizabeth Russell, Patty Spears, Brandon Moore, Audrey Hendricks, Molly Bradshaw, Edward Brown, Christine Epps, Sharmeen Nokes, Joshua Gira, James Jeuck, David Kelly, Kim Paylor, Rosalie Tisa, Maurice Alcorn, Robert Bradley, Nicole Burgos, Liz Moore, Charles Craig, Matthew High, Steve Bostian, Dustin Wheeler, Lee Ann Clark, Joe Sutton, Janice Coats, Chris Terwilliger, Robert Davis, Lossie Rooney, Erica Wisecup, Cathi Phillips, Roger Sims, Melissa Simpson, Wyona Goodwin, Hilary Kinlaw, Martha Barrick, Jim Stewart, Clifton Williams, Tom Karches, Brenda Wilson, BJ Okleshen, Sherry Lynn, Peggy Elliott, Corrinna Watkins (Ex-Officio)

**Absent:** Kathy Dick, Amanda Holbrook, Maria Moreno, Brian O’Sullivan, Joanie Aitken, Anita Keith, Carl Dudley, Brenda Asbury, Tenille Naumann, Wall Crumpler, Judy Daniels, Carol Reilly, Joy Smith, Sandy Gove, Anna Lamm, Amy Kunkle, Kate Christenbury, Natalie Freeland, Randall Reh fuss, Darren Fallis, Kerri Rayburn, Karin Cousineau

**Guest Speaker:** Ginger Burks, Director of Cost Analysis  
Chair, Budget Restructuring Task Force

Vice Chair Christine Epps called the 6<sup>th</sup> Meeting of the 19<sup>th</sup> Session to order and introduced Ms. Ginger Burks, Director of Cost Analysis and Chair of the Budget Restructuring Task Force.

Ginger Burks expressed gratitude for her invitation to speak. Ginger reported on resource management, resource allocation, budget, and how to plan for the University needs moving forward.

Ginger stated the Budget Restructuring Task Force was appointed a little over a year ago by Provost Arden and Vice Chancellor for Finance Business Charlie Leffler. The five main focus areas are:

- Budgeting methods and processes
- Budget distribution adequacy and allocation methodologies
- Academic cost analysis
- Administrative budget analysis
- Model for position support

Ginger reported meetings thus far have been focused on learning about the campus budget processes and how allocations are made currently. Ginger shared there have been many questions regarding how funds come to campus and how they are allocated once they get here. The Task Force has done seven flowcharts on the various allocation processes. Those, along with all of the other Task Force materials can be viewed at: Website: <http://budget.ncsu.edu/restructuring> (please log in with your unity ID)

Ginger also shared an update on the dashboards project of the Finance & Business units. The dashboards financial data are available from the main pages of the Finance and Business Division and different dashboards are on the Division of Finance and Resource Management page.

**North Carolina State University Staff Senate**  
**Wednesday, December 4, 2013**  
**Witherspoon Student Center, Washington Sankofa Room**

Ginger shared that there are opportunities for input on ideas for cost-cutting or new resource generation or reallocation of existing resources, or ways to be more strategic with existing resources at: <http://go.ncsu.edu/ideas>

The submissions are being reviewed by a working group and vetted for submission to University leadership. Ginger has asked Senators to please help get the word out to your constituents and submit your ideas by December 13.

**Administrative Report and Budget Report:**

Corrinda Watkins reminded Senators to take action regarding NC withholding tax. More information can be viewed at: [http://www.ncsu.edu/human\\_resources/payroll/pdfs/NC2014TaxChanges.pdf](http://www.ncsu.edu/human_resources/payroll/pdfs/NC2014TaxChanges.pdf)  
Corrinda reported a balance of \$3,803.94.

**Approval of the Staff Senate Minutes of November 6<sup>th</sup>, 2013:**

Minutes were approved as written.

**Chair's Report:**

Vice Chair Christine Epps reported Chair, Ryan Hancock was speaking to the UNC Employee Forum at Chapel Hill about how the NCSU staff senate is run. Christine shared as Patty Spears was unable to attend the Human Rights Day celebration event she was not aware that she had been recognized so we were honored to let her know this and everyone in staff senate gave her a round of applause. Congratulations Patty!

Chair-Elect Robert Davis reported the Transportation Search Committee has just finished its "Airport Interviews" last Friday. The committee has narrowed the search to the last three or four candidates. Next month, the candidates will be invited on campus for scheduled interviews with members of the NCSU community.

Christine Epps noted the following Board of Trustee's Report given by Chair Ryan Hancock:

October 23, 2013

Honorable Trustees:

The NC State Staff Senate commenced the fall semester's senate sessions with important updates affecting the staff, how we can become involved in addressing University challenges, and build a sense of community.

**North Carolina State University Staff Senate**  
**Wednesday, December 4, 2013**  
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- In August, Randy Hamm and Tim O'Connell, from the NC State Alumni Association, spoke about initiatives and programs that foster pride and a lifelong connection to NC State. As a consequence of this meeting, the Staff Senate's Diversity Committee has planned a social during Homecoming Week for staff alumni on campus. Participants will hear more about the Alumni Association and have the opportunity to join.
- In September, HR Benefits Director, Joe Williams, shared information on the State Health Plan regarding benefit changes and the expansion of NC Flex Life. This year, all staff will be required to enroll or be defaulted to the lowest tier (70/30) plan.
- In October, Captain Ian Kendrick, from Public Safety, spoke about NC House Bill 937, which allows individuals with concealed carry permits to bring handguns on campus, as long as they remain locked in the vehicle. He also answered concerns and questions about obtaining a permit and specific rules to this law, which was opposed by all Chancellors and police chiefs in the UNC System.
- November's Staff Senate meeting will feature Vice Chancellor for Finance and Business, Charlie Leffler, and Provost Warwick Arden. Mr. Leffler will give a "Budget 101" presentation and Provost Arden will discuss moving forward with the budget in accordance to the strategic plan. This should better prepare senators the opportunity to participate in Chancellor Woodson's "Big Idea" challenge for addressing strategic resource management.

Outside of the regular session, Staff Senate committees are working diligently on activities and programs. The Human Resources Committee is utilizing the University Faculty and Staff Assistance Program (FASAP) to facilitate unique and informative "lunch and learn" seminars and webinars for the campus community. Participation and feedback on these have been overwhelming, and the Staff Senate is excited to provide these no cost events to promote well-being and personal development. In November, classes will include "Everything to Know About Gaming Systems," "How to Buy a Digital Camera," and the News and Observer's "Centsible Saver" columnist, Amy Dunn, on shopping smart and spending less.

The Staff Senate is also engaging the entire campus committee in service projects. In partnership with the State Employees Credit Union, the Support the Troops campaign just ended, with NC State employees donating toiletries, snacks, and socks to deployed American Troops. We collected 30 percent more items this year because of the leadership of the Human Resources Committee and our campus' generosity. The Toys for Tots campaign will begin in November. It hopes to be just as successful! The Resources and Environment Committee, in partnership with the Homecoming Service project, will deliver and unload collected food donations during Homecoming Week to the Food Bank of Central and Eastern North Carolina.

A goal of the Staff Senate this year is to better communicate the great things that are happening across the state in extension districts and research stations. In October, Brenda Wilson, from the West

**North Carolina State University Staff Senate**  
**Wednesday, December 4, 2013**  
**Witherspoon Student Center, Washington Sankofa Room**

Extension District gave a dynamic presentation regarding the tremendous loss of farmers and farm acreage in Yancey County. She showed how a collaborative effort between NC State, the extension office, community and business leaders developed the TRACTOR (Toe River Aggregation Center Training Organizational Regional) Program to provide crop assistance, better infrastructure, and marketing assistance to promote growth and sustainability in farming - leading to fresher and healthier foods in local stores, and once again developing job opportunities. The Staff Senate website now has a dedicated area spotlighting extension.

At the University of North Carolina Staff Assembly, the elected body of staff leadership from the seventeen UNC campuses, NC State has taken a leadership role. Past NC State Chair, Susan Colby, is now serving as the Chair of the Staff Assembly. Ryan Hancock, current NC State Chair, is serving as chair of the Human Resources, Diversity, and Benefits Committee; and Chair-Elect, Robert Davis, is chairing the Budget and Planning Committee. The Staff Assembly met in October for the annual fall meeting, which allowed campuses to meet and share ideas with each other, as well as UNC-GA leadership, BOG Chair Peter Hans, and President Tom Ross. Ryan Hancock was invited to be guest speaker at UNC -Chapel Hill's Employee Forum in December to discuss the way the NC State Staff Senate works and how our working relationship with the Administration, Faculty, and Students promotes a sense of inclusion and partnership.

Respectfully submitted,  
Ryan Hancock

**Governance:**

Patty Spears reported the following:

1. Revisions (Legislative Liaison Committee - redefine/rename?)
  - a. Committees (Article VII)
    - i. Legislative Liaison Committee – There is a way to keep this committee, but to re-define its purpose and possibly re-name it. The committee will not go ‘lobby’ at the capital, but will keep constituents aware of issues affecting NCSU as well as initiative of NCSU in this arena.
    - ii. Computer Loan Committee – this is not a real committee and is not in the By Laws. Due to history, it should not be in the By Laws but care should be taken to make sure it is sustainable, so it may fall within the Resource and Environment Committee again.
  - b. Removal from office (Article IV)
    - i. Review verbiage and compare to what other institutions have in their By Laws.
    - ii. Some issues were criteria that lead to review or discussion with senator.
    - iii. Senators are elected by constituents, so it should be hard to remove them.
    - iv. If discussions fail, then a senator may be asked to resign, but cannot be forced.

**North Carolina State University Staff Senate**  
**Wednesday, December 4, 2013**  
**Witherspoon Student Center, Washington Sankofa Room**

- v. This is probably not a large issue and will not affect the impact of the entire Staff Senate.
2. Additions (at-large membership, staff assembly delegate selection and succession)
- a. Selection of Delegates to the Staff Assembly (Article TBD)
    - i. Look up what has been done at other institutions.
    - ii. Pull out verbiage from other areas and put in a new Article TBD.
    - iii. Who represents us.
    - iv. Who are the alternates?
  - b. At-Large Senators (Article IV)
    - i. Add a section under Article IV (Representation and Membership)
    - ii. This was already written in a 'working document', but should be re-evaluated.
  - c. Advisors (Article IV)
    - i. Need to make sure all advisors are referenced and listed as ex-officio.
  - d. Elections (Article V)
    - i. Need to add acclimation if only one person is running.
    - ii. Approval of amendments (Article X)
    - iii. Change to Chancellor or their designee.
3. Other issues
- a. Since we are looking at committees, we will make sure we document descriptions we want to add to the procedure manual next session.
  - b. We need to look at the senators from CALS and COS who went through a recent merger.
    - i. If senators change districts by an action of the University, they should be able to keep their seat. However, what district do they represent?
    - ii. If senators change district by a change of job, by their choice, then they must resign from the senate.
  - c. The governance committee should concentrate on By Laws one session and Procedure manual the next, and so on.
  - d. There was a lot about meeting structure that may need to be looked at in the By Laws. What do we want in the By Laws and what is ok to delete?
4. Assignments
- a. Robert and Maurice will work on changes within Article IV.
  - b. Patty and Jim will work on the additional amendment on the Staff Assembly representation.
  - c. Liz will email more inconsistencies as she documents them.

**Human Resources:**

Christine Epps reminded Senators Toys for Tots will be ending on Monday.

**North Carolina State University Staff Senate**  
**Wednesday, December 4, 2013**  
**Witherspoon Student Center, Washington Sankofa Room**

**Diversity:**

Wyona Goodwin reported the following:

NCSU Women's v Boston College

Employee Appreciation Event

Jan. 23rd, 5:30-until

Volunteers need from Staff Senate

Donated Prizes needed

**Public Relations:**

Josh reported on the Staff Senate Newsletter.

**Resources and Environment:**

Matthew High shared the following:

-We received a certificate from Sustainability for our help with Sustainability Day.

-Working on planning a lunch and learn to have a speaker talk about the 440/40 Fortify project

-Working on various other topics TBA

**Elections:**

No report.

**Old Senate Business:**

Governance Committee business is deferred to January due to time constraints.

**New Senate Business:**

None

**Announcements:**

Robert spoke about the Have a Heart Campaign.

January meeting will begin at 10:00 a.m.

**Adjournment:**

The Staff Senate meeting was adjourned at 11:30

Respectfully submitted by Nancy Phillips, Administrative Assistant