

North Carolina State University Staff Senate
Wednesday, February 5, 2014
Witherspoon Student Center, Washington Sankofa Room

Present: Miriam Hines, Elizabeth Russell, Patty Spears, Brandon Moore, Audrey Hendriks, Edward Brown, Christine Epps, Sharmeen Nokes, Joshua Gira, David Kelly, Rosalie Tisa, Nicole Burgos, Matthew High, Steve Bostian, Brenda Asbury, Lee Ann Clark, Joe Sutton, Janice Coats, Chris Terwilliger, Wall Crumpler, Robert Davis, Erica Wisecup, Cathi Phillips, Kate Christenbury, Melissa Simpson, Wyona Goodwin, Hilary Kinlaw, Jim Stewart, Clifton Williams, BJ Okleshen, Sherry Lynn, Barbara Carroll (ex-officio), Corrinna Watkins (ex-officio)

Absent: Kathy Dick, Molly Bradshaw, Amanda Holbrook, Maria Moreno, James Jueck, Kim Paylor, Brian O'Sullivan, Joanie Aitken, Anita Keith, Maurice Alcorn, Carl Dudley, Liz Moore, Charles Craig, Dustin Wheeler, Brenda Asbury, Tenille Naumann, Judy Daniels, Carol Reilly, Joy Smith, Sandy Gove, Lossie Rooney, Anna Lamm, Amy Kunkle, Roger Sims, Randall Reh fuss, Martha Barrick, Tom Karches, Darren Fallis, Brenda Wilson, Kerri Rayburn, Karin Cousineau, Peggy Elliott

Guest Speaker: Brad Bohlander, Associate Vice Chancellor for Communications

Associate Vice Chancellor for Communication, Brad Bohlander, discussed the NC State "brand refresh." AVC Bohlander shared that the communications team leads in doing things like core messaging, visual identity, logos and then really trying to support the campus community to be able to implement those tools effectively in college level work or whatever the case may be will all be part of the roll-out this Spring.

Administrative Report:

Barbara Carroll provided an overview of changes to the State Personnel Act, and details are provided here:

House Bill 834 was signed by Gov. McCrory in August 2013, updating what was the State Personnel Act -- and is now the State Human Resources Act. OSP (now OSHR) updated many policies as a result of the new law, and the State Personnel Commission (now the State HR Commission) approved those changes in December 2013.

A few noteworthy changes impacting SPA (SHRA?) employees in the University:

1. The new SPA Employee Grievance policy. The statutory changes required that the UNC system adopt a single, system-wide SPA grievance policy. The parameters of this policy are prescribed in legislation. The HR Commission approved the policy in December, with an implementation date originally scheduled for March 1, although it has been temporarily postponed while some aspects are further clarified. Employees in career status may file a grievance.

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2. Career Status. The statute specifies that an SPA employees hired after August 21, 2013 are exempt from most provisions of the State HR Act until they achieve career status. Career status is achieved after 24 months of continuous service, which is unchanged from previous law. We have been assured by UNC-GA that SPA employees who are not in career status still remain eligible for salary adjustments, within state policy; for documented workplans and feedback/ evaluations regarding their work; for the employee tuition waiver program; and (after 3 months) for the tuition assistance policy.

On the separate topic of Comp Time: A question was raised about comp time vs. overtime pay for SPA employees who are FLSA-subject. Ms. Carroll agreed to verify the State's language, and it is as follows: "It is the State's policy to give time off in lieu of monetary compensation, wherever possible, for hours worked beyond 40 in a work week." Per State policy, overtime comp time can be accumulated up to a maximum of 240 hours (160 hours worked, at comp-time and a half). Overtime beyond 240 hours is to be paid out. Comp time should be taken as soon as possible, and before vacation or bonus leave. Comp time not taken within 12 months of the date the work was performed is to be paid out.

Committee Reports:

Chair:

Ryan Hancock announced that the Vice Chancellor for Advancement search had come to fruition and that the committee made its recommendation to Chancellor Woodson. The University can likely look forward to an announcement in the coming weeks.

Ryan chaired a meeting of the UNC Staff Assembly's Human Resources, Benefits, and Diversity Committee (HRDB) to discuss creating a resolution for a salary increase. The Committee will wait until the State Office of Human Resources releases its annual *Compensation and Benefits Report* so that metrics may be included to support the resolution.

Ryan attended University Council on January 13. Karen Helm provided a brief update on the University's Quality Enhancement Plan (QEP). The QEP is part of the Southern Association of Colleges & Schools (SACS) accreditation process. Approval of a Quality Enhancement Plan (QEP), which describes a carefully designed and focused course of action that addresses a well-defined topic related to enhancing student learning. The NC State focus is on "Critical Thinking." Eileen Goldgeier, General Counsel, shared updates regarding strategic risk management, and Provost Warwick Arden, and Senior Vice Provost for Academic Strategy and Resource Management, Dr. Duane Larick, shared updates on the enrollment plan. NC State continues to be in the lowest quartile for tuition costs. Last year, the University did not have an increase for out-of-state students, but would seek one this year. Even with the additional tuition costs, NC State will continue to be in the lower tier of costs.

Ryan attended the Administrative Leadership Meeting (ALM) on January 14. At the ALM, Athletics Director, Deborah Yow, discussed the integrity of the NC State athletics program and how are student athletes are doing. Director Yow made it clear that state appropriations are not used to support athletics and that the \$69.3 million budget is 100% self-supporting.

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Ryan, in collaboration with Dr. Deb Luckadoo, Director for Staff Diversity, faculty and students, has been updating an addendum to the Strategic Plan. The addendum is to include diversity as a focus for the University, and the final document will be brought to the University Diversity Advisory Committee at the February 24, 2014 meeting.

Chair-Elect:

Robert Davis reported there are several important updates that came out of the Chancellor's Liaison committee. Chancellor Woodson unveiled a College Access plan called the College Pipeline Initiative. The program is designed to help low-income students enroll and succeed in college. The initiative consists of three major commitments: bridging the gap in student ACT and SAT scores, improving the graduation rate and increase the presence of high school advisers. The chancellor stated, "Higher education is a pathway to success and we've made it part of our mission at NC State to help open access to capable students in North Carolina." NCSU's effort is supported by a three year, \$10 million grant from the John M. Belk Endowment. The chancellor was among several educational leaders invited recently to the White House to discuss improving access to education for the poor. During the meeting, the student body President Alex Parker also raised five topics that students annually discuss with the administration. They are concerns regarding: admissions, transportation, parking, dining and tuition fees. Each item will be discussed in more detail throughout the upcoming year. The graduate student representative expressed concerns about the proposed cuts in library funds and the overall impact such cuts may have upon the usage of D. H. Hill and the Hunt Libraries for graduate students. The library director will report in the near future on the suggested changes being planned for the libraries. Students were reassured by the administration that everything that can possibly be done to keep the libraries fully operational will be done. The committee also discussed a new Wolf pack pick-up program in which disabled students will be assisted in getting to their classes. The inaugural program was initiated by requests from the Student Government and is now running well.

Budget Report:

Corrinda Watkins reported expenditures of 241.52 and a balance of 3,274.29.

Vice Chair:

Christine Epps shared a concern regarding unity ID changes. A constituent wanted to know why it is difficult to get your unity ID changed at NCSU. If someone gets married or divorced for example their unity id does not change. They wanted to know why and also if we could talk to OIT about the possibility of making this process more available to those that do go through life changes that might necessitate a change in their id. Christine shared from OIT that it is possible to change a unity ID, but only in extreme cases, such as safety. The short answer is that it is a very difficult process to change a unity ID because it has to be changed in all of the systems across campus and off campus that uses the unity ID and these are located in many different programs that do not communicate with each other. Also, if an employee, all email must be archived for 5 years. There is nothing in the current software to connect email from an old unity ID to a new one so archiving the old unity ID email would then need to be done manually by someone at OIT.

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Diversity:

Wyona Goodwin reported the following:

February

Partnering with The Confucius Institutes to Celebrate

A Chinese New Year's Valentine

Feb. 14, 2014, NC State Brickyard (or Witherspoon if bad weather), 11:00 am- 2:00 pm

Get a Chinese Valentine (Make your own craft)

Get a Valentine's Gift (Receive a unique Chinese gift, while supplies last)

Get a Valentine (No Valentine? No problem. Meet our Panda Bear, "Bao Bao".)

Get in the Chinese New Year Spirit (Watch Lion Dancing

March

National Women's History Month

Lunch and Learn Sessions

Presenters TBD Deb Lukadoo reported the University Strategic Diversity Plan has been drafted and is being vetted with the University Diversity Advisory Committee. Ryan Hancock served on the committee that has been reviewing and revising the draft. After this review, the plan will be sent to the Provost.

Registration for the Sisterhood Dinner will close on Tuesday, February 11. This annual university-wide celebration of the accomplishments of women will take place on Monday, February 24 at the Talley Student Union Ballroom. Go to www.ncsu.edu/csw to find out more and register for the dinner.

The Sisterhood Dinner theme this year is Champions of Change. Why not share a story of a female in your world who is or was a champion of change? Post to the blog at www.ncsu.edu/csw.

Announcing the Managers Conference on Leadership and Diversity at NC State. Join us Monday, March 10 for a day of learning and skill-building with leaders from across the campus and beyond. The conference is open to all NC State employees, especially those who supervise and those who aspire to supervise. Registration is only \$20 and includes lunch by Rave! catering. To register, please download the attached flier and click on the link.

Governance:

Patty Spears reported the following:

1. General discussion about transition to a new Chair and how little is documented. Maybe it should be within the procedure manual, which can be addressed next year. We talked about what might go within the By Laws.
 - a. Maybe a more clear description of committees and how people are selected to those committees. This is a confusing area and not a very transparent process.
 - b. The Chair elect has responsibilities similar to the Chair without the support (time away from work) that the Chair gets.

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- c. The retreat is not really addressed anywhere as well, maybe also include some information within the procedure manual.
2. Discussion of issues
 - A. Article I.
 - 1) Combined 2 of the bullets.
 - B. Article IV.
 - 1) At-Large Senators section – completely new – slightly modified from the verbiage developed last year.
 - 2) Ex officio members section added
 - 3) Advisors? Should this be added?
 - 4) Membership – terms of office.
 - i. What should the terms be for At-large and Alternate Senators?
 - ii. What are the duties for At-large and Alternate Senators?
 - iii. Loss of membership
 - iv. Removal from office
 - v. Or should we to with “resignation” as per UNC
 - 5) Election – acclamation added
 - C. Article VII. Staff Assembly – New –
 - 1) Vice Chair as alternate – OK?
 - 2) If someone is still needed then what?
 - i. Selection from the Senate body
 1. Vote of the entire senate or decided by EC?
 - D. Article VIII – Other Committees
 - 1) Legislative Liaison to External Advisory? Or just Legislative?
 - 2) Add – Other University Committees
 - i. Appeal panels (this was moved from a previous section)
 - ii. University Standing Committees
3. Other items discussed:
 - a. Added a statement regarding the recording in the minutes of those resigning from the Senate. It may be better now, but was lacking in the past.
 - b. Succession plans, make sure they are clear in the By Laws.
 - c. Change Legislative Liaison Committee to External Affairs Committee.
 - d. When a Senator is named Chair Elect they are still representing their district. When they transition to the Chair, they are no longer representing a district and the seat is opened. When they transition to the Past Chair it is an ex officio (membership based on position, non-voting and not representing a district) position.
4. College of Sciences (COS) and College of Agriculture and Life Sciences (CALs) Senators
 - The creation of the College of Sciences was after selection of the Senators for the 2013/14 session.
 - It is still unknown how many Staff are in Colleges of Sciences and how many are still in College of Agriculture and Life Sciences
 - Remember:
 - 1 Senator per 100 Staff
 - 1 Alternate per 1-2 Senators, 2 Alternates per 3-5 Senators, 3 Alternates for more than 6 Senators

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Senators

Christine Epps	PAMS	COS	2015
Robert Davis	CALS	COS	2015
Wall Crumpler	CALS	COS	2015
Judy Daniels	CALS		2015
Carol Reilly	CALS		2015

4 open positions in CALS

Alternates

Maria Morino	PAMS	COS
Sandy Grove	CALS	COS
Joy Smith	CALS	COS

1 open position in CALS

5. Assignments

- a. Patty will set up a meeting with Barbara Carroll before the February meeting.
 - i. Meeting is set for January 31st at 10:30am at Admin II, HR conference room 279.
- b. Patty will post a new version of the By Laws to Google Docs
 - i. A new version was posted: 0108 version.
- c. Everyone – Edit the clean version of the edited By Laws using Track Changes and upload your edited version with your initials at the end of the file name.
- d. Patty will bring the above issues to the Executive Committee at the next EC meeting.

Resources & Environment:

Matthew High reported on the following:

1. Working on the Have A Heart campaign. Need all Senators to sign up to have a box in their location on campus.
2. Had a well-attended I40/440 Fortify lunch and learn in January.
3. Will be having a lunch and learn on February 21, Campus Energy Tell All.

Elections:

Kate Christenbury announced the nominations will go live on February 6. All districts will receive an email with a link to nominate one or more senators. Facilities district will receive a paper nomination form, but will also have the option to submit nominations online. Employees can nominate anyone from any district, therefore everyone receives an email. Nominations will close February 21. Kate will email all

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senators who are rolling off to remind them that if they wish to continue to serve, they will need to be nominated again for the 2014-2016 senate year.

Old Business:

None.

New Business:

None.

Announcements:

Our next Staff Senate meeting will be at the Talley Student Union, Senate Chamber.

Adjournment:

The meeting was adjourned at 12:00 p.m.

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Secretary