

**North Carolina State University Staff Senate**  
**Wednesday, April 2, 2014**  
**Senate Chamber – Talley Student Union**

**Present:** Miriam Hines, Elizabeth Russell, Patty Spears, Brandon Moore, Kathy Dick, Audrey Hendriks, Molly Bradshaw, Amanda Holbrook, Maria Moreno, Joshua Gira, David Kelly, Roasalie Tisa, Joanie Aitken, Maurice Alcorn, Charles Craig, Matthew High, Steve Bostian, Dustin Wheeler, Brenda Asbury, Lee Ann Clark, Joe Sutton, Tenille Naumann, Janice Coats, Chris Terwilliger, Kate Christenbury, Robert Davis, Carol Reilly, Lossie Rooney, Cathi Phillips, Anna Lamm, Roger Sims, Melissa Simpson, Wyona Goodwin, Hilary Kinlaw, Martha Barrick, Jim Stewart, Tom Karches, Brenda Wilson, BJ Okleshen, Sheery Lynn, Peggy Elliott, Ryan Hancock - Chair, Susan Colby - Past Chair, Barbara Carroll – ex-officio, Corrinda Watkins – ex-officio

**Absent:** Edward Brown, Christine Epps, Sharmeen Nokes, Amy Kunkle, James Jeuck, Brian O’Sullivan, Nicole Burgos, Carl Dudley, Liz Moore, Wall Crumpler, Judy Daniels, Joy Smith, Erica Wisecup, Randall Rehfuss, Clifton Williams, Darren Fallis, Kerri Rayburn, Karin Cousineau

**Guest Speaker:**

Dr. Nancy Whelchel, Associate Director for Survey Research - Office of Institutional Research and Planning, shared details of the upcoming 2014 Staff Well-Being Survey (SWBS). The survey is a follow-up of a similar survey conducted in 2008 to assess NC State staff well-being and identify noteworthy subgroup variations, identify strengths and challenges in policies, programs and services and the general climate to help administrators to more effectively promote well-being, identify new or unmet needs, provide data to suggest directions for the allocation of limited resources to areas affecting staff well-being, and assess the change from results of the 2008 survey.

The survey will be active from mid-April 2014 through May 30, 2014. Survey participants will be permanent, including time limited, 0.5 FTE and greater SPA, EPA professional, librarians, and extension staff who have been employed by NC State for 6 months or more. Excluded are EPA faculty, Senior Administration, post-docs, graduate teaching and research assistants, and temporary employees. The survey will be live online and participants may be able to complete in more than one sitting. A paper version and paper Spanish version will also be available. Supervisors have been requested to allow each employee up to one hour to complete the survey during normal working hours. Materials are funded by the Vice Chancellor for Finance and Business and labor is from the Office of Institutional Research and Planning. Contributing groups for the SWBS include the Staff Advisory Board, Staff Senate, Administrative Processes Review Committee, University Recreation, Sustainability Office, ARTS NC STATE, GLBT Center, Employee Engagement Webinar, and Human Resources.

The SWBS is completely voluntary. Even though it is not an anonymous survey, all answers will be confidential. Unity IDs will be used to control access to the survey and replaced with a random identifier. Demographic information will be collapsed in individual records and reports will include aggregate-level data only.

All eligible participants will receive a pre-notification letter, an email invite to take the survey, and/or a paper packet for certain job codes and those without a valid email. Follow-ups to non-respondents will also be sent up to three times. Everyone will receive a reminder magnet in the original pre-notification letter, and paper packets will include a logo pencil. As a thank you for participating participants will be

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entered into a drawing for one of many prizes, including NC State Athletics events (e.g., football and basketball tickets), an ARTS NC STATE performance, University Bookstore gift certificate, lunch for two at the State Club, a round of golf at Lonnie Poole, and membership to the Carmichael Complex. Weekly prizes for respondents to the survey for NC State dining facilities, cafes and convenience stores will also be drawn.

The survey contains about 275 closed-end questions and 4-5 open-end questions. It is very similar to the 2008 survey. The 2008 survey took an average of 41 minutes to complete, and 86% of those who started online, completed all sections of the survey. The 2008 survey had over 3,000 respondents and a 56% response rate. Reports are available at <http://upa.ncsu.edu/srvy/empl/staff> . Final reports for the 2014 SWBS will be available in September 2014.

**Roll Call:**

Elizabeth Russell performed roll call to ensure accuracy and quorum.

**Administrative Report:**

Barbara Carroll reported that during the last legislative session, the General Assembly enacted some changes for SPA grievances. In the past, each UNC campus was allowed to develop its own grievance process, which went to the Office of State Human Resources (OSHR, formerly OSP) and was approved by the State Human Resources Commission. The new legislation adopted a uniform process for all state agencies; UNC-General Administration worked with OSHR to develop a very similar uniform process for all UNC institutions.

The new University SPA Employee Grievance Policy will go into effect May 1, 2014. The policy defines grievable issues and who may grieve, and outlines informal and formal grievance steps. It is posted [here](#).

The policy was distributed to senators and Ms. Carroll invited questions and comments.

**Budget Report:**

Corrinda Watkins reported a balance of \$3,131.25.

**Committee Reports:**

**Chair:**

No report.

**Vice Chair:**

No report.

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**Governance:**

Patty Spears shared the following:

1. The second part of the revised bylaws was discussed during the large Senate meeting, so there was no small governance meeting in April.
2. The Governance Committee members are attending the meetings and noting what sections will need to be fully addressed and vetted in the Procedure Manual next year.
3. The Procedure Manual will be written to correspond to each Article in the Bylaws.
4. Full Meeting Discussion:
  - a. Slide 13 – re-discussed. There was further discussion about what “perform their duties with integrity and professionalism” meant. A clarifying phrase was added “.....perform their duties with integrity and professionalism in accordance with the guidelines in the Procedure Manual.” This will be further vetted and explained in the procedure manual.
  - b. Slide 14 – discussed. It was felt that there may be unforeseen issues if an alternate refuses to resign and will not fill in for a vacant senate seat. Therefore the statement was changed from “...shall be asked to resign.” to “...shall be replaced.” This will be clearly defined in the letter that is sent to alternates regarding their responsibilities in accepting this position. It will also be clearly stated at the Annual Retreat.
  - c. Slide 15 – discussed. This section was updated to reflect the previous change requiring Alternates to attend the Senate Meetings. Where necessary “and Alternates” or “or Alternates” was added. The statement under iv. was moved out to a statement rather than a bullet under how senators will lose membership. The verbiage “and their replacements” was added to the last statement to be more complete in recording those senators and alternates who resign as well as who replaces them. This information will be clearly communicated to new Senators in their introductory packets (including bylaws) and during the retreat. As well as in letters sent to new Senators after they are elected.
  - d. Slide 16 – accepted as written
  - e. Slide 17 – discussion. In Section 3. B. it was noted that the inclusion of the entire NCSU community may be too broad and nomination information is only sent to those who qualify to be Senators. The statement “...the North Carolina State University community...” was replaced with “...the constituency as described by Article IV Section 1...”
  - f. Slide 18 – discussed. Administratively change all statements “...the duties...shall be to...” and replace with “...the duties...shall include to...”. The list here is not exhaustive, so it leaves room for added duties.
  - g. Slide 19 – see changes in slide 18.
  - h. Slide 20 – see changes in slide 18.
  - i. Slide 21 – accepted as written
  - j. Slide 22 – discussed. Deleted the last sentence “In the case of an unopposed candidate, the candidate shall be elected by acclamation.” The Senate felt that if they did not approve of an unopposed candidate, they should be allowed to vote against the nomination.
  - k. Slide 23 – accepted as written

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1. Slide 24 – accepted as written
- m. Slide 25 - accepted as written

**Human Resources:**

Joanie Aitken reported the following:

- Completed
  - March 12<sup>th</sup> – Emotional Eating – The connection between Mood and Food – 18 attendees
  - April 1<sup>st</sup> – Perks just for you– 30 attendees
- Scheduled
  - April 16<sup>th</sup> – Teaching your kids how to manage money
  - May 2<sup>nd</sup> – Arboretum Tour
  - May 14<sup>th</sup> – Safety First – in Partnership with Public Safety
  - June 18<sup>th</sup> – The Five Pillars of Personal Finance Webinar

**Diversity:**

No report.

**Public Relations:**

No report.

**Resources & Environment:**

Matthew High reported the following:

1. Working with Susan Colby to perhaps put together some sort of alternative vehicle program for the Green Zone at Packapalooza.
2. Meeting with Sustainability next week to start brainstorming ideas for the Alternative Vehicle Showcase for Sustainability Day/Week in the late summer/fall.

**Elections:**

Kate Christenbury reported the following:

The Elections committee announced that elections go live on Thursday, April 3 and will close April 23. Those districts who have an election will receive an email with a link to vote for senators for their district. The following districts are having elections- CVM, COS, CHASS, COE, OIT, Advancement, Finance and

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Business, Provost-non DASA, DASA, Extension-Northeast. The following districts had the same or fewer nominees than open seats so those nominees will automatically become senators and will receive an email from Kate within the week – Research, Textiles, CNR, Facilities, Design, CALS, Chancellor, and Extension West.

**Adjournment:**

The Staff Senate meeting was adjourned at 12:10 p.m.

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Assistant