

**North Carolina State University Staff Senate**  
**Wednesday, October 8, 2014**  
**Senate Chamber – Talley Student Union**

**Present:** Miriam Hines, Moly Bradshaw, Kathy Dick, Patty Spears, Latoya Giles, Christine Epps, Jason Painter, Wall Crumpler, Zackery Dean, David Kelly, Rosalie Tisa, Todd Becker, Mary Fincher, Nicole Burgos, Matthew High, Charles Craig, Michael Ellison, Shanna Harwell, Brenda Asbury, Lee Ann Clark, Tenille Naumann, Kristen McWilliams, Audrey Hendriks, Maria Moreno, Shamsa Visone, John Starbuck, Ervin Miller, Carol Reilly, Antoinette Norton, Issac Lewis, Lossie Rooney, Erica Wisecup, Cathi Phillips Dunnagan, Melissa Simpson, Wyona Goodwin, Heather King, Carl Thomas, Jim Stewart, Kendall Hageman, Tom Karches, Rachele Robinson, Donise Benton, Chris Terwilliger, Joy Smith, Beverly Beland, Chery Tripp

**Excused:** Brandon Moore, Patti Woodbury, Kimberly Davis, Maurice Alcorn, Kenneth Cash, Angkana Bode, James Jeuck, Anthony Brown, Janice Coats, Nikki Cofield, Anna Lamm, Barbara Walker, Teresa Story, Peggy Elliott, Brian Pugsley, Rachel Ensing, Jill Phipps, Kerri Rayburn, Kathryn Hair

**Absent:** Amanda Holbrook, Roger Sims, Charles Cline

**Guest Speaker:** Dr. Roger Callanan, Student Ombuds & Assistant Vice Provost

Chair Robert Davis called the 4<sup>th</sup> Meeting of the 20<sup>th</sup> Session to order.

Roger Callanan expressed his appreciation for his invitation to speak to the Staff Senate. Dr. Callanan reported on the Student Ombuds. He stated The Student Ombuds is a personal guide for conflict management, prevention, and resolution. An Ombuds provides an informal, impartial, independent, and to the extent allowable by law, confidential source of assistance. An Ombuds advocates for fair processes, working to empower the student to successfully navigate NC State to address challenges and identify resources.

Services Provided for Students are as follows:

- Interpersonal difficulties
- Discrimination or harassment
- Academic policies or disputes
- Red tape in University procedures
- Misunderstandings
- Develop ways to frame and discuss issues
- Ways to make or seek an apology
- Untangling a complicated situation
- Treats or retaliation
- Ethical behavior
- Formal processes for resolving issues
- Other campus concerns

Dr. Callanan shared students may visit their office for a variety of reasons. Some students are reluctant to go through formal channels. Some students just don't know where else to go and some have tried other ways to get help, but have not found what they need. All conversations with the Ombuds are voluntary and free.

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Dr. Callanan shared the Faculty Senate passed the following resolution.

[http://ncsu.edu/faculty\\_senate/resolutions/2012-2013/R-1.php](http://ncsu.edu/faculty_senate/resolutions/2012-2013/R-1.php)

Dr. Callanan reported they are in the process for establishing a part-time Faculty Ombuds. He also shared his recommendation would be to establish one unit such as The University of Chapel Hill Ombuds Office:

<http://www.ombuds.unc.edu/index.html>

Roll call was performed by Nancy Phillips to ensure accuracy and quorum.

**Approval of the Staff Senate Minutes from August 6th and September 3<sup>rd</sup>**

The minutes for August 6<sup>th</sup> were approved as written. The minutes of September 3<sup>rd</sup> were approved with one correction.

**Administrative Reports and Budget Updates:**

Corrinda Watkins reported the Annual Enrollment for Benefits will be October 1-31, 2014. If you want to enroll in a flexible spending account in 2015, you must re-enroll between October 1-31, 2014.

Please visit: <http://go.ncsu.edu/annualerollment> for more information about annual enrollment:

Corrinda reported that Human Resources is sponsoring appointment and walk-in flu vaccination clinics across campus during the months of October and November. All State Health Plan members, dependents, and retirees are eligible for a FREE flu vaccination at the NC State campus clinics. Corrinda shared information on retirement lunch and learns.

Corrinda reported at this time there are no budget updates. Mr. Leffler is working on the discretionary funds and Corrinda will report back her findings once it has been approved. Corrinda also provided information on EPA salary updates and directed the staff to visit budget update for the latest information:

<http://budget.ncsu.edu/budgetcentral/>

**Chair's Report:**

Robert Davis stated the Staff Senate has been very busy this past month. The highlights are below:

- On October 8 at Noon – Wyona, I and the DASA District leaders had lunch with Dr. Mike Mullens. We discussed DASA issues and began our conversation regarding a Town Hall meeting for DASA with Staff and Staff Senate leaders.
- At 3:30, we attended a Chancellor's Liaison committee meeting. The Chancellor discussed upcoming university initiatives and the increase of private support for the university. The last two years there has been a "surge in momentum."
- September 26, Wyona and I are attended a Board of Visitors meeting. The Dean of Resource and Environment did a presentation on her College. Wyona and I were unable to stay because we had to attend a UNC Video Conference. At the conference, the Chairs across the state shared the activities on their individual campuses.
- September 30th, Wyona, Christine and I, met with Dean Mary Watzin and the District Staff Senators. Plans were discussed regarding establishing a Town Hall meeting and we also discussed issues that were unique to that College. Senator Patti Woodbury served as our hostess.

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- October 1, Wyona and I and several Staff Senators attended the Chancellor's address. In the address, the Chancellor identified five major goals of the university. They are to: enhance student success through educational innovation, enhance scholarship and research by investing in faculty and infrastructure, enhance interdisciplinary scholarship to address the grand challenges of society, enhance organizational excellence by creating a culture of constant improvement, enhance local and global engagement through focused strategic partnerships. The Chancellor also noted that the recent freshman class at NCSU had the highest GPAs and SAT scores in North Carolina State's history.
- October 8 at the general Staff Senate Meeting, the Abundant Harvest Food Drive was launched. Boxes were given out to all Senators for their Districts. The Drive is scheduled to run through November 7th.
- October 13 and 14 the delegation from NCSU attended the Fall Meeting of the UNC Assembly in Chapel Hill. Our delegation included: the chair, the chair-elect and the vice chair.
- October 16 the Alternative Vehicle Event took place on the brickyard. It was postponed because of rains on the 15th. This third such event is the continuance of the partnership between the Staff Senate and the Sustainability Office.

**Vice Chair's Report:**

Christine Epps reported the following:

Packapalooza: The morning of this meeting I treated the Resources & Environment Committee to refreshments during their committee meeting per my offer to the committee that provides the most volunteers to Packapalooza. I want to re iterate again how amazed I was by everyone who stepped up to volunteer for this event. Senators volunteered themselves, their families and their friends. This committee won by only 2 people. All of the committees had such a high rate of volunteerism that I could not afford to award a second place just for fun because most of the other committees tied for second. I will begin attending Packapalooza meetings again this month and working with Susan Colby to plan for next years event. Last year, Staff Senate joined in to the event a little late in the planning and sponsored the Alternative Vehicle Section in addition to volunteering. This next year we hope to have a bigger presence in helping Susan with the entire Green Zone portion of the event.

Town Hall Meetings are going well. We have had several Town Hall or Staff Meetings with various districts and some are in process now. I am currently planning to give a more detailed update at the November meeting to help those districts still considering them get an idea of different options for these meetings.

ALS Challenge- Chancellor Woodson challenged the Executive Committee of Staff Senate, Faculty Senate and Student Senate to the Ice Bucket Challenge. The video is available on both Facebook and the Staff Senate Website. The video was shared during the meeting.

**Committee Reports:**

**Computer Loan Program:**

Lee Ann Clark announced that we have applicants on the waitlist and need all Senators to ask their IT department if they have any laptops that they can donate.

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**Diversity:**

Rachelle Robinson reported the following:

- Committee met with Kara Kovert, NC State Athletics, to discuss the upcoming Employee Appreciation Event. Kara presented several dates as options for the event. The committee chose the date of Saturday, January 10, 2015 as the most viable date to hold the event. The committee agreed that the Saturday date will allow County Extension staff to be able to partake which has not been the case in the past. Kara discussed the sponsorship that NC State Athletics will provide for the event. The chair will prepare sponsorship letters for the Staff Senate to distribute to local vendors. The committee will be meeting again once the date/time has been confirmed by Kara Kovert.
- Although unable to attend the meeting, committee member Erica Wisecup submitted an update to the Chair on the Veteran's Day Flag Display event scheduled for Friday, October 31 – Friday, November 14. She has secured the permit for the display to be set-up on the Court of North Carolina. Set-up day is Friday, October 31 and an appeal for volunteers will go out in the coming week.
- Although unable to attend the meeting, committee member Teresa Story submitted an update to the Chair on the Staff Alumni Luncheon Social event scheduled for Wednesday, November 5. She has secured the Playzone at the Carmichael Complex from 12:00PM-2:00PM on this date. Additionally, Jason's Deli has agreed to sponsor the light refreshments as they have in the past. She is in contact with the Alumni Association to find out if they will be sponsoring the drinks for the event. Volunteers were solicited and have been confirmed.

**Elections:**

No report.

**External Affairs:**

Antoinette Norton reported the following:

External Affairs had a meeting with Dr. Kevin Howell to discuss what steps are needed to prepare for the planning and upcoming- NCGA Town Hall or Brown Bag Meeting. Our current plan is to start meeting with Dr. Howell on a regular to advise our Committee as needed.

We are looking into working with the Faculty Staff Senate in preparation for "Election Year 2016" to see if we can bring back "Voting" access for students on campus, and in the surrounding area.

Kendall will be working with Christine to establish a mechanism/process so that when we receive "External Affairs" updates from the University. We will be able to share via the Staff Senate website for ALL NC State Faculty, Staff and Students to view.

**Governance:**

Patty Spears reported the following:

- Since Jim Stewart (Parliamentarian) was previously Vice-chair of the committee, we need to identify a new Vice-chair. Jason Painter volunteered and the committee unanimously accepted his selection.
- Jim Stewart presented the Parliamentarian update. We discussed transitioning from the old Bylaws to the new Bylaws and how that affects the appointment of Senators for this session. The

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Parliamentarian will advise in this area and stressed the importance of having clear descriptions of processes in the Procedure Manual.

- The Committee went through the edited Procedure Manual (downloaded from google drive). Patty made the recommended changes within google drive, so they could be tracked.
- A new version of the PM was posted and members were asked to edit this document.

**Public Relations:**

Cathi Phillips Dunnagan reported the following:

- Bountiful Harvest - Shout-out to John Starbuck for designing all of the beautiful marketing materials!
- eBulletin Boards - Please choose to include our slide in your buildings!
- Newsletter - October release
- Facebook - Sharing our stories
- Website - Thankful shout-out to Christine Epps for maintaining our current website while we create the new WordPress website!

**Resources and Environment:**

David Kelly discussed the progress on the Alternative Vehicle Showcase event planned for October 15, 2014. Several committee members have volunteered to assist with the set-up and take-down of the event.

\*\*\* The AVS was moved to Thursday, Oct, 16th due to inclement weather on the 15th. The event was a success and a grateful thanks to all those that volunteered!!! Here is a link to an article in the Technician as well as photos that were posted on Facebook:

[http://www.technicianonline.com/news/article\\_fbcfd1fc-580e-11e4-b805-0017a43b2370.html](http://www.technicianonline.com/news/article_fbcfd1fc-580e-11e4-b805-0017a43b2370.html)

<https://www.facebook.com/media/set/?set=a.10152863067770561.1073741849.86059505560&type=3>

Several members of the committee discussed their progress on events and activities that they are assigned to:

- Night Walk – Tom Karches has met with Student Government and the University Police in order to finalize the event which is planned for Monday, Oct. 27th at 7:00 PM. Anyone that is interested in participating is welcome to do so. Here is a link to the event: <http://go.ncsu.edu/nightwalk>
- Community Gardens – Brenda Asbury has met with the Sustainability Office and they are looking at a partnership with them and other organizations on campus.
- Walking Trails – Christine Epps has met with URec and are continuing to work on this project.

**New Business:**

There was no new business discussed.

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**Old Business:**

Donise Benton shared the following update on the blood drive:

The total number of united (pints) collected was: 1,050 pints

Each pint can save 3 lives, so NC State potentially touched/saved 3,150 lives in our local community as a result of this drive. In the past 5 years of hosting this single-day record setting event, NC State has collected a total of 4,894 pints of blood, which amounts to 14,682 lives.

**New Business:**

Hands and Feet Update Zackery Dean and Donise Benton:

Hands and Feet Committee/"Great Day of Service": Saturday, November 1<sup>st</sup>.

Our purpose is to inform others and take a team of people to the surrounding communities to share love; and have the opportunity to serve the needy as well as challenge other to stretch beyond their normal comfort zone while experiencing the heart of giving and serving.

The mission of the hands and feet committee is to ensure all people on staff at NCSU feel incline to volunteer in helping all of those in need by using their hands and moving our feet in the direction of service. We want you to use the time allotted to help enrich our communities in need.

We are asking all to participate by signing up for this event on Saturday, November 1st. If interested, please provide your name and email address. I have already signed up Hands and Feet Committee, as a group. We will meet at Edenton Street United Methodist Church @8pm. in the Kerr Hall, which will consist of a light breakfast, prior to being sent out with a blessing at 8:45 a.m. Most of the activities begin at 9 a.m. and take about 3 hrs.

The address:

228 W. Edenton Street  
Raleigh, NC 27603

**Abundant Harvest:**

Boxes and flyers disseminated to Senators.

**Adjournment:**

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

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Assistant