

General Meeting Minutes

April 5, 2017

Talley Student Union, Governance Chamber

Present: David Blake, Krystal Chojnacki, Nikki Cofield, Suzie Crews, Kim Davis, Helen DiPietro, James Draper, Paul Feucht, Pat Gaddy, Jan Gaines, Wyona Goodwin, Angela Hallman, Shanna Harwell, David Hawley, Carol Haywood, Sharon Herring, Matthew High, Shawnda Hill, Rodney Holmes, Charles Jones, David Kelly, Wendy Koch, Karen Lundin, Lib McGowan, Mark Michaelson, Jason Painter, Cathi Phillips-Dunnagan, Jill Phipps, Lindsay Recchie, Yolanda Sanders, Richard Sapienza, Ashley Schwed, Janice Sitzes, Joe Sutton, Jenelle Wass, Sharmeen Williams-Nokes, Corrinna Watkins, Keila Valentin

Excused: Angkana Bode, Molly Bradshaw, Carissa Burroughs, Melissa Cardez, Susan Colby, Richard Corley, Katie Elliot, Jessica Griffin, Nikki Harris, David Herpy, Mindi James, Tenille Naumann, Melanie Neff, Amanda Petty, Karin Sandler, Sabra Stipe, Allen Thompson

Approval of Minutes 3/1/17

- Minutes were approved as written

Student Government Update

- Chair-Elect Cathi Phillips-Dunnagan presented Paul Nolan & Brayndon Stafford with an appreciation gift, for all their hard work and dedication in Student Government and for their partnership with the Staff Senate.
- Paul and Brayndon updated the Senators on student government activities. More information on current events can be viewed at <https://sg.students.ncsu.edu/news/>

Whistleblowers

Cecile Hinson, Director of Internal Audit and Brad Trahan, Compliance & Integrity manager

What is a Whistleblower?

- An employee of the state of North Carolina who makes or plans to make a "good faith" report about select potential improper activities in a state government agency.

Presentation by the NCSU Internal Audit (click link below)

- <https://drive.google.com/file/d/0BxjL-0tSpXEPdXZ6RjNxaIhXRVhvN281OFIDcmFRU3hQOGRF/view?usp=sharing>

NC State Internal Audit Hotline

- Phone: 919-515-8355 and leave a detailed voicemail on our secured line Phone: 919-515-8862 to speak with the Director
- Fax: 919-513-2122 to provide a written report
- Secure Website: <https://internalaudit.ncsu.edu/hotline/>

Compliance and Integrity at NC State website

- <https://compliance.ncsu.edu>

Timekeeping & Leave System

- Effective July 1, 2017, NC State University will begin using Wolf Time a new timekeeping and leave system.

Presentation given by Todd Driver, Director of HRIM and Joe Williams, Director of Benefits (click link below)

- <https://drive.google.com/file/d/0BxjL-0tSpXEPmU2cTM1OXN1alg4blo0VGxuSEZzd0FobkRN/view?usp=sharing>

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Kevin Rice, Ph.D., Director of Learning & Organizational Development

- *Groups Exercise* - Building Common Ground (when communicating with your constituents)
 - What are the barriers when communication and what are the possible solutions? Kevin will share the dialogue results with the entire staff senators.
- *Succeeding in the workplace*
 - 20% of professional success is attributed to intelligence, the remaining 80% is based on our ability to understand ourselves and interact with people (i.e., soft skills) - Fortune Magazine, The CPA journal, and Research by David McClelland.
- *Communication Pitfall*
 - Our success depends greatly on how well we communicate, when we communicate with understanding, we can avoid false assumptions, perceptions and misaligned expectations - Judy Kay Mausolf – Practice Solution, Inc.
- *8 Ways to improve communication right now*
 1. Have One Conversation at a Time
 2. Look People in the Eye
 3. Ask Two Questions
 4. Write Things Down
 5. Read and Respond to the Entire Email
 6. Create a Response Schedule
 7. Assume Best Intentions
 8. Close the Loop

Committee Reports

Elections & Governance, Shanna Harwell

Elections met with Governance on April 5th for the monthly committee meeting.

- Status of senator nominations & elections was discussed. Time lines for officer nominations & elections were also discussed.
- Senator elections went live on April 5th and will close on April 19th. Officer nominations will be open ~April 7th and will close on May 12th. Officer elections to occur during June 7th general session.
- Current senator candidates have been invited to the May 3rd general session.

External Affairs, Ashley Schwed

The External Affairs committee met with Mark Dearmon, SEANC. They discussed the following items:

- Governor's Budget, 2% raise for State Employees or \$800 & one time \$500 bonus
- House Bill 540-\$2,400 across the board raise for all state employees
- House Bill 497-2% COLA raise for retirees
- Increase of Health Care Premiums
 - \$25 premium on the 70/30 plan
 - \$50 premium on the 80/20 plan

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Computer Loan Program, Joe Sutton

- Nothing new to report

Diversity, Karen Lundin

- Following are some ideas for an additional Lunch & Learn to host this summer using the excess funds received for Dancing Through the World.
 - mini-dance event
 - pizza and games
 - session using Skype to livefeed a guest speaker from off campus

Public Relations

Nothing new to report

Human Resources

Nothing new to report

Resources & Environment

Nothing new to report

Announcement

Keila Valentín, Sr. Employee Relations Strategic Partner

- NC State has implemented the new SHRA Performance Appraisal Program launched by UNC-GA in 2016 effective April 1, 2017, beginning with the 2017-2018 performance appraisal cycle.
- The Employee Relations team has scheduled several campus-wide employee training sessions, which will be open for all interested employees to attend. To view upcoming training sessions and to register for a session via the REPORTER system, employees will need to:
 1. Go to go.ncsu.edu/reporter
 2. Log in with their Unity Id credentials
 3. Select the Course Catalog link from the left-side menu
 4. Select "HR" under Course Prefix
 5. Enter "48" under Course Id
 6. Select the red Search button.
- For more information about the new SHRA Performance Appraisal Program and/or for available online resources, employees should visit the Employee Relations website at: <https://er.hr.ncsu.edu/performance-management/performance-management-new/>.

Adjourn: 12:00pm

Respectfully submitted by Nancy Phillips, Administrative Assistant