

North Carolina State University Staff Senate
Wednesday, November 6, 2013
Witherspoon Student Center – Washington Sankofa Room

Present: Elizabeth Russell, Patty Spears, Brandon Moore, Audrey Hendricks, Molly Bradshaw, Edward Brown, Christine Epps, Sharmeen Nokes, Joshua Gira, David Kelly, Rosalie Tisa, Joanie Aitken, Anita Keith, Maurice Alcorn, Robert Bradley, Nicole Burgos, Liz Moore, Matthew High, Brenda Asbury, Lee Ann Clark, Joe Sutton, Janice Coats, Chris Terwilliger, Wall Crumpler, Robert Davis, Carol Reilly, Lossi Rooney, Erica Wisecup, Cathi Phillips, Anna Lamm, Kate Christenbury, Melissa Simpson, Wyona Goodwin, Hilary Kinlaw, Martha Barick, Jim Stewart, Tom Karches, Darren Fallis, Brenda Wilson, Kerri Rayburn, Karin Cousineau, BJ Okleshen, Sherry Lynn, Peggy Elliott, Ryan Hancock (Chair), Corrinna Watkins,(ex-officio), Barbara Carroll (ex-officio)

Absent: Miriam Hines, Kathy Dick, Kim Paylor, Brian O’Sullivan, Carl Dudley, Charles Craig, Steve Bostian, Dustin Wheeler, Tenille Naumann, Judy Daniels, Joy Smith, Sandy Gove, Amy Kunkle, Roger Sims, Natalie Freeland, Randall Rehfuss, Clifton Williams, Darren Fallis, Kerri Rayburn,

Guest Speaker: Charles Leffler, Vice Chancellor for Finance and Business

Chair Ryan Hancock called the 5th meeting of the 19th Session to order

Charles Leffler, Vice Chancellor for Finance and Business shared the following:

The Budget 101 presentation provides an overview of NC State’s budget and a closer look at NC State’s Fiscal Year 2013-14 budget reductions. After an examination of the budget by revenue sources, expense types and programs, state appropriations are reviewed in greater detail regarding the individual buckets in which it is received and the larger revenue trends that point to a decrease in state and federal appropriations. Appropriated funding methods are then discussed for a better understanding of enrollment change, tuition increase (both campus initiated and legislative) and continuation and expansion line item appropriations. The second part of the presentation reviews the UNC System’s 4.7% budget reduction, limited new funds and how both were allocated to NC State. After looking at budget reduction trends for the past five fiscal years, the immediate 5% budget reduction is discussed as well as the need for and current initiatives regarding long-term strategic resource management to proactively address the projected continued decrease in state appropriations. The Chancellor charged the Provost and Vice Chancellor for Finance and Business to review and recommend additional opportunities for organizational and budgetary efficiency over the course of this fiscal year. As part of the idea gathering process, any staff or faculty member who has a recommendation for cost savings, cost avoidance, revenue generation or efficiency improvements can share via an online form located at <http://go.ncsu.edu/ideas>. All ideas are welcome and will be considered.

Charles Leffler’s presentation can be viewed at: <https://docs.google.com/file/d/0BxgiBcPf-ObBNjJLZWJtVDRiOUk/edit?usp=sharing&pli=1>

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Roll Call:

A roll call was performed by Nancy Phillips

Approval of the Staff Senate minutes of October 2, 2013

Minutes were approved with the following correction:

All NC State employees are eligible for a 20% discount for services at the Veterinary Health Complex.

Corrinda Watkins, Budget Report

Ms. Watkins reported a balance of \$4,160.63.

Barbara Carroll, Vice Chancellor of Human Resources:

Ms. Carroll reported Benefit Open Enrollment has been extended to November 15th. Ms. Carroll answered questions/concerns from staff on the following:

- Health Assessment
- Link to Enroll
- No Confirmation
- Customer Service Challenge

Ms. Carroll shared the Chancellor has been tracking measures of organizational success and is happy to share that even going through our budget challenges the University has shown an upward trend on a lot of really positive measures, which Ryan will share with the group.

Committee Reports:

Chair:

Ryan Hancock reported that on October 14 and 15, he along with Robert Davis and Corrinda Watkins attended the Staff Assembly meeting at the University of North Carolina at Chapel Hill. At this meeting, they had the opportunity to meet with President Ross and Board of Governors Chair, Peter Hans. The gist of the discussion included pay increases for staff this year and the state health plan. Ryan was pleased to announce that Robert Davis will serve as the Budget and Planning Chair, and Ryan will serve as the Human Resources, Diversity, and Benefits Chair for the Staff Assembly. Ryan shared that he already is proposing a resolution for a pay raise this year. Ryan also attended the UNC Chair's meeting on October 25 and met with William Fleming, UNC Vice President for HR. Mr. Fleming discussed changes on the SPA grievance policy that are forthcoming. Ryan stated more information will be shared once it has been approved and discussed with the chancellors. Ryan shared the Employee Tailgate was a great success and thanked the volunteers (esp. Nancy Phillips & Sharmeen Nokes). Ryan also thanked the Executive Committee for volunteering at the Benefits and Wellness Expo.

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Vice Chair:

No report

Governance:

Patty Spears shared the following report.

1. Review of old Staff Senate Meeting Minutes
 - a. All present reviewed a binder (or two) of SS meeting minutes for By Law and/or Procedure Manual changes that were voted on.
 - i. Binders - 2007-2013
 - ii. On line website - prior to 2006
< http://stuff.levow-guerra.com/staff_senate/minutes/index.php>
 - iii. Google Drive Folder for 2009-2013 – Patty will share with all committee members (10/6/13).
 - b. Meeting minutes from the following meetings were tagged (these are dates of known revisions or amendments)
 - i. December 6, 2006
 - ii. November 7, 2007
 - iii. July 8, 2009
 - iv. April 7, 2010
 - v. October 3, 2012
 - c. Patty will collate important SS minutes and make a ‘red-lined’ version of the By Laws. If text is inserted/deleted it will be references to a meeting and noted. This will be a committee document.
 - d. A final version will be made for distribution to senators by the November meeting
 - i. Using the 10/3/12 version (the edition that was distributed to new members) any changes will be noted in red and referenced to a SS meeting date.
2. Timeline for Revision of the By-Laws

November 6

- Updated by-laws with all previously voted on revisions/amendments will be distributed to SS.

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- Patty will ask for suggested additions, changes, deletions to be sent to the Governance Committee/Parliamentarian by December 4th.

December 4th

- Open meeting to discuss and start drafting proposed changes to the By Laws
- SPECIAL MEETING – Committee will meet with Advisors regarding any of their concerns

January 1st

- Open meeting to review and continue drafting proposed changes to the By Laws
- SPECIAL MEETING – (if needed) Committee will meet with Advisors regarding any of their concerns

February 5th

- Copy of the new By Laws will be sent to the SS prior to this meeting for review
- Comments welcome before the next meeting on March 5th
- SPECIAL MEETING – TBD – for a dry run. All are invited.

March 5th

- Formal presentation and vote of the By Laws – at least 1 hour of meeting time will be requested.
- 2/3 vote is needed to pass
- Revision of the entire By Laws document
- By Laws will be presented and discussed Article by Article.
- Ensure all are present who need to be present.

Human Resources:

Joanie Aitken reported the following:

- Events
 - o Toys for Tots Kick off – Thirty (30) boxes have been picked up and distributed around campus – flyers have been sent out, slide downloaded to digital billboard community, PSA sent to radio station – will be sending out weekly reminders.
 - o All toys will need to be brought to Admin II between 9am and noon on December 9th
- Coming up this month
 - o November 20th – Centsible Saver Workshop - McKimmon – 28 registered so far

Diversity:

Wyona Goodwin reported the following:

Staff Appreciation Day- Women's Basketball Event
Scheduled for Thursday January 23, 2014

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Game: v. Boston College

Showtime: 7pm

Public Relations

Josh Gira gave an updated on the Staff Senate website and thanked Christine Epps for her help.

Resources and Environment:

Matthew High reported the following:

1. Working on some ideas for some sort of FASAP presentation that might be relevant to our committee.
2. Working with Public Safety, and also the HR committee, to create safety courses for Lunch and Learns.
3. Contacting Sustainability to see if they would have any sort of presentations that would show staff, students and faculty how they can be more sustainable on campus.
4. Will contact transportation to see if they have any presentations available concerning the 440 rebuild and / or the possibility of a pedestrian tunnel at AF and Western.

Elections:

There was nothing new to report.

Old Business:

There was a motion on the table to have discussions regarding the UNC Staff Assembly representative at our next Staff Senate meeting in December. There were two opposed Wyona and Edward.

New Business:

None

Adjournment:

The meeting was adjourned at 11:30 a.m.

Respectfully submitted by Nancy Phillips Staff Senate Administrative Assistant