

North Carolina State University Staff Senate
Wednesday, February 4, 2015
Senate Chamber – Talley Student Union

Present: Miriam Hines, Kristen McWilliams, Patty Spears, Christine Epps, Jason Painter, Wall Crumpler, Zackery Dean, Patti Woodbury, David Kelly, Kim Paylor, Rosalie Tisa, John Starbuck, Angkana Bode, Matthew High, Michael Ellison, Shanna Harwell, Brenda Asbury, LeeAnn Clark, Audrey Hendriks, Maria Moreno, Shamsa Visone, Nikki Cofield, Antoinette Norton, Issac Lewis, Judy Daniels, Erica Wisecup, Anna Lamm, Melissa Simpson, Wyona Goodwin, Jim Stewart, Thomas Karches, Rachelle Robinson, Teresa Story, Peggy Elliott, Donise Benton, Kerri Rayburn, Tenille Naumann, Cherly Tripp, Barbara Carroll (ex-officio), Corrinna Watkins (ex-officio)

Excused: Brandon Moore, Latoya Giles, Todd Becker, Kimberly Davis, Nicole Burgos, Charles Craig, James Jeuck, Janice Coats, Carol Reilly, Joy Smith, Cathi Phillips Dunnagan, Charles Cline, Barbara Walker, Rachel Ensing, Jill Phipps, Beverly Beland

Absent: Amanda Padbury, Anthony Brown, Kendall Hageman

Guest Speakers: Cathy Reeve, Director of Transportation
Vicky, Earp Director of Creative Services

Cathy Reeve expressed gratitude for her invitation to speak to the Staff Senate. Before she shared her presentation, she introduced Greg Cain, Assistant Director for Parking Services and gave a shout out to Senator Kim Paylor. Ms. Reeve shared transportation program updates. She stated that there has been updates to the website along with system upgrades, access management updates, visitor parking updates and improvements to the wolfline.

Ms. Reeve reported that they have enhanced parking customer options with “My Parking Account”. She stated we expanded reporting capabilities and integrated with other parking systems to capture and evaluate system data. Ms. Reeve reported they have a centralized gate management integrated system for faster assignments/terminations, and have a greater parking flexibility for better utilization of available parking spaces. The visitor parking has a new pay-by-space location at West Lot, Capability South and Poulton Deck. Ms. Reeve reported a pay structure change from \$2/hr & \$10/day to \$2/1st hr, \$1/half hr & \$10/day. New payment options are available such as pay via validation/barcode and a pay-by-phone app.

The Wolfline has six new buses and increased capacity on Rt. 3 Engineering. There are frequency improvements on Rt. 1 Avent Ferry, Rt. 8 South East Loop and Rt. 9 Gorman Street. They increased ridership to 40 % on Route 10 Centennial with a connection to Varsity Lot. There is an average of 19K passengers/day and forecasted to hit 3M passengers this academic year

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Under Review for Year 2015 -2016:

Employee Fees

- 25¢ to \$1.75/month increase, but most would see 50¢ to 75¢/month

Temporary Employee Parking

- Remains at \$2/day, \$10/week or prevailing monthly rate

Student Fees

- \$2 to \$7 annual increase

Motorcycle Permits

- One \$5 permit with each full vehicle registration

Visitor Parking

Expand pay-by-space lots to other areas of campus

- Add three more locations
- No change in hourly visitor rates

Daily Visitor Permits

- Increase from \$5 to \$10
- Discontinue selling daily permits at visitor booths. These will be sold only at Transportation.

Guest On-Line Daily Permits

- Increase from \$2 to \$5. Plan to gradually move to full daily rate.

Visitor Validations via PassPort Parking

- Prepaid validations for short-term visitor parking
- Less expensive alternative to Guest On-Line Daily Permits

More Updates:

GoPass – replace \$25 registration fee with a \$5/month deduction

Carpools/Ridesharing

- 3+ person carpools – offer discounted monthly fees for each member via payroll deduction
- 2 person Ridesharing – split cost of employee permit via payroll deduction

Vanpool Benefits

- \$20/month subsidy
- Vans park for free

Carpool/Ridesharing/Vanpool/Transit/Bicycle/Walking – WolfTrails Program

- Participants eligible for up to 12 free one-day permits for days they much drive alone and purchase 12 more for \$2 each

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- Emergency Ride Home Assistance

WolfLine Expansion

- Farmer's Market Park and Ride Lot

Cathy Reeve ended her presentation answering questions from Staff. For more information visit <http://www2.acs.ncsu.edu/trans/>

NC State Brand Site:

Vicky Earp, Director of Creative Service and Brad Bohlander, Associate Vice Chancellor & Chief Communications Officer reported on the NC State Brand Site. Mr. Bohlander discussed brand strategy, copy guidelines, visual identity and more. To view NC State Brand Site and to download logos visit <http://brand.ncsu.edu/> .

Please send any questions to: ncstatebrand@ncsu.edu

Chair:

Robert L. Davis reported that January was a very busy month for the Staff Senate. Some of the highlights of the Chair's activities are as follows.

- 1/10 - During the NC State vs. Clemson game the Athletic Department, the Office of Institutional Equity and Diversity and the Staff Senate Diversity Committee sponsored a great event showing special appreciation of employees at North Carolina State. Give away prizes which included a signed basketball from Coach Moore, and a signed football from Coach Doeren were disseminated. Free pizza, drinks and snacks were provided. There was a playzone for children and a Wolf backdrop for families to take pictures.
- 1/22 - The chair along with the chair of the Faculty Senate met with a representative from the Wolfpack Club to discuss future parking for staff and faculty at football games. The Athletic Department will make an announcement regarding formal changes.
- 1/29- The Chair met with the Chair and Chair-Elect of the Faculty Senate along with the Student Body President and the Chair of Graduate Student Association for our monthly breakfast discussion exchanging views and information regarding the other chambers. The faculty is very concerned about the change of status for President Ross and the students are focused on safety and transportation issues.
- 1/30 at 7:45 am, the Chair met with Dean Richard Linton and External Advisory Chair, Antoinette Norton to discuss plans for the upcoming External Affairs Luncheon. Dean Linton offered to supply the ice cream.
- 1/30 at 8:30, the Chair met with the Elections Committee. The committee was reminded of their charge, and asked to select a new chair since Heather King has resigned.
- 1/30 at 11:00, the Chair attended a Campus Environment and Sustainability Meeting. The group discussed Earth Month and results of the Staff Wellbeing Survey that noted overwhelming support by Staff of sustainability issues.
- 2/3 -The Chair met with Kevin Howell and the External Advisory Committee to discuss further the External Advisory Committee's spring luncheon plans.

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Deb Lukadoo reported the University Diversity Advisory Committee has established task forces to examine recruitment and retention of faculty, staff and students. The Task Force on Staff Retention and Recruitment has been reviewing the results of the 2014 Staff Well-being Survey as well as interviewing representatives from various Human Resources departments to review current practices in selection and hiring, compensation and classification, human relations and professional development. By the end of this academic year, the task force will compile a list of recommended actions and items for further review and submit these to UDAC for adoption and submission to the Provost.

Vice Chair:

The Vice Chair Christine Epps submitted the following:

A staff member sent Staff Senate the idea for tuition waivers to be allowed to roll over and accumulate like sick leave and also for them to be allowed to credit towards a spouse or child. Susan Colby, previous Chair and UNC Staff Assembly Chair responded first with a great reply and description of how though this was not something Staff Senate could follow up on as we are not the decision makers in this process. She recommended that he could and should send his idea to his legislative representative and suggest his colleagues do the same. He replied back thanking her and stating he planned to send his idea to his legislative representative.

An issue had been submitted by someone in housekeeping who did not feel that she should have to have her picture displayed in the building she works in but states that when she mentioned this to her supervisor she was told that if she wanted to keep her job she had to have her picture up on the wall. She wanted us to find out if not having her picture on the wall would really be mandatory and could result in job loss. I contacted the Director of HR for Facilities Michelle Trajanovska and she was kind enough to send this detailed reply.

Facilities employees were briefed as to the "Ambassador Protocol." This initiative grew out of a task force that met specifically regarding Facilities housekeepers concerns, with the main concern being that they felt they got no respect in the workplace and were often overlooked. As a result of the task force's findings and in keeping with trying to raise morale, it was deemed that pictures of each housekeeper that worked in a building, together with their supervisor, would be prominently displayed. This would reinforce the housekeeper's presence, while providing recognition, respect and inclusiveness by showing their name and where they were from to perhaps start a dialogue between the housekeeper and another employee who might not otherwise do so. Many of the photos have "Ways to Appreciate Your Housekeeper" and the Housekeeping department's vision/goal.

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Each employee was presented with the training and why we would be going forward with the pictures and signed a roster acknowledging the same. She stated that she would have to take exception to an employee being told that if they want to keep their job, they must comply with

having their picture up. If this employee still has concerns, she would urge them to contact her in order to work through any employee relations issues. This is a collective effort and as it is to have a positive result, there would be no need to state they must comply if they want to keep their job. That being said, this is a mandatory protocol that was approved by the Associate Vice Chancellor based on the metrics of what the task force presented in their findings.

We received an email from one of our Senators who passed on a question from one of her constituents about whether there is a discount at the Vet School for Staff. Last year we received this same question and at that time we were told that staff receive a 20% discount at the Veterinary Health Complex. I sent a request to confirm that this is still the case and heard bright and early this morning from Brandon Moore (CVM Staff Senator) that the same discount still applies.

Chair-Elect:

The Chair-Elect, Wyona Goodwin shared that the Staff Senate 20th Anniversary will be held on Monday, May 18th from 11-2pm in the Talley Student Union Ballroom. This event is by invitation only. Invitees will include current and past Senators along with distinguished guests, to include the Chancellor.

The Chair-Elect is also working on the July retreat for returning and new Senators. The retreat will be held on July 8th, location TBD.

Committee Reports:

Governance Committee:

Patty Spears submitted the following report:

The committee has completed their review and re-writing of the first section of the Procedure Manual, which includes Membership and Representation. The first 7 (of 12) pages of the first section were discussed with Barbara Carroll. Edits have been made and a second meeting with Barbara Carroll will be scheduled.

Several key issues were raised and will be brought to the executive committee and/or officers of the senate. 1) Evening up the number of senators rolling off this term. 2) Re-numbering the districts to better reflect that districts are distinct and are indeed different districts once they are

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split into sub-districts. Getting rid of the A/B etc. designations. 3) The issue of a staff ombuds will be discussed 4) officer descriptions will be sent to the officers of the senate for review.

The committee began reviewing the next section of the Procedure Manual in Officers and Elections.

Please e-mail paspears@ncsu.edu if you would like access to the document.

External Affairs:

Antoinette Norton submitted the following report.

The External Affairs Committee had a meeting with Dr. Kevin Howell to discuss the planning and upcoming NCGA Brown Bag Lunch. This will be the first time the External Affairs Committee has conducted an event of this nature. The External Affairs Committee is working closely with Dr. Kevin Howell in the selection process on whom from the NCGA to invite to campus. The External Affairs Committee plans to have the event April or May time frame.

Elections:

Donise Benton read the following report submitted by Maria Moreno.

Chair, Robert L. Davis went over data concerning number of staff

- Re-districting concerning number of senators (100 staff per senator)
- Wyona said that we combine the sub-districts into a single district or completely divide the sub-districts into a new district.

Overview of Tasks for Elections

30 day window for nominations

30 day window for elections

*NOTE: These windows are not listed in bylaws or procedures manual, therefore they have likely been used to make running of elections easier.

From bylaws - appointed senators have two year terms, but Robert wants to still run an election in such district(s) even if there is an existing appointed senator. Need to give those under-represented districts to vote for their own representation.

New chair needs to contact Nancy Welchel to help with setting up a nomination process - ASAP

Robert has offered to help with elections.

Moreno updated the timeline in the shared drive for Elections and will distribute flyer advertising upcoming SS elections to entire Elections Committee.

Vote for new Elections Committee Chair

Wyona will email Elections Committee TODAY with a description of the duties and expectations of the Chair. This will open a rapport and an opportunity for members of the committee to vote on the individual. Wyona will create a Google form ballot due by Tuesday.

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New Elections Committee Members

Judy Daniels represents CALS. Nicole Burgos and Peggy Elliott represent extension.

Meeting adjourned at 9:30 AM.

-Minutes taken by Maria Moreno, Vice Chair

Also to add to the report, from an email sent to the Elections Committee today:

I (Kristen) have added two spreadsheets into the shared Elections Committee folder (and attached) - Current Senator List 2014-2016 and Eligible Staff Constituent List.

The Current Senator List is comprised of the current Staff Senators by district, their rolling off date and then information regarding the senator and alternate allotments based upon the current number of constituents for each district. We received the original spreadsheet from Nancy, and I added the information regarding senator and alternate allotments.

The Eligible Staff Constituent List was received from HR, and is a VERY large spreadsheet. I had begun working on it during the time while we didn't have a committee chair. The spreadsheet is sorted by district with the number subtotaled for a constituent count in each district. You will find that some constituents have highlighted last hire/rehire dates- this means they are ineligible to be nominated for staff senate because they haven't met the length of employment requirement. There are some dates in February that are highlighted that shouldn't be. After we determine the date of the last day for nominations, then we can identify those with Feb. 2014 hire/rehire dates that are eligible for nominations.

Diversity:

Nothing to report.

Public Relations:

The Chair of the Committee was not present at meeting. John Starbuck gave a quick update on implementing a new way of communicating with MailChimp. He stated the committee will be meeting with Barbara Carroll and Corrinda Watkins to discuss implementation with the database. He also shared that the Staff Senate Guidebook has arrived.

Human Resources:

Angkana Bode submitted the following report.

1. Thanks to Chair Robert's immediate help, we are now a team of 6. Welcome Shanna Harwell and Zackery Dean to our group. We are lucky to have you.
2. The committee is working on arranging a free summer class program for our Staff. We aim to highlight and take advantage of the expanded benefit on free classes. We see it as a great opportunity for team building activities at no cost.

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3. As a Staff Senate Representative to the University Standing Committee on Extension, Engagement, and Economic Development, Angkana is part of the Task Force on "Achieving High-Impact Undergraduate Education". On 1/28/15, we made a presentation soliciting UCCC/CUE's help with approving existing and new Service Learning courses. I strongly suggest that Staff Senate and extension staff in all 100 counties consider this opportunity and become a strong partner in identifying the community partners who can benefit from this exciting effort.

Resources and Environment:

Chair David Kelly discussed the strong relationship with the University Sustainability Office and the Resources and Environment Committee. The following are a few upcoming events:

Lunge and Learn

Tuesday, Feb. 17, Noon - 12:45, Carmichael PlayZone

You can be fit even if you spend most of your workday sitting at a desk. Come learn ways to workout while you work with simple exercises from University Recreation.

Gardening Lunch N Learn

March 19, 2015

12:00- 1:00 P.M.

NC State Police Training Room

Presented by Dr. Jeana Myers, Extension Agent, Agriculture-Horticulture, Wake County Center
Get tips from an expert on how to start your very own garden, large or small. No large space is needed to start growing healthy food, relieving stress and appreciating the beauty of mother earth!

Human Resources Update, Associate Vice Chancellor of Human Resources:

Barbara Carroll reported William A. Fleming, Chief HR Officer has retired. Matt Brody from UNC-CH has been appointed.

Budget Report:

Corrinda Watkins reported a balance of \$2587.60.

* This does not include the Guide Book charge of \$625.00.

Black History Month Moment:

Poems regarding black history were read to the Staff Senate.

Old Senate Business and New Senate Business:

None noted.

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Adjournment:

The meeting was adjourned at 12:05 p.m.

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Assistant.