

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

Present: Kristen McWilliams, Patty Spears, Latoya Giles, Christine Epps, Jason Painter, Zackery Dean, Patti Woodbury, David Kelly, Rosalie Tisa, Kimberly Davis, Nicole Burgos, Ankana Bode, Matthew High, Charles Craig, Michael Ellison, Shanna Harwell, Brenda Asbury, Audrey Hendriks, James Jeuck, Shamsa Visone, Nikki Cofield, Carol Reilly, Antoinette Norton, Issac Lewis, Joy Smith, Judy Daniels, Erica Wisecup, Cathi Phillips Dunnagan, Anna Lamm, Melissa Simpson, Wyona Goodwin, Jim Stewart, Charles Cline, Thomas Karches, Kathryn Hair, Barbara Walker, Rachelle Robinson, Teresa Story, Donise Benton, Chris Terwilliger, Rachel Ensing, Jill Phipps, Beverly Beland, Kerri Rayburn, Cheryl Tripp, Corrina Watkins (ex-officio) Deb Luckadoo

Excused: Mirian Hines, Brandon Moore, Kathy Dick, Wall Crumpler, Kim Paylor, Todd Becker, John Starbuck, Lee Ann Clark, Maria Moreno, Tenille Naumann, Peggy Elliott

Absent: Amanda Padbury, Anthony Brown, Kendall Hageman

Call to Order: Robert L. Davis called the 8th meeting of the 20th session to order.

Tracy Dixon, Director of NC State University Sustainability Office expressed gratitude for her invitation to speak. She began her presentation talking about the partnership between the Staff Senate and the Sustainability Office.

Tracy shared information on Change Your State, which is a Sustainability at NC State initiative. Change Your State shows you how simple, everyday actions make a big difference in few of the following areas:

- travel smarter
- eat green
- save energy
- waste less
- work on wellness
- wise up about water
- protect the planet and build community

You can sign up for emails at: <http://sustainability.ncsu.edu/changeyourstate/email-signup/>

And attend events at: <http://sustainability.ncsu.edu/changeyourstate/events/>

A snapshot of the 2013-2014 Sustainability actions are:

- 6 LEED buildings
- Water use down 46% since 2002
- Energy use down 29% since 2001
- 46% of waste recycled or composted
- 27% of dining hall food is local
- 13.5% decrease in greenhouse gas emissions since 2008
- 11 solar energy projects

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- 2.9 million Wolfline passenger boardings
- Named one of Greenest Colleges by Princeton Review

Events for Earth Month can be viewed at: <http://sustainability.ncsu.edu/changeyourstate/earth-day/>

Dr. Ashley Simons-Rudolph, Director of NC State University Women's Center expressed gratitude for her invitation to speak. The NC State Women's Center is a catalyst and resource that advances gender equity and social justice through education, advocacy, and leadership for the campus community. The following are highlights from her presentation.

Key Programs:

- Alternative Service Break Greensboro/Atlanta (Fall) & Guatemala (Spring)
- Read to L.E.A.D.: Literacy and Social Justice Youth Development
- Women of Welch Living and Learning Village (W.O.W.)
- Academic courses
- Chancellor's First Year Leadership
- Take Back the Night
- Chocolate Festival

Special Events

- Domestic Violence Awareness Month (October)
- Breast Cancer Awareness Month (October)
- Stalking Awareness Month (January)
- Eating Disorders Awareness Week (February)
- Women's History Month (March)
- Sexual Assault Awareness Month (April)
- Equal Pay Day (April)

IPV Services

- Crisis advocacy
- Health and safety planning
- Academic advocacy
- Assistance with housing
- Referrals to campus and community resources
- Accompaniment to court and/or student conduct hearings
- Alliance for Sexual Assault Prevention (ASAP)
- Survivor Fund
- Survivor Support Space Training

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Research Efforts

- Campus Climate Survey related to IPV (Fall 2013)
- Goal of 100% Program Evaluation
- Volunteer Data Collection
- Gender Issues-Academic Journal Housed in Women's Center
- White Paper Initiative-OIED
- GERLS

Special Interests

- Lactation and Toddler-Friendly Room
- Staff Yoga
- Resource and catalyst

How you can help

- Attend a program or event
- Encourage students to join us
- Connect with us (Facebook, Twitter, Instagram, Guidebook, WC blog, Diversity Digest)
- Volunteer
- Post fliers/bathroom stickers
- Pick up our e bulletin boards
- Be a Read to L.E.A.D. partner/site
- Write a white paper
- Encourage CFYSL applications
- Donate money or stuff for Silent Auction

For more information: <http://oied.ncsu.edu/Womens-Center/about-us/staff/>

Ms. Katherine Hilliard, Statewide Wellness Coordinator expressed gratitude for her invitation to speak. Ms. Hilliard reported on the worksite wellness policy. It provides the foundation for state entities to develop activities and modify work environments and policies to support the health and well-being of state employees. In addition to the benefits for employees, positive benefits are likely to accrue to families of employees, resulting in better health for families and the community.

Mission and Vision is in alignment with these core Wellness Elements:

- Cessation of the use of tobacco
- Optimal nutrition and physical activity
- Increase skill sets related to resiliency and healthy coping strategies
- Wise use of healthcare and benefit resources

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Why is Health and Wellness So Important:

1. 70% to 80% of All chronic disease conditions such as heart disease, Type II diabetes, and some cancers are the result of behavior and lifestyle...primarily the Big 3: Tobacco Use, Poor Nutrition and Inactivity.
2. Each of us can improve some aspect of our health related behaviors to become our personal best. Whether it be eating better or practicing better portion control or being more active or just taking better care of ourselves in general. Everyone has something that they can strive to improve on a daily basis.
3. The Office of State Human Resources covers an employee community of just over 95,000 employees, approximately 59% of us are between 40 and 59 years old with a mean age of 44.9. Our bodies change as we get older and our risk for chronic disease increases especially if we do not take good care of ourselves on a daily basis.

Ms. Hilliard shared information on Miles for Wellness Challenge called “Walking on the WildSide A Zoo Trail”. It is a virtual team-based walking initiative by and for state employees of North Carolina. For more information about the program, please go to:

<http://www.oshr.nc.gov/Support/Wellness/milesforwellness.htm>

Ms. Hilliard reported on Eat Smart, Move More, Weigh Less. The program focuses on lifestyle habits that help you achieve a healthy weight. Visit: <http://www.eatsmartmovemorenc.com/>

Ms. Hilliard reported that heart disease is the number one killer of women. She asked for senators to join the Council on March 31st at It's Go Red event and learn how to live a heart healthy life. To register: <http://www.councilforwomen.nc.gov/registration.aspx>

For more information on wellness events visit:

<http://www.oshr.nc.gov/Support/Wellness/events.htm>

Roll Call: Nancy Phillips

Approval of February 4, 2015 Staff Senate minutes:

Minutes were approved as written.

Budget Report, Corrinna Watkins, Advisor:

Corrinna reported a balance of \$1,767.00.

Chair's Report

The Chair participated in several endeavors between February 4 and March 4. The highlights, dates and some details follow:

- 2-4 The chair recognized Dean Daniel Solomon with a Certificate of Achievement from the North Carolina State Staff Senate at the College of Science's Town Hall. The Science Town Hall featured a special presentation by a staff member regarding her research. The

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Staff Senators were introduced along with members of the new Science Staff Forum. Staff were later allowed to ask questions of the Dean.

- 2-5 Dean Braden and the College of Humanities and Social Sciences sponsored their first Town Hall event in the Caldwell Lounge. At the well-attended event the Dean was presented with gifts on behalf of the North Carolina State Staff Senate. Dean Braden welcome everyone and answered questions that staff members asked.
- 2-9 The chair and the chair-elect worked as facilitators at the Diversity Dialogue.
- 2-11 The chair participated in the first Earth Month meeting
- 2-23 Lunch meeting with the chair of the Resources and Environment committee and two other committee members to discuss the Staff Senate's role in Earth Month, 2015.
- 2-15 The chair and the chair-elected attended the Confucius Institute's Chinese New Year celebration. The event included colorful costumes, Chinese food and music. The event was hosted by Staff Senator Anna Lamm.
- 2-20 Earth Month update meeting, the Staff Senate chair was named chair of Earth Month.
- 2-23-24 The Chair and Chair-elect attended the UNC Staff Assembly Winter meeting in Winston Salem, NC. The first session was at the UNC School of the Arts. The assembly heard talks by Faculty Assembly chair, Steve Leonard and had an HR update from Matthew Brody, VP Human Resources at UNCGA. The group later toured the campus and were served dinner. At the second session, the assembly had a special presentation exploring the experience of veterans on the 16 campuses. The session closed with a discussion of the UNC Assembly Golf Tournament coming up on April,7 at East Carolina University.
- 3-3 The chair attended the Staff Diversity Board meeting.

Chair-Elect:

The Staff Senate 20th Anniversary plans are moving along. The Chair-Elect has invited several dignitaries to attend and awaiting on a few responses. This event is by invite only. To be held on Monday, May 18th.

Vice Chair's Report:

Submitted by Christine Epps

We had a concern sent in about using the conference rooms in the Hunt Library. The constituent stated that the Hunt Library only allows for a 2 hour reservations and sometimes he needs to have the room for an entire day.

I checked with the Hunt Library and it turns out that you can reserve a room up to two times in a consecutive period if the room is available for a four hour time limit. If a room is needed for a full day then you can contact the library directly and they will try to accommodate those time needs if there is availability. They used to let people reserve four hour blocks but too many people were making 4 hour reservation and using the room for only an hour resulting in underutilized rooms.

This constituent also raised concern over not being able to use the Faculty area in the Library and we have relayed this concern as well.

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Committee Reports:

Human Resources:

Submitted by Angkana Bode, Chair

1. James Jeuck is organizing 2 arboretum tours this spring.
2. Shann Harwell is exploring a possible engaging event for Staff at Art Center.
3. James Jeuck and Zackery Dean are teaming up to take advantage of the open opportunity for staff to take a leadership role in implementing "Service Learning and Civic Engagement Courses at NCSU."
4. Latoya Giles continues to promote the scheduled webinars. More Lunch N Learn sessions will be scheduled and released.

Elections:

Submitted by Donise Benton, Chair

Summary of Tasks for Elections

Chair thanked all who were present and giving of their time. Chair also provided an update for the electronic ballots and the new time line.

- Electronic ballots will go out on Friday, February 13th as scheduled and all ballot nominations are closed on Friday, February 27th.
- Chair announced follow-up email will go out on February 20th.
- Chair provided instruction regarding paper ballots. Labels are in order of district numbers. Each committee member received 5-6 labels and letters to fold until task is completed.
- Chair explained that after the close, she will request committee who are available to gather so we can review nominations and count eligible ballots, accordingly. Date to be determined. Final review is due from OIRP by March 3rd. Received. Over 300 electronic nominations.

Folding of Nomination Ballots

After Donise Benton's summary, the assembled committee members folded and labeled 820 nominations ballots for district 10B. Nicole Burgos agreed to hand deliver 300 ballots to her district and Nancy Phillips took the remainder 530 nomination ballots and put them in the outgoing mail for delivery.

Chair thanked Wyona and Nancy for their assistance.

External Affairs:

Submitted by Antoinette Norton, Chair

- External Affairs Committee had a meeting Dr. Kevin Howell and he gave his approval and support for the Staff Senate NCGA luncheon.
- Dr. Howell suggested that we should hold the first event on smaller scale (holding in the chambers was an option) and we would invite attendees via online (RSVP). Originally we had anticipated opening the invitation up to the whole campus community.

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- At this time we will allow the Deans from each college to select individuals attend the event (due to space and limited seating).
- Kevin Howell gave EA names of individuals from NCGA that would be good guest speakers for this event. Rep Rosa Gill was one of names he mentioned. The EA committee will review the NCGA members and Dr. Howell will contact each member to extend the invitation for this event.
- External Affairs Committee is in the beginning stage of organizing a NCGA planning committee to help with the Logistic for this event. Chairman Davis and Rachelle Robinson was asked to be a part of the event planning committee.
- We will work on the proposal to submit to the Staff Senate for funding.

Governance:

Submitted by Jason Painter, Chair:

As a committee, a motion was made and unanimously accepted to move forward on the procedure manual as follows:

1. Complete a final review of the first half (17 pages) of the Procedures Manual by our next governance committee meeting (first Wed. in April). We will then have Barb Carroll complete her review of this section prior to submitting to the Exec. Committee and the full senate.
2. The second half of the procedures manual will be revised during the months of April and May. This will require input from Staff Senate Officers and from each committee. We will send an email to the Chair, Chair-elect, Vice Chair, Parliamentarian, Secretary and Parliamentarian to review the current descriptions of their duties and the duties of the executive committee and send back to the governance committee any suggested revisions. We will also send each committee the current description of their committees to review and send any suggested revisions back to our committee. We also need the election committee to review sections specific to them in the procedures manual to make sure it reflects the process they use in elections.
3. We are asking that all suggested revisions by Friday, May 1st so that we can discuss these revisions in our May committee meeting.
4. We hope to finalize the second half of the procedure manual by our June committee meeting.

Public Relations:

Submitted by Cathi Phillips Dunnagan, Chair

- Personal thanks for everyone's kind thoughts and support for my sister. Great news! She is cancer free! :)
- Facebook - Shamsa Viscone is our new editor
- Newsletter - Carol Reilly, editor
- MailChimp, Website - John Starbuck, administrator
- Encouragement and Support - Janice Coats, Chris Terwilliger

Please share your events and stories!

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Resources and Environment:

David Kelly shared the following updates:

Gardening Lunch and Learn:

March 19, 2015

March 31, 2015

Home Lawn Lunch and Learn

Thursday, April 2, 2015

Session 1: 11:00 am - 12:00 pm

Session 2: 12:00 pm to 1:00 pm

Lunge and Learn

Tuesday, April 7th, 2015

Ad Hoc Reports:

Hand and Feet:

Donise Benton submitted the following report:

On February 7, 2015, the Hands and Feet Committee partnered with SEANC for the Adopt-A-Highway Program, sponsored by the NC Department of Transportation. We, the Hands and Feet Committee, volunteered our time, using our hands and feet by assisting in picking up litter along a 3.74 mile stretch of Avent Ferry Rd to Tryon Rd. We were required to wear orange safety vest and gloves, which were provided by the department, to ensure our safety. All participants were divided by two as we sectioned off the assigned area of clean up. We began at 9 am and was completed by 11 am. The Hands and Feet committee is committed to helping the committee by using our hands and our feet, and making a difference.

Old Senate Business:

None

New Senate Business:

Jim Stewart – Review of Ombuds proposal

Adjournment:

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

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Assistant