

**General Meeting Minutes**

August 2, 2017

Talley Student Union, Governance Chamber

**Present:** Kelly Vogel, Charles Jones, Karin Sandler, Ashley Schwed, Breanna Collins, David Hawley, Kimberly Zugay, Ashley Dockery, David Herpy, Sabra Stipe, Katherine Brownlee, Beth Rosen, Dannica Wall-Prestage, Nikki Cofield, Steve Bader, Richard Corley, Amanda Petty, Carissa Burroughs, Helen DiPietro, Shawnda Hill, Wendy Silver, Richard Sapienza, Joe Sutton, Janice Sitzes, Nikki Harris, Alan Porch, Dana Ripperton, Jan Gaines, Lena Smith, Stefanie LaJuett, Yolanda Sanders, Connor Brady, Ben Strunk, Misty Dothage, Melissa Cardez, Angela Nicholson, Emanuel Guzman, Monique Merriweather-Yarborough, Paul Feucht, Shanna Harwell, Rodney Holmes, Lib McGowan, Allen Thompson, Adam Bensley, Ranjani Rajagopalan, Randy Davis, Pat Gaddy, Tiffany Viator, Cathi Phillips Dunnagan, Tenille Naumann, Angkana Bode, AVC Williams, Keila Valentin

**Excused:** Sevante' Bishop, Holly Sullenger, Miriam Hines, LaTonya Scott, James Draper, Carol Haywood, Jessica Griffin, Jason Painter, Katie Bennet, Mindi James, Dusty Fletcher, David Kelly, Juan Robson, Rhonda Greene

**Cathi Phillips Dunnagan, Chair of the Staff Senate**

- Welcomed Senators and called the August Staff Senate General meeting to order

**Approval of July 19, 2017 minutes, Tenille Naumann, Parliamentarian**

- Minutes were approved as written

**Human Resources Update**

Marie Williams Associate Vice Chancellor for Human Resources

- AVC Williams reported on SHRA Legislative Increase.
  - <https://budget.ncsu.edu/budgetcentral/documents/2017SHRALegIncrease.pdf>
- AVC Williams reported on the Special Provision of the Current Operations Appropriations Act of 2017.
  - <https://budget.ncsu.edu/budgetcentral/documents/2017ReportConsultBOG.pdf>
  - Guidance from UNC General Administration is expected by the end of the month on the EHRA Annual Raise Process and Special Annual Leave Bonus.
- AVC Williams reported on WolfTime Resources which can be found:
  - Website: <https://hr.ncsu.edu/wolftime/>
  - E-mail: [wolftime-ncsu@ncsu.edu](mailto:wolftime-ncsu@ncsu.edu)
  - Webinars: held every two weeks, the next one is August 10th at 10am and the webinar info can also be found on the website under Resources.

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- AVC Williams shared that Roy Baroff, Staff Ombuds will be presenting to Senators sometime this Fall.

**Committee Reports:****Governance/Elections**

Hellen DiPietro, Chair of Governance/Elections

- Committee members prepared their committee charter.

**Resources & Environment**

Janice Sitzes Chair of Resources & Environment

- The group turned their attention towards completing the committee charter. Beth took notes, entered the information into the Google Doc provided by Staff Senate leadership, and subsequently shared the document with all committee members. Key elements of the committee charter:

Culture/Environment:

- Open to new ideas/suggestions
- Collaboration and cooperation
- Keep communication open

Motto:

Be Red, Think and Do Green

Expectations--Communication:

- Face-to-face meeting monthly, 9am first Wed of the month, prior to staff senate meeting
- Some additional meetings (as needed basis)
- Emails in between meetings
- Reply from all within 48 hours (2 business days)
- Google docs when edits or additions needed
- (outreach to other colleges - send email to committee members to help promote events within their college/department) and to staff senators to share as well

Expectations—Decision Making:

- Majority consensus at monthly meetings
- Agenda from chair at the beginning of each monthly meeting
- Meeting minutes circulated post-meeting (1 page max)

Expectations—Accountability:

- Volunteer basis
- Set number of unexcused absences - lose voting authority or decision-making capabilities
- Put "REPLY NEEDED" in bold/caps of the subject line of emails needing immediate reply and/or reply from all members

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**Recognition:**

- Sharing events
- Sending emails to staff senate president/chair to share senate and campus wide when possible.

**Visions and Plans for Upcoming Year:**

- Try to have one event per month
- Lunch and Learn re: environmental and resources-related issues that affect campus
- Bike events
- Partner with other groups on campus
- Outreach to other colleges
- There was a brief discussion about sponsoring an event at Campus Sustainability Week, taking place October 9-13, 2017. The Sustainability Office had contacted Janice to see if the committee was interested in getting involved. It was agreed that the committee should accept the offer and sponsor at least one event. After review of the events already slated, some suggestions were made for possible activities. Due to time limitations, it was decided to continue the discussion via group email.

**Public Relations**

Nikki Cofield, Chair of Public Relations

- This year the PR Committee will implement a new social media channel, Snapchat, as another way to keep constituents informed and engaged. As part of our charter, the PR Committee will also attempt to have at least one member of the PR Committee at each Staff Senate event to take photos and write articles to include in the Staff Senate Connection. We will also roll out the Staff Senate informational video that the previous year's PR Committee worked so hard and diligently on.

**External Affairs**

Ashley Schwed, Chair of External Affairs

- Committee members are currently working on their agenda for this year.

**Human Resources**

Yolanda Sanders, Chair of Human Resources

**Topics of Discussion:**

- Review Bylaws & HR Committee Charge

**Updates on Old Business**

Community Projects

- Bountiful Harvest Food Drive October 1- October 31
- Toys for Tots (TBD)

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- Coat Drive (TBD)

**Collaboration with various units across campus to help facilitate more exposure with Lunch and Learn Sessions**

- Benefits-Point of contact Monique Merriweather-Yarborough
- Campus Bookstore- Point of contact Isaac Pomper and Christopher Walsh
- Learning Organizational Development-Point of contact Makeba Jackson
- University Recreation (Wellness Program)-Point of contact Shannon DuPree

**New Business**

- Kimberly Zugay Paid Parental Leave Recommendation
- Wolfpack Wellness Power Lunch Series, Sponsored by University Recreation, Staff Senate, & NC State Dining

**Computer Loan Program**

Joe Sutton, Chair of Computer Loan

- The Computer Loan Program, discussed the program with a few of the team members present. We briefly talked about future support of the program with getting computers ready for the clients and managing the clients. This is a new team this year so we are working on getting everyone up to speed.

**Diversity**

Sabra Stipe, Chair of Diversity

- Planning our 2nd Annual "*Dancing Around the World*" event for employees and students as well as a "Diversity Fair and Open Discussion" for employees primarily staff.

**Chair's Report**

Cathi Phillips Dunnagan Chair of Staff Senate

- Staff Senate Retreat - July 19 – AWESOME!  
**Communicating! Collaborating! Connecting!**  
Truly appreciate everyone's participation and energetic commitment to Staff Senate!
- UNC Staff Assembly - July 31-August 1  
UNC Charlotte hosted our meeting and provided campus tours  
Chancellor and Mrs. Dubois welcomed everyone during a reception at the chancellor's residence
- Packapalooza - Saturday, August 19, <https://packapalooza.ncsu.edu/>  
Allen Thompson is in charge of our Staff Senate Booth - Please volunteer!  
Volunteer for the full event, too!

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- Special thanks to Felicia Mangum and the NC State Women's Basketball for contributing eight (8) complimentary tickets to women's basketball games!

**Committee Breakout Session**

Stephanie Davis, Senior Organizational Development Consultant

- Follow-up on Committee Charters
- Senators worked with their committee members to complete their charters.

**Adjourn:** 12:00PM

Respectfully submitted by Nancy Phillips Staff Senate Administrative Assistant