

Staff Senate

General Meeting Minutes

Wednesday, August 5, 2015

Talley Student Union, Governance Chamber

Present: Miriam Hines, Melanie Clark, Latoya Giles, Katherine Elliot, Yolanda Sanders, Zackery Dean, Patti Woodbury, John Starbuck, Brenda Blackman, Nikki Cofield, Jean Lembke, Abe Jones, Jason Joyner, Matthew High, Michael Ellison, Mark Michaelson, Shanna Harwell, Sharon Herring, Tenille Naumann, Joseph Whitehead, Molly Bradshaw, Antoinette Norton, Issac Lewis, Krystal Chojnacki, Wendy Koch, Angela Hallman, David Hawley, Anna Lamm, Sara Seltzer, Sharmeen Williams-Nokes, Charles Cline, Jill Phipps, Kathryn Hair, Barbara Walker, Rachelle Robinson, Jenelle Wass, Teresa Story, Donise Benton, Ainess Eatmon, Pat Gaddy, Beverly Beland, Cheryl Trip

Excused: Wyona Goodwin, Jim Stewart, Mindi James, Audrey Hendriks, Maria Moreno, Jason Painter, Todd Becker, Kimberly Davis, Angkana Bode, Charles Craig, David Kelly, Cathi Phillips Dunnagan, Jasmine Omorogbe, Eloise Chisolm-Ubani

Call to Order: John Starbuck, Vice Chair

Roll Call: Nancy Phillips, Staff Senate Admin.

Approval of the Minutes for June 3, 2015, July 8, 2015

The June 3rd and July 8th minutes were approved as written

Administrative Updates:

None

Committee Reports:

Diversity:

Submitted by Tenille Naumann, Chair

- Tenille Naumann, is rolling off Staff Senate due to an employment and district change effective August 2015.
- Charles Craig is now the new Chair of the Diversity Committee
- The Diversity Committee plans to partner with other organizations for Diversity Week during the month of October.

External Affairs:

Submitted by Kathryn Hair, Chair

- The External Affairs committee met in July to discuss the possibility of a "Box Lunch" with several NCGA members and the Staff Senate.
- The committee plans to poll staff regarding any possible staff concerns to share with the Legislatures.

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Computer Loan Committee

Submitted by Jill Phipps, Chair

- Team members discussed the Staff Senate Computer Loan Program and received an assigned task of responsibility per individual.
- Standard Operating Procedure for program will be updated.
- We have three program volunteers that were former Senators that are willing to help with this program. They are Joy Smith, Jeff Sutton and Tom Karches.
- Currently we are working with Susan West, Director for
 - OIT/Technology Support Services for support to assist with getting additional lap top computers for our program in addition to reloading them and getting them ready to go back out, etc.

Human Resources:

Submitted by Wendy Koch, Chair

- Branding for HR Committee
 - “brought to you by the Staff Senate HR Committee”
 - Monthly themes
 - Utilize campus monitors to advertise
- IES Collaborations
 - Contacting Dr Fiona Baxter regarding
- Computer lounge area in departments for facilities personnel who have no computer access
 - Liaison Needed in Dept to support
 - Sign up for time slots to use
 - Possible usage time before and after work hours
 - Create basic manual for computer usage
 - In several languages spoken on campus ○ Connect with Deb Luckadoo regarding EEO opportunities to support this idea
- ESL classes offered free or at a discount to staff
- Suggestion Boxes campus wide
- Well Being Survey
- Use of Campus TV Monitors to advertise
 - Must identify contact for this?
- Continue Craft Center Classes ○ Have Craft Center Handle Registration
- Earlier times offered for those staff that leave at noon
- Michelle Travenoska (name mentioned to help with this)
- Identify other venues for “after hour events”
 - Thomas Theatre
 - Raleigh Little Theatre

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- Network vendors in Extension areas to collaborate with
- WEBNRs Continued
- What is the best way to reach Extension Staff?
- Fundraising ideas
 - Wendy to find out what the fundraising policies are on campus.
- Walking to good health, donations per mile ○ Bowl-A-Thon
- Movies on the grass at Talley
- This could be a series with themes
 - Dance off
 - Masquerade Ball
 - Drop and shop
- Offering sitting during holidays, one day
- Volunteers and donations needed ○ Packaplooza booth asking for donations

Governance:

Submitted by Krystal Chojnacki

- The Governance committee are currently reviewing and getting familiar with the Procedures Manual and Bylaws. We will be working on necessary revisions, some of which were identified last year and hope to bring forth revisions in September.

Public Relations:

Submitted by Nikki Cofield, Chair

Present

- Updated the staff senate web site to reflect the change in senators under: Find my senator and committees
- Updated Upcoming Events and added Packaplooza ○ Minor update to the Computer Loan program page (verbiage) ○ Retreat photos were added to the Facebook page and will also be added to the staff senate web site
- Link added on the web site regarding the Chancellor Golf tournament
- April and May meeting minutes were posted ○ Information about the Food Drive was also posted: under Events

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- The committee will create an image for a stand up banner ○ Expand SM outreach to include Instagram, Pinterest, LinkedIn group page)
- Edit communication procedure manual and create a user guide for the web site and Mail Chimp
- Exploring ways to video tape the Lunch and Learn sessions and post to our web site or a social media platform
- Will focus on town hall meetings

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Resources & Environment:

Submitted by Mark Michaelson

- We are exploring partnership opportunities between our committee and the Sustainability Office with their "Change Your State" program.
- The Sustainability Office also has an "NC State Stewards" student program, in which student leaders are trained as "sustainability ambassadors" to promote sustainable practices among their peers. Our committee has proposed the possibility of creating a similar/partner program for Staff.
- We are currently preparing for the "Alternative Vehicle Showcase" on October 14th on the Brickyard. (*rain date: 10/21*)
- We have begun discussing plans for possible events/activities for Earth Day / Earth Month next April, including organizing a walk on the greenway trails.
- We are also developing a series of monthly/bi-monthly "lunch and learn"-type events.

Elections:

Submitted by Donise Benton, Chair

- The Elections Committee is working on re-districting the current districts so that it matches the data received from HR.
- The committee is reviewing the current elections process to insure the process to becomes more streamlined and for more accuracy.
- The committee is currently reviewing the procedures manual and other documents and will make revision as needed.

Guest Speaker: Mr. Charles Leffler, VC Finance and Administration Mr. Charles Leffler reported on budget and legislative updates. The presentation can be viewed at: <http://staffsenate.ncsu.edu/files/2015/08/080515-BudgetLegUpdateStaffSenate-Final.pptx>

Remarks:

Charles Cline shared information on the following links.

NC State Office 365 info page: <http://go.ncsu.edu/getoffice365>

Antivirus info page:

<http://oit.ncsu.edu/antivirus>**Committee Breakout Groups:**

Vice Chair John Starbuck announced that the Staff Senate meeting was adjourned and to proceed to meet with your committee group.

Respectfully submitted by Nancy Phillips, Administrative Assistant

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