

NC STATE Staff Senate

General Meeting Minutes

Wednesday, December 2, 2015

Talley Student Union, Governance Chamber

Present: Miriam Hines, Mindi James, Latoya Giles, Maria Moreno, Jason Painter, Yolanda Sanders, Zackery Dean, Patti Woodbury, Todd Becker, Kimberly Davis, Nikki Cofield, Jean Lembke, Angkana Bode, Matthew High, Charles Craig, Michael Ellison, Mark Michaelson, Shanna Harwell, Sharon Herring, Pauline Ellefson, Molly Bradshaw, Krystal Chojnacki, Wendy Koch, Angela Hallman, David Hawley, Cathi Phillips Dunnagan, Sara Seltzer, Sharmeen Williams-Nokes, David Kelly, Jill Phipps, Kathryn Hair, Barbara Walker, Jenelle Wass, Teresa Story, Rachelle Robinson, Donise Benton, Pat Gaddy, Cheryl Tripp, Wyona Goodwin, John Starbuck, Robert Davis, Corrinna Watkins, Kathy Lambert

Excused: Melanie Clark, Audrey Hendriks, Katherine Elliot, Brenda Blackman, Issac Lewis, Anna Lamm, Charles Cline, Beverly Beland

Absent: Joseph Whitehead

Call to Order:

Chair, Wyona Goodwin called the meeting to order at 10:00 a.m.

Approval of Staff Senate Minutes November 4, 2015

Minutes were approved.

Chair's Report: Wyona Goodwin

During the month of November, I attended the Chancellor's Liaison committee, the student body government has been focusing on diversity and racial tensions on college campuses as well as mental health awareness.

I attended the BOT meeting on Nov. 12th and 13th. I presented to the University Affairs Committee an update on Staff Senate issues, events and agenda items.

Staff Senate Initiatives:

- Our toy drive is underway and I thank sincerely all those that are helping to make this the biggest and best drive ever. We have had eight employee respondent requests for the toy drive. Please continue to encourage students and staff with young children to sign up.
- I am currently working with some graduate students to create a SS database which will be used to store our Senator contact information and to help with the elections process each year. The project is just about complete.

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- Sponsor a Shelf: Sponsor A Shelf selections for Spring 2016. Staff Senate has signed up to help. Our organization has chosen to sponsor one cereal and breakfast shelf. One shelf sponsorship means that your organization is expected to donate one bin of that shelf per month from January through April; more specifically, Staff Senate will be donating one bin of cereal & breakfast foods each month from January through April.

Chair-Elect's Report: Angkana Bode

Reported the Staff Senate is actively participating in the planning for the Chancellor's Cup Golf Tournament, scheduled for May 25, 2016 and the 2016 Packapalooza events.

Diversity: Charles Craig, Chair

Members Present: Deb Luckadoo, Charles Craig, Jean Lembke, Maria Moreno

- Broughton Basketball game scheduled for the end of January 2016
- Women's BB against Carolina at Broughton High 2:00PM
 - Get athletics to pay and provide vouchers for concessions, which will help the - - BHS booster club and provide food a lot easier.
 - Half-time entertainment for the kids ages 2nd-8th grade - learn to play basketball; two groups (2-5 and 6-8) at 6 minutes
 - Photos with Mr. & Mrs. Wuf
- Deb Luckadoo is retiring in JUNE!

Computer Loan: Jill Phipps, Chair

Members Present: Sharon Herring, Cathi Phillips Dunnagan, Joe Sutton, Jevon Smith

Excused: Patti Woodbury

- Welcome was extended to Staff Senator Cathi Phillips Dunnagan for her reassignment to this sub-committee and to Jevon Smith from the College of Agriculture and Life Sciences.
- Assignments of responsibility per committee member were issued
- Decision was made that we will only receive laptops or macbooks to the program because of the limited storage space that we have for our equipment at the OIT ComTech warehouse.
- Joe Sutton updated us on where we are with the OU. Windows 10 is set up.
- It was determined that we still have many staff that are not aware of The Computer Loan Program that is supported from the Staff Senate. We plan to begin having information posted on the E-Boards campus wide, and will request to have information posted about our program on our Staff Senate newsletter(s).

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- Cathi Phillips Dunnagan will update our website with valuable information for participants to see available training for staff development that is offered through OIT.
- Review of our record keeping and how to easily streamline the process of data will be evaluated by Cathi Phillips Dunnagan.
- Joe Sutton and Joy Smith have provided for years their willingness to be on this committee. Joe Sutton has been instrumental in seeing that the equipment is reloaded. These two were noted for all their hard work that they have done.

Public Relations: Nikki Cofield, Chair

The Public Relations Committee did not meet.

- The Chair updated the general body on the newsletter views.
- The latest newsletter had an open rate of 42% as of today's meeting.
- The Public Relations Chair reminded the general body that the Staff Senate YouTube channel has been created, but does not have content. Please forward videos to share via YouTube to Nikki Cofield, PR Committee Chair.
- The Staff Senate YouTube Channel can be found at www.youtube.com and search for "NC State Staff Senate" at NCSU Staff Senate.

Human Resources: Yolanda Sanders, Chair

Members Present: Wendy Koch, Teresa Story, Latoya Giles, Shanna Harwell, and Yolanda Sanders

Topics of Discussion:

- Lunch/Learn sessions
- Active Shooter
- Planting/Gardening
- Craft Center (possible evening session)
- Google Drive (Professional Development)
- Compass (Professional Development)

External Affairs:

Nothing new to report.

Elections Committee: Donise Benton, Chair

Attended: Donise, Pat, Todd, Cathi, Nancy, Jim, Angkana

- Plan: Governance and Elections will work together for Elections, Spring '16.
- Elections will carry out the elections;
- Governance will document elections procedure as we do it in Spring '16.

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- During December 2015, request HR rerun the numbers and get closer to the correct numbers for total Staff

Open Seats

- 26 Senators rolling off
- 8 vacant seats
- 4 of the 8 vacant seats are early departures, scheduled to end June 2017 with no Alternates in place, these are one year term seats.

Organizational Changes...

- Inform Senators who have been moved organizationally
- Confirm list independently with Corrinnda
- Have these Senators decide if they would like to run in their new Districts.

Announce Elections - January Staff Senate Meeting

- Inform Senators who are rolling off, so they can run again for their seats.

Discussion:

- When Senators leave with no Alternates in place...
- Consider having the District select a replacement Senator

PLAN

1. Write up Proposed Procedure/Plan to present at January Staff Senate Meeting
2. Run List and have ready for Executive Committee meeting in January 20, 2016
3. Determine which seats are open
 - a. 34 Open Seats (includes 8 Vacant Seats, 4 are a 1-year term seat)
 - b. 26 Continuing Seats

OPEN SEATS, Spring '16

- District 18 Senator / Alternate
- District 19 D, E, F, A (All Extension Senators are rolling off)
- District 4
- District 7
- District 8
- District 9

Elections Calendar

- Election Process Starts February 15, 2016
- Nominations Open
- Final File of Nominees sent to OIRP by February 29, 2016 [tentatively]
- Paper Ballots is a separate process
- Both Governance and Elections Committees will work together to do the Paper Ballots

Governance Committee: Jason Painter, Chair

- Discussed changes on OUC drop of numbers for staff
- Looking forward to working with Elections Committee

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- Making sure the process with procedures are executed to represent all who are eligible
- Proposed changes to bylaws will be discussed at the Executive Committee

Resources & Environment: David Kelley, Chair

Members Present: David Kelly, Matthew High, Mark Michaelson, Mindi James, and Angela Hallman.

- David Kelly (Chair), discussed the annual Night Walk with Staff Senate, University Police, Housing, Facilities, and Student Government that was held on 12/1/2015. The purpose of the event was to walk each area of campus and identify safety issues such as poor lighting, overgrown foliage, etc. There were approximately 49 people in attendance. A full report will be provided to the committee once completed by UPD and Facilities.
- The committee is beginning discussions with the Sustainability Office on the annual Earth Fair scheduled for April 2016. The first planning meeting with the Sustainability Office is scheduled for 2/29/16.
- The committee is looking at several events for 2016:
 1. Recycling 101
 2. Home Energy Efficiencies
- There were no issues of concerns received from constituents.

District Report's:

None noted.

Budget Report: Corrinna Watkins, Advisor

- Current operating budget \$2,391.18

Administrative Updates: Kathy Lambert, Interim Associate Vice Chancellor of HR
Kathy Lambert has been with NC State for over 35 years and has worked with six AVC's. Kathy reported that Charlie Leffler's position has been filled, and she will be meeting with Scott Douglass who has been named Vice Chancellor for Finance and Administration next week to discuss HR priorities. Kathy reported the \$750 salary award will be in the December's paycheck and noted the payroll deadline is Sunday, December 13th. Kathy expressed gratitude for her invitation to speak and can be reached at kplamber@ncsu.edu or avc-humanresources@ncsu.edu.

Award Recognitions:

Head of the Pack:

Matthew High – Food Drive

Michael Ellison – Diversity Committee

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Jean Lembke – Diversity Committee

Mark Michaelson – Resources & Environment Committee

Perfect Attendance Awards:

Pat Gaddy, Jill Phipps, Krystal Chojnacki, Mark Michaelson, Michael Ellison
Matthew High, Jean Lembke, Yolanda Sanders, Latoya Giles, David Hawley

*Raffle Drawing

Adjournment: 11:15 a.m.

*Lunch provided

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Assistant.