

NC State Staff Senate

Wednesday, December 5, 2018

Talley Student Union, Governance Chambers

Present: Kelly Vogel, Brenna Collins, Shawn Colvin, David Hawley, Mollie Khanna, Cathi Dunnagan, Janice Sitzes, Joyce Barron, Amy Parker, Sarah Searcy, Ken Roth, Michelle Healey, Sara Lane, Beth Rosen, Dannica Wall-Prestage, LaTonya Scott, James Draper, Becky Castello, BJ Okleshen, Cathy James, LaToya Lucy, Lisa Forrest, Richard Corley, Marsha Bailey Curtis, Helen DiPietro, Andrew White, Richard Sapienza, Joe Sutton, Joshua Green, John Grimes, Donise Benton, Melissa Jackson, Elizabeth Dyer, Alan Porch, Jason Painter, Stefanie LaJuett, Leigh Watkins, Kiresten Branch, Connor Brady, Bradford Hill, Brian Mathis, Ebony Peterson, Ben Strunk, Evelyn Buck, Cecilia Dorado, Joe Matise, Monique Merriweather-Yarborough, Brittany Bell, Adam Bensley, Faul Feucht, John Starbuck, Lib McGowan, Ranjani Rajagopalan, Randy Davis, Jaelyn Phelps, Annaka Sikkink, Chris Deaton, Pat Gaddy, Tiffany Viator, Jill Phipps, Rhonda Greene

Excused: Hayley Hardenbrook, Holly Sullenger, Tracy Brown, Katie Bennett, Mindi James, Yolanda Sanders, Angela Nicholson, Barbara Sutton, Emanuel Guzman, Anthony Fortune-Linton, Manley Cosper, Emily Gower

Absent: Ashley Dockery, Rasha Qudsieh, Daniel Colleran

Call to Order

- Chair, Dr. Jason Painter called the December 5th, meeting to order.

Approval of the November 7, 2018 Minutes, Connor Brady, Parliamentarian

- Connor Brady called for a motion to approve the November 7th minutes. A motion and second were made and the minutes were unanimously approved.

Chair's Report, Dr. Jason Painter

- Chancellor's Open House is this Friday, December 7th from 11:30 a.m. – 1:30 p.m.
- More than 40 staff members received Shout Outs. Chair Jason asked the PR committee to create a page on the website to recognize them by month. Nancy has sent an email to the recipients asking them if they would be available to accept their award either at the upcoming Wrestling game on December 16th or the Staff Appreciation Women's Basketball game on January 3rd.
- Chair Jason thanked the Governance committee, and gave special thanks to Pat Gaddy and Helen DiPietro for their help to finalize the bylaws draft. The draft has been sent to AVC Williams, and a meeting to discuss the bylaws is scheduled for December 18th. Chair Jason explained that because a motion to include temporary employees was made, a strikethrough had been implemented in the bylaws, which means the Staff Senate would represent temporary employees if approved, noting that the Staff Senate will have the

NC State Staff Senate

Wednesday, December 5, 2018

Talley Student Union, Governance Chambers

opportunity to comment on all the revisions/changes. The amendments will be sent to Senators two weeks prior to the senate floor, via email.

- Chair Jason, presented to the Board of Trustees and the Academic Affairs Committee. Chair Jason spoke about the work of the Staff Senate, and shared questions and concerns specifically:
 - Wage compression with the new ARP raise process
 - Hurricane Florence and adverse weather time reporting
 - Annual enrolment process - specifically it coming before the HDA enrollment making is difficult to compare options.
 - Special Bonus leave off setting provision
 - WolfTime
 - Parking and transportation
 - Staff increasing work load without increase in pay
- Standing Committees
 - Please submit feedback to Chair Jason if you are serving on a standing committee. These committee are here to serve a purpose and the Chair would like to make sure these committees are meeting.

Employee Experience & Relations, Andrew White & Brian Mathis

- Senators Brian Mathis and Andrew White presented the following Staff Advisory Council Models to the Staff Senate. Please send any feedback via email by December 12th.

Model One - Most Detailed

- Purpose. Advise the District Leadership on issues of concern of the staff. Staff includes those individuals who are considered stakeholders in the district and are employed by NC State. A primary communication link between staff and District Leadership, the Council shall consult with the Leadership on a wide range of matters of general interest to staff.
- The members of the council will consist of one Staff Senator, one individual from each of the divisions which report to the office of the District Leadership, one individual elected by and from the staff in the Leadership office, and one individual elected by the staff members of the District. This election shall be run by the Senior Staff Senator.
- The department representatives are to be elected by the departmental staff. All members must be benefits eligible (≥ 0.75 FTE) EHRA non-faculty or SHRA employees, and must have supervisor approval to be nominated. Find a way to ensure you have both SHRA and EHRA non-faculty members on the council. Graduate Students, Post-Docs, Undergraduates, and Faculty members are not eligible for membership.

NC State Staff Senate

Wednesday, December 5, 2018

Talley Student Union, Governance Chambers

- The Senior Staff Senator will serve as chair. In his/her absence, the Secretary, elected by the committee each year, shall preside at meetings. If the position of Secretary becomes vacant before the end of a term, the Council shall elect an Interim Secretary from among its members to fulfill the duties of secretary for the remainder of the term.
- The Secretary will record and distribute minutes of all meetings.
- All members other than the Senior Staff Senator shall serve a term of three years. Appointments are to be staggered so that for two consecutive years three members and then every third year two members complete their three-year terms and are replaced by new members whose terms commence on July 1. Members are not allowed to serve successive terms. If a member relinquishes his or her position before the three-year term expires, a replacement shall be appointed by their department or by the Senior Staff Senator if the member is from outside a department to serve the remainder of the unexpired term.
- The Council shall meet at least once each semester (fall and spring), but can meet more depending on the activities that need to be accomplished that year. Meetings may be called by the District Leadership or the Chair.
- The Council may establish *ad hoc* subcommittees whenever additional expertise or assistance is needed on specific issues.
- An annual report (not to exceed three pages) summarizing the committee's activities during the academic year is to be submitted to the District Leadership by May 31.

Model Two - Moderately Detailed

- Purpose. Advise the District Leadership on issues of concern of the staff. Staff includes those individuals who are considered stakeholders in the district and are employed by NC State. A primary communication link between staff and District Leadership, the Council shall consult with the Leadership on a wide range of matters of general interest to staff.
- The members of the council will consist of one Staff Senator, one individual from each of the divisions which report to the office of the District Leadership, and one individual elected by the staff members of the District. This election shall be run by the Senior Staff Senator.
- The department representatives are to be elected by the departmental staff. All must have supervisor approval to be nominated. Find a way to ensure you have both SHRA and EHRA non-faculty members on the council. Graduate Students, Post-Docs, Undergraduates, and Faculty members are not eligible for membership.
- The Senior Staff Senator will serve as chair unless another member is deemed chair by the committee or District Leadership. In his/her absence, the Secretary, elected by the committee each year, shall preside at meetings. If the position of Secretary becomes vacant before the end of a

NC State Staff Senate

Wednesday, December 5, 2018

Talley Student Union, Governance Chambers

term, the Council shall elect an Interim Secretary from among its members to fulfill the duties of secretary for the remainder of the term.

- The Secretary will record and distribute minutes of all meetings.
- All members other than the Senior Staff Senator shall serve a term, duration to be decided by the Council. Members are not allowed to serve successive terms. If a member relinquishes his or her position before the agreed upon term expires, a replacement shall be appointed to serve the remainder of the unexpired term.
- The Council shall meet at least once each semester (fall and spring), but can meet more depending on the activities that need to be accomplished that year. Meetings may be called by the District Leadership or the Chair.
- The Council may establish *ad hoc* subcommittees whenever additional expertise or assistance is needed on specific issues.
- An annual report (not to exceed three pages) summarizing the committee's activities during the academic year is to be submitted to the District Leadership by May 31.

Model Three - Least Detailed

- Purpose. Advise the District Leadership on issues of concern of the staff. Staff includes those individuals who are considered stakeholders in the district and are employed by NC State. A primary communication link between staff and District Leadership, the Council shall consult with the Leadership on a wide range of matters of general interest to staff.
- The members of the council will consist of members as decided by the District Leadership and the Council, but not less than one Staff Senator and one individual elected by the staff members of the District. This election shall be run by the Senior Staff Senator.
- The council membership would be at the discretion of the council and district leadership. All must have supervisor approval to be nominated. Find a way to ensure you have both SHRA and EHRA non-faculty members on the council.
- The Senior Staff Senator will serve as chair unless another member is deemed chair by the committee or District Leadership. In his/her absence, the Secretary, elected by the committee each year, shall preside at meetings. If the position of Secretary becomes vacant before the end of a term, the Council shall elect an Interim Secretary from among its members to fulfill the duties of secretary for the remainder of the term.
- The Secretary will record and distribute minutes of all meetings.
- All members other than the Senior Staff Senator shall serve a term, duration to be decided by the Council. Terms of the member will be decided by the Council and District Leadership. If a member relinquishes his or her position before the agreed upon term expires, a replacement shall be appointed to serve the remainder of the unexpired term.

NC State Staff Senate

Wednesday, December 5, 2018

Talley Student Union, Governance Chambers

- The Council shall meet at least once each semester (fall and spring), but can meet more depending on the activities that need to be accomplished that year. Meetings may be called by the District Leadership or the Chair.
- The Council may establish *ad hoc* subcommittees whenever additional expertise or assistance is needed on specific issues.
- An annual report (not to exceed three pages) summarizing the committee's activities during the academic year is to be submitted to the District Leadership by May 31.

Committee Reports

Governance, Pat Gaddy

- The Governance committee met with Jason, Chair of Staff Senate and Helen, Vice Chair to update bylaws changes and sent to AVC Marie Williams in preparation for the December meeting.
- Shanna Harwell met with the committee (via phone) and walked us through the Elections timeline. Gave clarification and answered questions from the Committee.
- Reviewed results from the Poll that ended December 1, 2018.

Human Resources, LaTonya Scott

- Warm the Pack Winter Coat Drive - Donations begin December 4, 2018 until January 4, 2019. Coats will be given on a first come first serve basis at the Brickyard on Wednesday January 9, 2019 from 1pm to 4pm.
- The committee is working to reschedule the Mental Health Awareness Lunch & Learn for some time in February.

Public Relations, Sara Lane

- **Social Media:**
 - We are routinely updating social media now (Facebook, LinkedIn, Twitter, Snapchat)
 - We'll be starting to update Instagram soon
- **Calendar:**
 - We are updating the calendar weekly
 - Anything you want posted on the calendar should be submitted through the publicity form
- **Constituent Email:**
 - Senators, please make sure you record in the spreadsheet when you send the email
- **Newsletter:**
 - We are still getting above 50% readership on each newsletter

NC State Staff Senate

Wednesday, December 5, 2018

Talley Student Union, Governance Chambers

- Nancy Phillips will take over creating the newsletter to improve consistency
- **Video/Billboards:**
 - We created a billboard/flyer for the winter coat drive
- **Staff Senate Shout-Outs:**
 - We received 39 shout-outs in response to promotion in the newsletter & constituent email
 - We created a certificate to present to staff members who get a shout-out
- **Website:**
 - We will be undertaking a modest website re-design in the spring semester
 - We will add a "Latest News" tab for current stories
 - We will add a Shout-out link on main page, which will list those who get a shout-out
 - We will be conduct training for the Executive Board on contributing stories to the website

External Affairs, Mollie Khanna

- The External Affairs committee discussed resuming communication with the External Affairs office through connecting with Debbie Robertson, Executive Assistant to Kevin Howell - Vice Chancellor for External Affairs, Partnerships and Economic Development. We are hopeful that she will come meet with the committee, so we can discuss how the two groups could work together to provide legislative messages to staff.
- External Affairs committee reviewed news items towards preparing our "What We're Watching" message, such as Voter ID legislation and its implications.

Resources & Environment, Beth Rosen

- Make Your Own Holiday Centerpiece was a huge success. The committee was delighted to report there were more than 150 participants. The committee presented centerpieces to AVC Williams, Chair Jason and Nancy Phillips. Free eggnog and other hot beverages were provided and much appreciated by all!

Diversity, Cecilia Dorado

- The Committee will have an interactive virtual meeting.
- Discussing the Coffee Chat Series:
 - Coffee Budget Proposal (Pending Approval)
 - Disability Panel is pending approval for Jan. 17th
 - Ideas for the next coffee chat

NC State Staff Senate

Wednesday, December 5, 2018

Talley Student Union, Governance Chambers

- Ex. Single Parents
- Spring Committee Meeting Dates Reminder

Computer Loan Program, Joe Sutton

- The Computer Loan Program received some All-in-one desktops to hopefully replace some of the older All-in-one desktops we already have issued. We will be working on getting them swapped out over the next few months. We have 3 requests and waiting on approval to issue out laptops.

Staff Advisory Council, Andrew White

- The following timeline was discussed and agreed upon:
 - Present draft models to Staff Senate at the General Assembly Meeting on Wednesday, December 5th and request feedback by Wednesday, December 12th.
 - Review, discuss, and implement feedback into the draft models so they may be presented to the Executive Board on December 13th.
 - Review, discuss, and implement feedback received by the Executive Board so the final models may be presented to the Staff Senate at the January General Assembly Meeting on January 9th.
- It was also discussed that this timeline may be further altered to allow time for central HR to review and provide feedback on the models.
- Annaka Sikkink stated that the AVC of her district has expressed interest in this endeavor and will provide feedback received from the AVC once it is received.

Announcement:

Brian Mathis announced that the wolf pack pickup just opened its program to the staff and faculty. More information: <https://wolfpackpickup.dasa.ncsu.edu/>

Old Business:

- Transportation Survey Concern (Senators will have the opportunity today to address those concerns when Dr. Bruce McDonald arrives).
- Adam Bensley shared an update on the facilities tragic death that occurred.
- The family would not like to go forward with anything as a remembrance at this time, and shared we will continue to respect the family wishes. A discussion on a possibility of having something written up in the Staff Senate Newsletter was discussed.
- Temporary Employee Staff Senate Representation – This will be discussed as soon as the bylaws have been reviewed by AVC Williams.
- Concerns with the Gate on Stinson Ave. have been addressed.

NC State Staff Senate

Wednesday, December 5, 2018

Talley Student Union, Governance Chambers

- Email sent to Chair Jason from Senator Andrew White regarding unsafe conditions reads as follows.
 - One of my constituents reached out to me regarding unsafe conditions on Stinson Avenue between Boney Drive and Current Drive. It was mentioned that the addition of speed bumps (similar to the one placed by the Information Center on Stinson Drive) would make this stretch of road safer. I am wondering if this is an issue that can be voted on by the Staff Senate or if this would be more appropriately posed directly to the Transportation Department. (Chair Jason has already forwarded this concern to Senator Cecilia for a response from a transportation supervisor).

Transportation Survey Update, Dr. Bruce McDonald, Associate Professor of Public Budgeting and Finance

- Dr. Bruce McDonald will be presenting the survey results conducted in October to Transportation this afternoon.
- The Survey was limited to options that Transportation can offer due to laws and regulations.
- Discussed concerns from constituents regarding no comment box in the survey and limited choices. Constituents would have liked to send feedback that was not captured in the questions. Constituents are concerned because they participated in the survey, the results will not allow a true information gathering.
- Staff Senate would like Dr. Bruce McDonald to relate the concerns heard today, and present those concerns to transportation. Noting that a second survey may be required for clarification since this survey may not be accurate, from the concerns we are hearing from constituents and from Senators.
- Senators requested to invite a Transportation representative to Share the data results to have a better understanding and the interpretation of the data.
- Investing if there is an active University Standing Committee in place for transportation that includes representation from staff, faculty and students.

New Business

Senator Rhonda Greene shared the following information on Commuter Benefits.

- P&A Group's [Commuter Benefits](#) and [FAQ](#) to see if this could be offered on campus, noting this would be a great financial benefit for NC State employees who commute to work.

NC State Staff Senate

Wednesday, December 5, 2018

Talley Student Union, Governance Chambers

Chair-Elect Janice Sitzes

- The Chancellors' Cup Golf Tournament will be held on May 15th 2019 at the Tobacco Road Golf Course, benefiting the Janet B. Roster staff scholarship fund. Janice shared a need for two co-hosts for this event. If anyone is interested, please let Janice know.
- Any new business, please send to Chair Jason, so it can be discussed at the Executive Board meeting and brought forward to the general Staff Senate meeting.

Adjourn:

- 12:07

Respectfully submitted by Nancy Phillips, Staff Senate Admin.