

General Meeting Minutes

December 6, 2017

Talley Student Union, Governance Chamber

Present: Stave Bader, Katie Bennett, Angkana Bode, Katherine Brownlee, Carissa Burroughs, Nikki Cofield, Breanna Collins, Richard Corley, Randy Davis, Helen DiPietro, Ashley Dockery, James Draper, Paul Feucht, Rhonda Greene, Shanna Harwell, David Herpy, Miriam Hines, Rodney Holmes, Stefanie LaJuett, Sara Lane, Lib McGowan, Monique Merriweather-Yarborough, Angela Nicholson, Jason Painter, Amanda Petty, Cathi Phillips Dunnagan, Alan Porch, Ranjani Rajagopalan, Beth Rosen, Yolanda Sanders, Karin Sandler, Richard Sapienza, Ashley Schwed, LaTonya Scott, Janice Sitzes, Sabra Stipe, Ben Strunk, Joe Sutton, Allen Thompson, Tiffany Viator, Kelly Vogel, AVC Marie Williams

Excused: Adam Bensley, Connor Brady, Melissa Cardez, Dusty Fletcher, Pat Gaddy, Jan Gaines, Jessica Griffin, Emanuel Guzman, David Hawley, Shawnda Hill, Mindi James, Charles Jones, David Kelly, Tenille Naumann, Dana Ripperton, Juan Robson, Wendy Silver, Lena Smith, Holly Sullenger, Dannica Wall-Prestage, Kimberly Zugay

Absent: Carol Haywood

Call to Order

- Cathi Phillips Dunnagan, Chair of the Staff Senate called the December 6th Staff Senate meeting to order.

Approval of the Staff Senate November 1st Minutes

- Chair-Elect Jason Painter called for a motion to approve the November 1st Staff Senate minutes. A motion by Allen Thompson and second from Paul Feucht were made and the minutes were unanimously approved.

Chair's Report, Cathi Phillips Dunnagan

- Town Hall Lunch with VC Scott Douglas - October 31
- NC State University Board of Trustees, presented Staff Senate report to the University Affairs Committee - November 16-17
- Staff Ombuds Pilot Update
 - Roy Baroff updated Senators on the status for a permanent Staff Ombuds. He stated he met with VC Scott Douglass and AVC Marie Williams.
- Build-A-Block - December 1
 - Vice Chair David Herpy reported on Build-A-Block Friday, December 1st. He shared that they will be working on future dates.
- Employee Appreciation Event Dec 12 – Booth
 - Allen Thompson asked for Volunteers and swag for the Employee Appreciation Event. Nancy Phillips will send out a link to all Senators, so they can sign up to volunteer.
- Women's Basketball Game Employee Appreciation Event
 - Nancy Phillips emailed Senators the Women's Basketball Game flyer for distribution to constituents.

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- Concern: Mobile communication device allowance for NC Cooperative Extension SHRA Staff
 - Cathi Phillips Dunnagan introduced Evelyn Stahling, Northeast District Administrative Associate.

Evelyn Stahling reported the following to the Staff Senate:

- Currently the Mobile Communication Device (MCD) allowance is only offered to EPA staff in our 101 county Extension offices. This is made available due to the frequent out of office job duties of our Extension agents and County Extension Directors. The EPA staff in these county centers that do not have a cell phone paid by their county government office, receive a \$40/mo stipend: \$20 for the phone and \$20 for data.
- Since the University the WolfTime time recording program, it is essential to use a mobile device when an employee is not able to clock in on their desktop. Many of our rural county offices, especially in my district, have recurrent connectivity issues. They must then find another Wi-Fi spot and clock into WolfTime with their cell phone. In addition, many of our Program Assistants work offsite and routinely clock in via their mobile device. Also, many administrative assistants use their personal cell phones to text their supervisors and staff.
- COSS staff have conveyed their displeasure in having to use their personal phone to accomplish a work task, without the courtesy of receiving an MCD allowance.
- This potentially impacts over 204 COSS staff across N.C. I would like to thank David Herpy for his support of examining this current policy hopefully to consider COSS and SHRA employees to be eligible for an MCD allowance.

Vice Chair David Herpy reported on the following to the Staff Senate:

Concern:

- N.C. Cooperative Extension has COSS (SHRA) support staff in 101 locations across N.C. With the implementation of Wolf Time, the use of a cell phone has become a necessity to clock in and out, especially since a lot of our staff work off-site. The high degree of server connectivity issues also necessitates them to often use their cell phones to record time. It is the general opinion of the Extension support staff that they be eligible to receive a mobile communication device allowance. The EHRA staff in these county centers that do not have a cell phone paid by their county government office, receive a \$40/month stipend: \$20 for the phone and \$20 for data.

After requesting further details and information from Evelyn, she provided the following additional information and attached documents:

- This could potentially affect 204+ County Operational Support Staff across N.C. An HR query I ran this morning shows 204 permanent employees and 11 Temp employees. The majority of the temp employees are in my district, the Northeast, and work offsite at an after-school program location. They do

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not have access to a desktop and routinely use their mobile devices. Even permanent staff have connectivity issues in some of the rural counties clocking in and have to routinely use their mobile phones.

The following is my [Vice Chair David Herpy] brief summary and action items from our Staff Senate meeting:

- Under the current MCD Allowance policy, it only applies to the following individuals:
 1. Executive officers of the university.
 2. EHRA employees who must be available 24/7 for emergencies.
 3. EHRA employees who are routinely in travel status and away from their office.
- I spoke with my supervisor, Dr. Mike Yoder (State 4-H & FCS Program Leader), who added this to the Extension Leadership Team (L4) meeting agenda on Monday afternoon. After discussion, Dr. Rich Bonanno (Associate Dean and Director of NC Cooperative Extension) requested additional information (provided above and attached by Evelyn) on numbers of SHRA employees this policy affects. Dr. Bonanno will move this forward for further discussion through our CALS chain of command.
- I also spoke with Kim Kelley in the Controller's Office who manages the MCD Allowance program. She stated that this policy was developed a few years ago and for it to be re-evaluated it will require a discussion among university administration, which will carry into the New Year.
- In closing, I am happy to work with the Controller's Office and university administration to have further discussion to consider re-evaluating the current policy to be revised to include SHRA employees.

Human Resources Updates**Associate Vice Chancellor for Human Resources Marie Williams**

- AVC Williams updated the Senators on the Staff Ombuds process. AVC Williams shared that VC Scott Douglass is very receptive to continue the Staff Ombuds, but further details are needed from Roy before any commitment can be made.
- AVC Williams reported that she will review the Staff Senate Resolution in Support of the Staff Ombuds.
- AVC Williams stated the SHRA to EHRA Professional IT transition will take place sometime in the Spring.
- AVC Williams reported that Joe Williams is working on the implementation of adverse weather on WolfTime.
- AVC Marie Williams reported on Management Essentials (Manager/Supervisory Training)
 - Senators provided feedback to AVC Williams.

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Committee Reports:**Human Resources, Yolanda Sanders***Old Business:*

- Completion of the Bountiful Harvest Food Drive and Toys for Tots. Both campus community projects were a success. Thanks to all who provided support through donating and volunteering their time.
- Finalizing Campus Coat Drive donation locations and date of distribution. More information forthcoming.

New Business:

- March For Madness Food Drive
 - All contributions will be donated to the Feed the Pack Food Pantry at NC State 1333 Broughton Hall; 3/1/2018-3/31/2018

Noted: CHASS has no representation. Allen Thompson volunteered to make sure their constituents are represented. Nancy Phillips will send the constituent list to Allen.

External Affairs, Ashley Schwed

Our committee meet with Sarah Stone and Dana Shillinglaw. We discussed the following:

- Legislative short session will start in May.
- The university is in the process of gathering priorities that will be sent to UNC General Administration for review.
- Legislative redistricting has not been confirmed.
- Free Speech Policy has not been voted on yet; voting should take place next week.
- Federal Tax Bill: currently House and Senate versions, the House version proposes taxing tuition waivers. This could greatly affect our graduate students.
- Sarah sees that civic engagement has increased and urges us to keep up the engagement.
- Things to look at in the short session–State Constitution changes:
 - Board of Education
 - Judges-Election vs. Appointments

Governance/Elections, Helen DiPietro

- By Laws are still under review by AVC Marie Williams. The elections process is beginning. Committee has requested Nancy Phillips to obtain a separate Staff Senate Elections email address. The committee will be developing a timeline for the 2018 elections. It will be ready for the January meeting.

Computer Loan Program, Joe Sutton

- Computer Loan Program are continuing to replace some of the older laptops.

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Resources and Environment, Janice Sitzes

- November 2 – Eco-Driving Lunch n Learn with Rick Sapienza. Rick stated that there were four participants; although a small group, participants seemed happy and Rick received good feedback.
- December 1 – Habitat for Humanity of Wake County. There were approximately one dozen participants, between Staff Senate and 4-H. 2018 spring build day will be on April 6 and the fall day will be sometime in October
- January 23 from 9:30 a.m.–12:30 p.m. – Soup Kitchen at Shepherd’s Table in Raleigh (Hillsborough Street). Eight people are needed to help with meal prep, service, and clean up.

Public Relations, Nikki Cofield

- The Public Relations Committee has created an outline for the Staff Senate video. In the coming months we are collecting photos, videos, and sound bites to include in our video. On January 10th, 2018 at 9:15 a.m., we ask that at least one person from each committee come to Talley, RM 3223 to participate in the video by providing sound bites on what it means to be a staff senator/why should others join the staff senate.
- The Public Relations committee will also try to get on the calendars of Chancellor Woodson and AVC Marie Williams to see if they are available to provide sound bites/video as well.
- The social media and newsletter numbers continue to rise and average open rates of 40-50%.

Diversity, Sabra Stipe

- Diversity Committee is continuing working on their main event, Dancing Around the World.
- Diversity Committee is also working with the 2018 Martin Luther King, Jr. Celebration team to host a lunch-and-learn during MLK, Jr. week on campus.
- The Committee will continue working toward our Lunch-and-Plays. We are trying to confirm the insurance liability and the like.

Adjourn: 11:30AM to attend the Chancellor’s Holiday Open House

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Assistant