

**General Meeting Minutes**

February 1, 2017

Talley Student Union, Governance Chamber

**Present:** Angkana Bode, Molly Bradshaw, Carissa Burroughs, Melissa Cardez, Krystal Chojnacki, Melanie Clark, Nikki Cofield, Richard Corley, Suzie Crews, Kim Davis, Helen DiPietro, James Draper, Paul Feught, Pat Gaddy, Jan Gaines, Jessica Griffin, Angela Hallman, Nikki Harris, Shanna Harwell, David Hawley, Carol Haywood, Sharon Herring, Matthew High, Shawnda Hill, Rodney Holmes, Mindi James, Charles Jones, David Kelly, Wendy Koch, Nancemarie Brandquist, Karen Lundin, Lisa McCain-Jackson, Lib McGowan, Mark Michaelson, Jason Painter, Amanda Petty, Cathi Phillips-Dunnagan, Jill Phipps, Lindsay Recchie, Yolanda Sanders, Karin Sandler, Richard Sapienza, Janice Sitzes, John Starbuck, Sabra Stipe, Joe Sutton, Allen Thompson, Sharmeen Williams-Nokes, Marie Williams, Corrinna Watkins

**Excused:** Susan Colby, Wyona Goodwin, David Herpy, Tenille Naumann, Ashley Schwed

**Absent:** David Blake, Katie Elliot, Jenelle Wass

**Approval of Minutes, David Kelly**

- Minutes were approved with a correction
  - Include Governance report with Elections

**Chair-Elect's Report, Cathi Phillips Dunnagan**

- Asked for volunteers for an Adhoc Committee to draft a letter regarding FLSA
- Packapalooza – in charge of volunteers

**Parliamentarian Report, Jill Phipps**

*Robert's Rule of order concern:*

- To adhere to the Robert's Rules of Order regarding our Staff Senate. If you (the Senator) or your constituents should have a concern, please remember to address these concerns at our General Staff Senate meeting, as well as, bringing to the attention of the Executive Committee.
- Please keep in mind that the Staff Senate is an advisory body to the Chancellor. The Chair of the Staff Senate is our official representative to the Chancellor, the University Council, and the board of Trustees, the Chancellor's Liaison Committee, the Faculty Senator, Student Senate and the UNC Staff Assembly.
- If you should have any questions, please feel free to email Jill Phipps at: [jjhipps@ncsu.edu](mailto:jjhipps@ncsu.edu)

**Chair, Angkana Bode**

- Presented a Staff Senate Build-A-Block team photo to AVC, Marie Williams

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

*HR Projects:*

- HR Strategic Plan
  - Team and all divisions are involved, setting the culture and the content in which HR operates on campus
- Performance Management Form
  - New process, roll out in March/April
  - Looking into training - possible an on-line training power point or a Town Hall Forum
- Timekeeping and Leave Absent Management System
  - Launch sometime in the summer (July)
  - Involves OIT & HR
  - Immense training in the Spring, training on FLSA timekeeping, educating the benefits of this system
- University Training initiative still in the pilot stage for Finance & Administration

**Roy Baroff, Staff Ombuds**

- The Staff Ombuds:
  - Listens to staff members and discusses issues off-the-record
  - Explores ways to manage and resolve problems
  - Provides issue and conflict management coaching
  - Explains and refers to other University resources
  - Shares issues with the University in a confidential manner
- Contact Information: Meeting times are flexible and by appointment only
  - 919-935-0922 Staff Ombuds Office
  - 919-542-2575 - Off Campus
  - Office location: 112 Cox Ave., Ste. 212, Raleigh, NC 27605
  - <https://facultyombuds.ncsu.edu/staff-ombuds-services/>

**Robinette Kelley, Associate Vice Provost for Institutional Equity and Diversity, Deputy Title IX Coordinator**

- Investigates complaints of sex discrimination brought by employees and students, including sexual harassment and sexual violence
- Provides education on preventing and addressing sex discrimination for employees and campus partners with Title IX responsibilities
- Collaborates with Office of General Counsel to ensure university policies and procedures are Title IX compliant
- <https://oied.ncsu.edu/safe/>

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**Chair's Report, Angkana Bode**

- On 1/25/17, Executive Board discussed FLSA and the update development at NC State and UNC Staff Assembly. Board members voted that Cathi, our Chair-Elect, leads an ad-hoc committee to develop a formal response and bring it to the Staff Senate for voting.
- Susan Colby has accepted a promotion at NC 4-H Development Fund, effective 2/1/17. She remains our appointed senator representing CNR until June 2017.

**Committee Reports**

**External Affairs, Ashley Schwed**

- Meeting set with Sarah Stone on 2/14/17
- Will be planning our Legislative Visit for March

*Items for Sarah*

- Retirement
- Health Insurance for Retirees
- What is on the University's priority list
- Allocation of funds among UNC colleges due to the tuition freeze and \$500 schools

**Elections, Shanna Harwell**

- Elections Committee is working with Governance and the Office of Institutional Research and Planning (OIRP) to start 2017-2019 nominations on February 13, 2017 and conclude general elections on April 19, 2017.

**Public Relations, Wendy Koch**

- PR committee is working on the video and we hope to have a final showing as of the April meeting.

**Computer Loan Program, Joe Sutton**

- Imaging the recent laptops donated
- We hope to get the clients who want Window PCs off the wait-list this month
- Still in need for Macs

**Human Resources, Yolanda Sanders**

*Old Business*

- 21 Day Challenge -finalized all activities and prizes

*New Business*

Lead person Jessica Griffin

- County Extension Community Projects/Business After Hours Event- will discuss various options at next meeting

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Lead person Lindsay Recchie

- Movie on the lawn end of March or beginning of April

**Resources & Environment, Mark Michaelson**

- No report

**Diversity, Sabra Stipe**

- Continue to work on the Dancing Around the World (to be held on Feb 16)

**Adjourn**

- 12:00pm

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Assistant