

**NC State Staff Senate**

Wednesday, February 6, 2019

Talley Student Union, Governance Chambers

**Present:** Kate Shirley, Kelly Vogel, Shawn Colvin, Hayley Hardenbrook, David Hawley, Mollie Khanna, Cathi Dunnagan, Janice Sitzes, Holly Sullenger, Joyce Barron, Amy Parker, Ken Roth, Michelle Healey, Sara Lane, Beth Rosen, LaTonya Scott, James Draper, Becky Castello, BJ Okleshen, Cathy James, LaToya Lucy, Richard Corley, Marsha Bailey Curtis, Tracy Brown, Helen DiPietro, Andrew White, Richard Sapienza, John Grimes, Melissa Jackson, Alan Porch, Jason Painter, Lynn Doby, Mindi James, Leigh Watkins, Kiresten Branch, Connor Brady, Brian Mathis, Ebony Peterson, Ben Strunk, Cecilia Dorado, Joe Matisse, Monique Merriweather-Yarborough, Angela Nicholson, Barbara Sutton, Emanuel Guzman, Brittany Bell, Adam Bensley, Paul Feucht, Anthony Fortune-Linton, Lib McGowan, Ranjani Rajagopalan, Chris Deaton, Pat Gaddy, Jill Phipps, Rhonda Greene

**Excused:** Emily Gower, Breanna Collins, Dannica Wall-Prestage, Rasha Qudsieh, Lisa Forrest, Joe Sutton, Joshua Green, Elizabeth Dyer, Stefanie LaJuett, Yolanda Sanders, Bradford Hill, Evelyn Buck, John Starbuck, Annaka Sikkink, Manley Cosper

**Absent:** Sarah Searcy, Ashley Dockery, Katie Bennett, Daniel Colleran, Jaelyn Phelps, Tiffany Viator

**Call to Order**

- Chair, Dr. Jason Painter called the February 6, 2019 meeting to order.

**Approval of the January 9, 2019 Minutes, Connor Brady, Parliamentarian**

- Connor Brady called for a motion to approve the January 9<sup>th</sup> minutes. A motion and second were made and the minutes were unanimously approved.

**Chair's Report, Dr. Jason Painter**

- 54 shout outs and counting. The Chair thanked John Starbuck for creating a shout out certificate, which is automatically sent to the recipient's email.
- Ebony Peterson created a Staff Senate door tag. The Chair asked Nancy Phillips to send the door tag template to all Senators.
- Chair-Elect Janice Sitzes is working with Justin Lisk (Athletics) for an upcoming faculty/staff appreciation softball game. [NC State Softball Faculty & Staff Appreciation Day](#) on March 1, 6p.m. Free admission for staff with valid ID. Purchase family tickets for \$3 each with promo code THINKANDDO at [gopack.com/promo](http://gopack.com/promo)
- NC State is a co-host for the upcoming UNC Systems Golf Tournament. This event helps support the Janet B. Royster Memorial Staff Scholarship <https://staffsenate.ncsu.edu/the-janet-b-royster-memorial-staff-scholarship-fund/>

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### Administrative Updates, Marie Williams, Associate Vice Chancellor for Human Resources

#### 2018 Leave Certification Process

- Employees are required to certify their leave balances on an annual basis in the university's time and attendance system. Instructions for annually certifying your leave balances in WolfTime can be viewed here: <https://hr.ncsu.edu/news/2019/01/2018-leave-certification-process/>

#### 2018 Special Bonus Leave

- On Jan. 22, 2019 the UNC System Office sent all system institutions a [Technical Correction from the North Carolina General Assembly](#) regarding 2018 Special Bonus Leave.

#### Important points to remember:

- This technical correction for Special Bonus Leave does not affect employee leave balances as of 12/31/2018 or the 2018 leave certification process. Therefore, employees can still complete their 2018 leave certification as scheduled.
- The WolfTime team is currently updating the system to put this change into action for the 2018 rollover.
- If this change affected your 2018 rollover balances there will be an adjustment made to your 2018 Special Bonus leave once the system update has been made.
- Current sick leave balances and annual leave balances are not affected by this technical correction.
- 2018 Special Bonus Leave is eligible to transfer to other state agencies.
- If you were directly affected by this change in the 2018/2019 rollover process you will receive a separate email confirming the amount of your adjustment.

#### Employee Tips

##### *These are suggestions only:*

- If you expect to end a calendar year with more than 240 hours of annual leave, we suggest that you not use 2018 Special Bonus Leave for that year. If you do not expect to exceed the 240-hour annual leave threshold at the end of a year, then using your 2018 SBL will not be affected by the SBL policy during that year.
- We suggest that you use 2018 SBL during the year of separation or retirement.
- If you have any questions about this change, please contact us at [wolftime-ncsu@ncsu.edu](mailto:wolftime-ncsu@ncsu.edu).

#### HR Professionals Conference

- HR Professionals Conference, February 28, 2019, keynote speaker: Fabiola Eyholzer, Co-Founder & CEO of Just Leading Solutions <https://lod.hr.ncsu.edu/hrconference/>

#### Questions/Concerns

AVC Williams addressed the following:

- Paid overtime vs. comp. time. AVC Williams shared they should know more information in March, and will give an update regarding enhancements on some potential options, when it becomes available.

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- Question raised if there is a University policy on notice leave. An email will be sent to AVC Williams for further review.
- Wage compression concerns. AVC Williams shared they are gathering information on potential impacts, which will be sent to the Systems Office to try to assess the true impact.

**Catherine Reeve, Transportation Director**

- The Coliseum Deck on central campus will need to be dismantled by 2023. There will also be greater parking demand on Centennial Campus due to new buildings and planned developments. Transportation is working to develop solutions to address these challenges.
- Transportation is making the following changes around campus:
  - upgrading LED lighting in parking lots
  - expanding License Plate Recognition (LPR) technology to the Dan Allen and MRC decks
  - converting RE spaces on Cates Avenue and Jensen Drive to C parking
  - designating a new Dan Allen deck permit, similar to the current Coliseum Deck permit
  - implementing an e-citation process
- Presentation to Staff Senate can be view here:[https://drive.google.com/file/d/1ZESiag\\_yq3EeMGp0uQ5-Js6sebKwFCTh/view?usp=sharing](https://drive.google.com/file/d/1ZESiag_yq3EeMGp0uQ5-Js6sebKwFCTh/view?usp=sharing)

**Committee Reports****Governance/Elections, Pat Gaddy**

## Bylaws

- Executive committee began bylaws review-next step will be to bring to full senate.

## Nominations

- Go Live 2/12 - Submit your nominations by noon on February 25 at [go.ncsu.edu/staff.senate.nominations](http://go.ncsu.edu/staff.senate.nominations)
- Close noon February 26
- Review Open seats 2019/Districts with No Elections
- Recruiting efforts for upcoming elections
- Facilities will get electronic nomination forms - elections will be paper ballot Elections
- Go live April 4
- April 3 meeting committee will prepare Facilities ballots so they can be mailed on April 4

**Human Resources, LaTonya Scott**

- The HR committee had a very successful winter coat drive. There were well over 100 coats donated, along with blankets, scarves, gloves and hats. The committee was able to give away most of all that were donated. There were four coats left that we donated to the Food Pantry.
- The HR committee has scheduled a lunch & learn for The Tale of Two Services: Ombuds and Employee Relations. The lunch & learn will be open to all Senators. It will answer questions such

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as; what does each one do? When is one more appropriate than the other? Are there similarities as well as differences? The presenters will be Roy Baroff (Ombuds) and Dan O'Brien (Employee Relations).

- The committee is also trying to schedule a lunch & learn for either March or April that will focus on Faculty and Staff Assistance Program (FASAP). Dan O'Brien would be the presenter.
- The Committee is still trying to reschedule the lunch & learn for mental health, but at this time not able to find a suitable date.

**Public Relations, Sara Lane**

- **Social Media:**
  - Working on making sure posts are up-to-date
- **Calendar:**
  - Continuing to update this weekly with events that are submitted to the staff senate publicity form
- **Constituent Email:**
  - Didn't happen this past month – will do it this month.
- **Newsletter:**
  - Transitioned to using email generator for new format
  - Won't go out this week due to vacation, but will be out week after next.
- **Video/Billboards:**
  - Delayed... but next meeting, we'll have senators read for the video
  - We'll send around a form for people to sign up to participate to make sure we have a good mix of people. <https://golinks.ncsu.edu/ssvideosignup>
- **Website:**
  - Shout out page is up. We need to discuss shout-out process.
  - Executive committee has been trained in how to submit articles to the website.

**External Affairs, Mollie Khanna**

- Committee reviewed our OKR's and discussed what areas to expand on for our objective of raising consciousness of university staff
- Additionally our OKR lists our committee bringing in a speaker for a General Staff Senate meeting by June. We discussed asking Julie Smith, the new Asst. Vice Chancellor for External Affairs. We also reviewed articles regarding our messaging.

**Resources & Environment, Beth Rosen**

- The deadline of the Sustainability Awards submission is Thurs 2/14
- Brought up the previous meeting discussion about the onboarding center allowing a sustainability option for new students and staff. Angela (works @ onboarding) talked to the committee about the time limitations and some possible other options for us (website link, email notifications in the "howl about it" newsletter). Adam spoke how 71% of the new students

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chose NCSU due to the sustainability practices and message, but once they get to campus, there are no resources made available to them.

- Carla gave update on the upcoming events currently scheduled and on track. She let us know that the Gregg Museum is a go for our lawn care event (mid-end of March) and that we would need a rain date. They do not have indoor space for a presentation, so everything would be done outdoors. Brittany will work with her group & possibly horticulture to determine who can do the event. REC agreed to volunteer at the Earth Day table from 10-2pm on Mon Apr. 22<sup>nd</sup>.
- Scheduled events: Thurs 2/7 – Home efficiency workshop and Thurs 2/28- Eco-driving lunch and learn
- Upcoming events – April design/build tour and Earth Day table on brickyard, May edible garden, June electrical plant tour (centennial)

**Diversity, Cecilia Dorado**

- We had a nice panel in January about working as a person with a disability at NC State!
  - Panelists:
    - Carley Dix, OIED Assistant Equal Opportunity Officer
    - Crystal Tenan, IT Accessibility Coordinator
    - Mark Newmiller, Director of Disability Resource Office
    - David Gregory, Assistant Director of Parking Services (hearing impairment)
    - Leah Seabury, ADA Coordinator, Case Academic Center (service dog user)
  - 29 people participated and 22 different departments.
  - Staff Senate provided coffee
- Next Coffee Chat Panel Idea
  - Single parents (ex: father, mother, grandparent)
  - Foster/adoptive parents
  - Parents of children with special needs
  - We have a few folks already interested in being panelists (just by word of mouth)
  - Dates: April 11 or 23 (if April 11 we can reschedule our committee meeting)
  - Plan to reserve a room in Talley this time as soon as we get approval.

**Computer Loan program,**

- 129 computers out on loan, 8 macs, 8 pcs available, 2 waiting for computers to be reimaged before being distributed
- Staff Senator Randy Davis left the university in December, so CLP is actively seeking additional help, specifically with getting computers re-imaged and ready to be distributed to folks that need them
- We are reviewing a potential software replacement for our current computer inventory management. Will follow up once we have more information on whether this will actually happen
- Some discussion regarding exceptions for certain staff members who exceed the \$40k salary threshold, but have extenuating circumstances. No decisions have been made as of yet.

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**Employee Experience & Relations, Andrew White**

- The Employee Experience and Relations Committee is working on further developing the Staff Advisory Council Models. These models have already been introduced to District leaders who have expressed interest and requested additional information. We have been working to further develop the models based on their specific feedback.
- We will also be revisiting the Transportation Advisory Committee as Transportation has expressed interest in establishing this committee once again.

**Old Business:**

- Chair Jason will present a proposal to the Executive Committee regarding Committee Chairs voting.

**New Business:**

- Concerns on wage compression was expressed. Chair Jason asked Senators to email him with examples/stories.
- Update on Parental Leave – UNC Staff Assembly should have more information in March.
- Tuition Waiver discussed, how staff members navigate/limitations on tuition. It was noted this is a great benefit, but it needs to be more useful.

**Adjourn:**

- **11:54am**

Respectfully submitted by Nancy Phillips, Administrative Assistant