

General Meeting Minutes

Wednesday, February 3, 2016

Talley Student Union, Governance Chamber

Present: Miriam Hines, Mindi James, Latoya Giles, Katherine Elliot, Maria Moreno, Jason Painter, Yolanda Sanders, Zackery Dean, Todd Becker, Nikki Cofield, Jean Lembke, Angkana Bode, Michael Ellison, Mark Michaelson, Shanna Harwell, Sharon Herring, Pauline Ellefson, Molly Bradshaw, Issac Lewis, Krystal Chojnacki, Wendy Koch, David Hawley, Cathi Phillips Dunnagan, Anna Lamm, Jill Phipps, Kathryn Hair, Jenelle Wass, Teresa Story, Donise Benton, Pat Gaddy, Beverly Beland, Cheryl Tripp, Wyona Goodwin, Jim Stewart, John Starbuck, Corrinda Watkins, Kathy Lambert, Robert Davis

Excused: Melanie Clark, Patti Woodbury, Kimberly Davis, Brenda Blackman, Matthew High, Charles Craig, Angela Hallman, Sharmeen Williams-Nokes, David Kelly, Barbara Walker, Rachelle Robinson

Absent: Joseph Whitehead

Approval of the minutes from January 6, 2016

January minutes were approved with minor grammatical revisions.

Guest Speaker: Bradley C. Trahan, University Compliance Manager
Office of General Counsel

NC State Compliance & Integrity

www.compliance.ncsu.edu

Mr. Trahan discussed the following:

- Proposed revision to: REG 05.50.08 – Annual Evaluation of EHRA Non-Faculty.
- NC State Compliance and Integrity Program

NC State Compliance & Integrity

- Compliance Oversight
- Steering Committee
- Compliance Working Group
- Compliance Manager
- Program Mission
- Constant Improvement
- Addressing Compliance Risk Areas
- Response & Prevention

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- Culture of Integrity

Proposed revision to: REG 05.50.08 – Annual Evaluation of EHRA Non-Faculty

3. Annual Evaluation

Supervisors must formally evaluate EHRA non-faculty employees on at least an annual basis... in writing.

4. Procedures

4.1 The evaluation process should review and discuss the employee's achievement of the overall goals and objectives ... One component of the evaluation should include the employee's compliance related efforts.

ADA (Student Accommodations)

- Mike Mullen, Vice Chancellor and Dean for Academic and Student Affairs
- Carrie Zelna, Associate Vice Provost for DASA Office of Assessment
- Mark Newmiller, Director of Disability Services Office

Full presentation can be viewed at the link below.

http://prezi.com/eps8i_obsn4/?utm_campaign=share&utm_medium=copy&rc=ex0share

Chair's Report: Wyona Goodwin

- The University of North Carolina Staff Assembly (UNCSA) presented a letter to Interim President Gonzales on behalf of the UNC system SHRA and EHRA non-faculty employees addressing several areas of concern (see attachment). The letter was then shared with the Board of Governors (BOG) at their Jan. 21, 2016 meeting. Matt Brody, Vice President of UNC General Administration Human Resources shared with the Assembly that the presentation went well and we should expect to receive a formal response soon.
- The UNC new Adverse Weather Policy: The policy was effective Jan. 1, 2016. NC State had not updated the policy prior to the snow event mostly due to the understanding that time would be allowed for making the updates. Therefore, administration made the decision to close for the safety of the campus community. As a Senate we are responsible for assisting leadership by communicating policies and procedures as communicated to us.

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- Changes in the State Health Plan. The UNC GA is monitoring any possible future changes and the effect on our employees. The UNC GA will keep us updated.

Parliamentarian Report: Jim Stewart

- Finished with the resolution for the creation of the Ombuds position.
- Working on a check-list of things we need to finish this year.
 1. Procedures Manual
 2. List of Bylaw changes for discussion and presentation next year.
- I have sent the latest resolution out to the executive committee. We will let them look at it, and I will add it to the agenda later next week.

Budget Report: Corrinda Watkins

- Expenditures for February \$113.94
- Balance \$2,225.24

Administrative Update: Kathy Lambert, Interim AVC, Human Resources

- The University's Adverse Weather Policy is being updated and should be approved and distributed soon. Colleges and divisions are also in the process of designating employees as "mandatory" under the new policy and will notify employees of these designations in writing.
- Memorandums have been distributed to supervisors and employees regarding the January weather event and options for leave, make-up time, and work performed from alternate locations. If an adverse weather event occurs prior to formal approval of the university policy, we will operate under the new requirements disseminated to us by GA and effective retroactive to January 1, 2016.

Committee Reports:

Public Relations Committee: Nikki Cofield, Chair

Present: Nikki Cofield, chair, Miriam Hines, vice chair, Katie Elliott, John Starbuck

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- The PR Committee has recently been given an Adobe Illustrator license that will allow us to better create flyers and other material for the staff senate and its various committees. John Starbuck provided a brief overview of Illustrator to the committee members.
- The Staff Senate newsletter for February 1, 2016 garnered a 4.3% click rate.

The Computer Loan Program: Jill Phipps, Chair

Present: Sharon Herring, Cathi Phillips, Joe Sutton

Absent: Patti Woodbury, Jevon Smith

- OUC for The Computer Loan Program has been completed. Joe Sutton will manage this for the CPL program. Joe will be writing up instructions for the SOP manual. Reloading equipment will be easier with the established OUC.
- Jevon Smith has in his possession a computer returned to the program that was assigned to Bobbie Davis. Jevon was not at our meeting, but an email has been sent to coordinate a date that he can bring it to Avent Ferry. Plans are to get the equipment picked up the week of 2/8/2016.
- Going forward, the CPL program will send a letter of appreciation for equipment that is donated to our program. Our first letter will go to Beverly Beland for the five laptops that she donated in December. Sharon Herring, Co-Chair, will be drafting a letter to be sent.
- Joe Sutton will be working with Jevon Smith to train him how to image equipment that is donated.
- Cathi Phillips will be reviewing our current documentation process and will meet with Jill Phipps, Sharon Herring and Patti Woodbury on 2/18/2016 to discuss options on how to maintain and utilize the current documentation with access to more google documentation features.
- The CPL program is suggesting to the Executive Board to include in our weekly newsletter to staff "Google Training Opportunities Available". Various Google classes are offered every month by OIT. We encourage our recipients of the CPL program to utilize this valuable training. There is a class that is

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being offered on February 10th, March 3rd and April 5th titled, Gmail: More than your Inbox.

- The recipients of the loaner program can register for classes through classmate, as well as, all staff that may be interested.
<http://webapps.ncsu.edu/classmate/workshop/index/details/workshopId/641>

Diversity: Charles Craig

Present: Deb Luckadoo, Jean Lembke, Michael Ellison, Maria Moreno

Excused: Charles Craig

Absent: Rachelle Robinson

- Home Lawn/Turf Lunch and Learn - we will partner with HR during spring break on March 3, March 9, or March 10. The date will be finalized and as soon as we secure the date we will seek approval from the Chair.
- Great turnout at the Jan 31 basketball game. Our team won. We distributed approximately 136 food vouchers. During the scrimmage there were plenty of kids on the court. Everyone had a blast.
- Athletics has offered to host a Men's and/or Women's Tennis game as a future Staff Appreciation event. They'll have a giveaway and possible food. More to come.
- Dr. Deb Luckadoo is retiring in June and she has been an excellent liaison in helping Staff Senate and Athletics host the Annual Women's Basketball Staff Appreciation event. Staff Senate would love to continue this event each year.
- Deb has results from Staff Well-being Survey and she analyzed them through the diversity lens.

External Affairs:

- No new updates to report

Human Resources: Yolanda Sanders, Chair

Present: Yolanda Sanders, Wendy Koch, Latoya Giles, Shannon Harwell,

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Molly Bradshaw, Teresa Story

Excused: Sharmeen Nokes

Topics of Discussion:

- Will work on stretching out Lunch-n-Learn sessions through August 31, 2016 to accommodate new senators.
- Goal is to schedule 2 per month, if possible.
- Tax Info Session- February 23rd
- Active Shooter February 25th
- Turf and Lawn March 3 and 23rd
- Craft Center April - date TBT

Elections: Donise Benton, Chair

Timeline:

- On Feb. 15th-Nominations will go LIVE-nominations are open to all SHRA and EHRA nonprofessional employees
- 22nd Feb. Follow-up email will be sent out
- 29th Feb. Elections will close @Noon
- 6th April-Elections Go LIVE-All districts except the following: North Central-Extensions
- 18th April-Election follow-up email reminder
- 20th Elections closes
- 27th-Results
- There are 41 seats open; 31 alternates seats to be filled

Meetings:

- There will be an Election/Governance committee meeting following the conclusion of Chambers
- Monday, Feb. 8th-Meeting to prepare for paper ballots-Facilities-847 employees.
- List of rolling off senator will go out prior to nominations going live. If you were appointed, please consider running in your district, as your seat is considered a one year appointment.

Governance:

- No new updates to report

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Resources & Environment:

- No new updates to report

Old Business:

- Discussion of Salary and Ombuds Resolution.

Adjourned: 12:00 p.m.

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Assistant