

General Meeting Minutes

January 11, 2017

Talley Student Union, Governance Chamber

Present: David Blake, Angkana Bode, Molly Bradshaw, Nancemarie Bradquist, Krystal Chojnacki, Melanie Clark, Nikki Cofield, Susan Colby, Suzie Crews, Kim Davis, Helen DiPietro, James Draper, Paul Feucht, Pat Gaddy, Wyona Goodwin, Angela Hallman, Nikki Harris, Shanna Harwell, David Hawley, David Herpy, Sharon Herring, Matthew High, Shawnda Hill, Rodney Holmes, Charles Jones, David Kelly, Wendy Koch, Karen Lundin, Lisa McCain-Jackson, Lib McGowan, Mark Michaelson, Tenille Naumann, Amanda Petty, Cathi Phillips-Dunnagan, Jill Phipps, Lindsay Recchie, Yolanda Sanders, Karin Sandler, Richard Sapienza, Ashley Schwed, Janice Sitzes, Sabra Stipe, Joe Sutton, Sharmeen Williams-Nokes, Marie Williams, Corrinda Watkins, Roy Baroff

Excused: Carissa Burroughs, Melissa Cardez, Katie Elliot, Jan Gaines, Jessica Griffin, Mindi James, Jason Painter, John Starbuck, Jenelle Wass

Absent: Richard Corley, Carol Haywood

Approval of the December 7 2016 Minutes, David Kelly

- Minutes approved

Chair-Elect, Cathi Phillips-Dunnagan

- Shadowing Angkana and learning the business of Staff Senate

Monthly Human Resources Update, Marie Williams AVC- Human Resources

Main projects in HR:

- Change Culture of HR
- Create a Customer Service Approach
- Process Improvement
 - Strategic plan number 4 - Organizational Excellence
 - Create a HR Strategic Plan and Strategic Goals
- University Search Committee and Recruitment Processes
 - University wide project with The Office for Institutional Equity and Diversity as well as General Council
 - Creative more synergy
 - Diverse Workforce
- SHRA Performance Management Template
 - New form in April/May 2017
 - Template is not a University template it is a system wide template for SHRA employees
 - Series of training will take place
- Timekeeping Management
 - Timekeeping audit a year ago
 - Integrating the leave management system
- Training Model
 - Created a prototype university wide training manual

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- Pilot will begin in Finance and Administration
- FLSA is on hold and updates will be provided as soon as information is available
 - Chancellor's letter in response to FLSA and Krystal's memo to the Chancellor and AVC will be distributed to staff senators

Sherrie Settle, Director of Sponsored Programs

eRA Project:

- https://staffsenate.ncsu.edu/files/2017/01/eRA_Roadshow_Pres_v13.pdf

Allen Thompson, Senator

RivalHealth

- <https://benefits.hr.ncsu.edu/rival-health/>
 - Staff Senate 14 day Walking/Step and Personal/Professional Development Challenge
 - Sign up for Rival Health app and get free DVD set
 - Start date: Thursday, February 2nd
 - NC STATE Wellness Fair February 23rd
 - HR Committee's University wide 21 Day Challenge will start the 1st of March (tentative date)

Faculty & Staff Assistance Program

- <https://er.hr.ncsu.edu/faculty-staff-assistance-program/>
 - Call: 866.467.0467
 - Go online: guidanceresources.com
- Your NC State Web ID: **FASAP**

Britt Hurst, Wellness/Recognition Program Manager

- <https://wellness.ncsu.edu/>
 - New website to launch in February
 - One stop shop for all wellness information
- Wellness Expo
 - February 23, 11:00am – 3:00pm
 - Volunteers needed
- Wellness Champions
 - <https://wellness.ncsu.edu/about/wellness-champions/>
 - Recruiting more wellness champions in April
- Well Wolf Pack Certified Departments
 - The Well Wolfpack Certification annually distinguishes departments who have made a commitment to cultivating a culture of wellness in the workplace. More information to follow.

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Susan Colby, Senator

Workshop for Senators:

- <https://staffsenate.ncsu.edu/files/2015/04/Reframing-Organizations-Presentations.pdf>
 - Please send your ideas and concerns to Angkana and Nancy, include your group names

Committee Reports:

Governance/Elections, Jason Painter

- Executive Board approved combining Governance and Elections for 2016-2017
- Prepare the Procedures Manual to align with By-Laws.
- Revisit the By-Laws

Discussion of By-Laws updates per EB 2015-2016

By-Laws Issues:

- Must be a Full Senator for a full year before running for Officer Position
- Lose your seat if you transfer to a different department
- Alternates cannot Chair a Committee
- Alternates cannot run for Officer Position (unclear)

Research 2015-2016: peer universities have rolling elections, multiple elections per year, and membership (non-voting, join as member, participate)

By-Laws and Procedures Manual Approval Process:

- Proposed by Governance/Elections Committee to Executive Board
- Vote by Executive Board
- Vote by Senate
- By-Laws must be approved by Chancellor

Timeline:

September – Prioritize

Members' Homework: Read By-Laws, Procedures Manual

October - Review and Assign Sections to Committee Members

March - Present to Senate

June - Officer Elections

Next Steps:

- [John] Share other universities by-laws
- [Cathi] Ask Nancy for most current Procedures Manual; Ask Jason for most current Procedures Manual

[Everyone] Read [By-Laws](#) and Procedures Manual

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Resources & Environment, Mark Michaelson

- Habitat for Humanity "Build a Block" Work Days for Staff Senate - third Fridays of February (17th) and March (17th)
- Upcoming "Fuel Efficient Driving" lunch and learn planned for Wednesday, February 22nd - two sessions available, at 11:00am and 12:00pm - information and sign-up coming in late-Jan/early-Feb
- Also working on a "Gardening" lunch and learn - looking at March for this event - *more info to follow*
- NCSU Earth Fair - Wednesday, April 5th - 10:00am-2:00pm on the Brickyard - *more info to follow*
- Arboretum Tour - Tuesday, April 18th, 12:00-1:00pm - sign up will be sent closer to the event date in the spring - up to 30 people can attend - donation of \$5/person will be requested (money supports the Arboretum)
- Working on a "Bike Safety" lunch and learn & group bike ride / campus tour - looking at May for these events - national "Bike to Work Week" is May 15th-19th.... "Bike to Work Day" is Friday, May 19th
- Gathering info on upcoming spring shredding/recycling event - *date TBD - more info to follow*

Computer Loan Program, Joe Sutton

- The Computer Loan Program received an additional six Macs and six Windows laptops. We will be working on getting those imaged, as soon as we can. We will be updating the Wait-list and calling the active participants to verify contact and status information.

Human Resources, Yolanda Sanders

Old Business

- Food Demo-discussed to finalize collaboration with Lisa Eberhart NCSU Director of Nutrition and Wellness; Heart Healthy Food Cooking and Tasting Demo, Friday February 3, 2017 @ Lonnie Poole Clubhouse. Flyer will be sent out the week of January 23.
- 21 Day Challenge-discussed the criteria for the Staff Senate 21 Day Challenge. More information forthcoming.

External Affairs, Ashley Schwed

- Shared with all the committee members how to sign up for the NC legislative update
- Discussed the email that came from staff members about issues that transpired during the snowstorm in January
- Working with Sarah Stone to book a date to visit a legislative session. We are also working to schedule a time to meet with her possibly in February or March

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Public Relations, Wendy Koch

- Moving forward on the Staff Senate video (received pictures for video)
- Working on changes within our team with the Staff Senate newsletter
- Newsletter will change to a bi-weekly instead of weekly

Diversity, Sabra Stipe

- Jan 5 Women's Basketball Game Employee Appreciation event was a success! We gave out 180 bowls of Howling Cow Ice Cream, recognized two campus leadership award winners -- one faculty and one staff -- and gave away 8 gorgeous baskets fully loaded with prizes for the winners of the Scavenger Hunt. All Diversity Committee members volunteered and worked on the event (except our remote member) and Melissa Cardez was our lead.
- We are now planning our Feb 16 Dancing Through the World event to be held at Witherspoon with Karin Sandler as our lead. We are inviting employees and students and providing food as well as dancing and lessons.

Chair's Report, Angkana Bode

- The Chair reported on the update membership and the projected 20 opening seats to be filled in the up-coming election in March 2017.
- The Chair reminded all senators and alternate to focus on being the "Portal of Information and Communication" to their constituencies.
- An in-depth discussion was followed to share the positive development and Staff Senate's accomplishments during the first half of the fiscal year.
- A keen focus was also on how to improve Staff Senate's services to Staff and the campus community in the next 6 months.

Adjourn

- 11:57am

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Assistant