

**NC State Staff Senate**

Wednesday, March 6, 2019

Talley Student Union, Governance Chambers

**Present:** Kate Shirley, Kelly Vogel, Emily Gower, Brenna Collins, Shawn Colvin, David Hawley, Mollie Khanna, Cathi Dunnagan, Janice Sitzes, Holly Sullenger, Joyce Barron, Amy Parker, Sarah Searcy, Ken Roth, Michelle Healey, Sara Lane, Rasha Qudsieh, LaTonya Scott, James Draper, Becky Castello, BJ Okleshen, Cathy James, LaToya Lucy, Lisa Forrest, Richard Corley, Marsha Bailey Curtis, Tracy Brown, Helen DiPietro, Andrew White, Richard Sapienza, Joshua Green, John Grimes, Donise Benton, Melissa Jackson, Alan Porch, Jason Painter, Lynn Doby, Katie Bennett, Mindi James, Stefanie LaJuett, Kiresten Branch, Connor Brady, Bradford Hill, Brian Mathis, Ben Strunk, Cecilia Dorado, Joe Matise, Monique Merriweather-Yarborough, Angela Nicholson, Emanuel Guzman, Brittany Bell, Adam Bensley, Paul Feucht, John Starbuck, Lib McGowan, Jaelyn Phelps, Annaka Sikkink, Pat Gaddy, Tiffany Viator, Jill Phipps, Rhonda Greene

**Excused:** Hayley Hardenbrook, Beth Rosen, Joe Sutton, Elizabeth Dyer, Leigh Watkins, Ebony Peterson, Evelyn Buck, Barbara Sutton, Ranjani Rajagopalan, Manley Cospier

**Unexcused:** Ashley Dockery, Dannica Wall-Prestage, Yolanda Sanders, Anthony Fortune-Linton, Daniel Colleran

**Call to Order**

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

**Staff Senate Video:**

- Lynn Doby filmed Senators for a new Staff Senate video that will be released soon!

**Approval of the February 6, 2019 Minutes, Connor Brady, Parliamentarian**

- Connor Brady called for a motion to approve the February 6<sup>th</sup> minutes. A motion and second were made and the minutes were unanimously approved.

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

## Board of Trustee's Report

- Chair Jason and Chair-Elect Janice attended the Board of Governors meeting. The Chair had the opportunity to give an overview of all the great committee accomplishments.

## NC State Agroecology Education Farm Tour

- Date: March 21, 2019
- Time: 3pm-5pm
- Address: Agroecology Education Farm, 4400 Mid Pines Rd, Raleigh, NC 27606
- [RSVP HERE](#)

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## February's Executive Board Meeting

- On February 19<sup>th</sup> the executive committee voted unanimously in favor to vote for Committee Chairs and Officers on the same day – (May 1, 2019).
- Chair Jason expressed gratitude to Pat Gaddy, Helen DiPietro and Janice Sitzes for their hard work on the Bylaws.

## Committee Attendance Concerns

- Chair Jason addressed concerns regarding committee attendance. The Chair stressed the importance of listening to your constituent's voice, as well as being an active participant in your committee for the Staff Senate to work.

## Removing from Senate (updated bylaws)

- During an elected term, senators and alternates may be removed from the Senate if they:
  - 1) no longer meet the requirements outlined in ARTICLE III; or
  - 2) do not fulfill their duties as a senator or alternate, which include, but are not limited to, three (3) consecutive unexcused absences of Senate general meetings and/or committee meetings or unexcused absences of more than 50% the Senate general meetings; or
  - 3) are recommended for removal by any constituent.
- If for any reason, a senator or alternate is at risk of losing membership, they must be notified in writing by the Chair at least ten (10) business days prior to any action being taken. The at-risk-senator will be allowed to present a defense. No action shall be taken without the knowledge of the at-risk senator. Each recommendation shall be evaluated on an individual basis by the Executive Committee. Removal requires  $\frac{2}{3}$  vote of the members present during a Senate general meeting. If removed, the senator/alternate and their supervisor will be notified.

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

AVC Williams presented the HR Strategic Plan 2018-2021.

## Five Main Recommendations

- Develop the UHR capacity to provide more strategic services to meet the long-term workforce needs of NC State.
- Redesign the current HR service delivery model and organizational structure to deliver strategic and consultative services to campus.

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- Enhance HR processes and leverage technology to improve service-level response times and provide strategic values, added HR services.
- Implement initiatives that enhance the HR cultures within the University.
- Enhance UHR's reputation and brand.
- The presentation can be viewed here:  
<https://drive.google.com/file/d/1zNzZWLiGsoewpcEtrnw07IUWTQdPLlu/view?usp=sharing>

HR Strategic Plan brochure was distributed to Senators

- <https://issuu.com/ncsu-hr/docs/hr-strategic-plan?e=35919271/67719742>

NC State Child Care Transition Plan Update

- AVC Williams provided an update regarding the NC State Child Care Closer. Information regarding the transition can be viewed here: <https://benefits.hr.ncsu.edu/wp-content/uploads/sites/2/2019/02/child-care-transition-plan-update.pdf>

HR Professionals Conference

- The second annual conference was held on February 28, 2019 in Talley Student Union.
- The primary goal of this conference was to introduce the benefits of agile approaches to HR work at NC State.

2019 SHRA Performance Appraisals

- The 2018-2019 performance cycle will end on March 31, 2019. More information regarding the process can be viewed here: <https://hr.ncsu.edu/news/2019/03/2019-shra-performance-appraisals/>

**Review of the Bylaws, Chair of Governance/Elections Pat Gaddy, Vice Chair Helen DiPietro**

- Senators had the opportunity to review the draft Staff Senate Bylaws prior to the meeting.
- Pat Gaddy and Helen DiPietro answered questions/concerns. Connor Brady updated the Bylaws, to reflect the changes provided from Senators.  
<https://drive.google.com/file/d/1U2d6lUmUKAqkcy6M1xdH9GBWB0COX6PX/view?usp=sharing>
- Committee mission's statements were discussed. Please send any changes to the mission statement to Helen DiPietro, so they can be included in the bylaws.

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

## Elections

- Received 214 nominations
- Vetted the nominations -received 7 names that were not on HR List....Worked with HR for status
- Nomination process-email to go out March 6 with supervisor approval form and due back March 14th

## Bylaws

- Review changes
- Prepare for 1<sup>st</sup> reading of revised bylaws.

**Human Resources, LaTonya Scott**

- The Lunch & Learn for FASAP is tentatively scheduled for April 16<sup>th</sup>.

**Public Relations, Sara Lane**

- Constituent Email:
  - 6 senators/districts did not send out email (or did not record that they sent it out). How should we manage that? Should PR committee send it for them?
    - Follow up with someone from the district.
    - Have districts discuss how they're doing it to make sure they are getting it out.
    - Potentially set up list serve for each district
    - Have a draft email with the list
    - Should be sent out to problem districts
- Newsletter:
  - We've been experimenting with what subject lines work best. There was one week where it got caught in spam filters and had a low open rate, but it was back on track the next week at a 54% open rate.
  - We've had a problem with the email footer, but that will be fixed in future emails.
  - John Starbuck has been putting together the newsletter. We're working on training Nancy to take it over for continuity purposes.

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- Video/Billboards:
  - Lynn Doby recorded staff members today and will work on editing the video. We hope to have it completed by next month's meeting.
- Website:
  - No changes this month (but check out the shout-outs page that is being regularly updated)
- Social Media:
  - Posts are scheduled through beginning of April

**External Affairs, Mollie Khanna**

- External Affairs committee discussed our current status with communication with the External Affairs office.
- As we wait to hear back from that office, we discussed alternative methods of information gathering for our committee's purposes of informing staff of legislative information, as well as other opportunities of providing a speaker (such as through a Lunch and Learn, or reaching out to local representatives or the mayor's office for a speaker)

**Resources & Environment, Adam Bensley**

## February Event

- Eco Driving – went well, 9 people attended

## Upcoming events

- Sustainable Lawn Care, March 27 from noon – 1pm at the Gregg Museum
  - 27 people signed up after advertising for two days. Many people signed up from the Community. The Gregg is advertising this as well.
  - Adam will work with Grounds to put together a handout for participants to have.
- Syme Rain Garden, April 17 at noon. This is a student design build class and will be near completion when the tour takes place.
- Earth Day, April 22, 10am-2pm on the Brickyard
- Amy is asking the Pulp and Paper lab if there is the potential for tours. She said they are working on some neat projects.
- Discussions for future lunch and learns included
  - video feed from Extension Agents (specifically Christmas Tree agent)
  - Arboretum tour.

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- Fox greenhouse tour – research and conservancy

**Mission Statement**

The current mission statement of this committee is:

- “The duties of the committee shall be to make recommendations to the Staff Senate regarding campus environment, parking, transportation, safety, work environment, building and equipment repair, air quality, or other resource and environment concerns of the campus community.”
- The committee felt that the current statement no longer accurately reflects what the group is doing and needs updating. Suggestions from the group were to remove parking, building and equipment repair, safety, and transportation from the statement. Ideas for replacement language includes: educating NC State on sustainability issues, conserve resources, inform and educate, build awareness and involvement, and engagement. Adam will take this feedback and send out an updated mission statement for the committee to review.

Ideas for possible service opportunities

- Arboretum
- Agroecology Farm
- Sustainable Fleet Conference
- Chancellor’s Cup golf tournament

**Diversity, Cecilia Dorado**

Mission Statement

- This Committee promotes and encourages inclusivity and diversity throughout campus in order to make all members of the NC State community feel welcome, safe and validated.

Non-Traditional Parent Panel

- Dates: April 11, 10 -11:30 AM in Witherspoon
  - WSC 126 - The Washington Sankofa Room
- Panel Members
  - Moses Greene & Dannica Wall
    - Former foster parents
  - Asha Logan
    - Single parent of a diverse child
  - Crissy Williams
    - Special Needs Parent
  - Alyssa Rockenbach

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- LBGTO Parent

**Computer Loan Program, Rhonda Greene**

- The Computer Loan Program began its annual renewal process on Feb. 28 and ended its first round of notifications on March 1. Fifty-nine participants were contacted. So far, five returned the Home Use Authorization Form and three ended their participation in the program. As the forms are received, we will continue to review and update our inventory and participants lists.
- The remaining 46 participants will be contacted between April and December 2019, as their renewals come due.

**Employee Experience and Relations Committee, Andrew White**

- The Employee Experience and Relations Committee is working on further developing the Staff Advisory Council Models and have sent the draft models to University HR for feedback. We are awaiting a response. These models have already been introduced to District leaders who have expressed interest and requested additional information.
- We have asked the Staff Senate Chair and Chair Elect if there is anything that we can do to assist with developing a University Standing Committee on Transportation, and we are awaiting a response.

**Old Business:**

- Chair Jason asked Senators to continue to email their wage compression examples/stories, so he can share those concerns with HR.

**New Business:**

- Mission statements review and make any necessary changes for the bylaws. Send to Helen DiPietro by Monday, March 18<sup>th</sup>.

**Adjourn:**

- 12:05PM

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Assistant