

NC State Staff Senate

Wednesday, May 1, 2019

Talley Student Union, Governance Chambers

Present: Kate Shirley, Emily Gower, Breanna Collins, Shawn Colvin, David Hawley, Mollie Khanna, Cathi Dunnagan, Janice Sitzes, Joyce Barron, Sarah Searcy, Ken Roth, Sara Lane, Beth Rosen, James Draper, Becky Castello, BJ Okleshen, Cathy James, LaToya Lucy, Lisa Forrest, Marsha Bailey Curtis, Tracy Brown, Helen DiPietro, Andrew White, Richard Sapienza, Joe Sutton, John Grimes, Donise Benton, Melissa Jackson, Elizabeth Dyer, Alan Porch, Jason Painter, Katie Bennett, Leigh Watkins, Kiresten Branch, Yolanda Sanders, Connor Brady, Bradford Hill, Brian Mathis, Ebony Peterson, Ben Strunk, Evelyn Buck, Cecilia Dorado, Joe Matise, Monique Merriweather-Yarborough, Angela Nicholson, Barbara Sutton, Emanuel Guzman, Brittany Bell, Adam Bensley, Anthony Fortune-Linton, Ranjani Rajagopalan, Annaka Sikkink, Manley Cosper, Pate Gaddy, Tiffany Viator, Rhonda Greene

Excused: Kelly Vogel, Hayley Hardenbrook, Holly Sullenger, Amy Parker, Michelle Healey, Dannica Wall-Prestage, Rasha Qudsieh, LaTonya Scott, Joshua Green, Lynn Doby, Mindi James, Stefanie LaJuett, John Starbuck, Lib McGowan, Daniel Colleran, Jaelyn Phelps, Jill Phipps

Absent: Ashley Dockery

Call to Order

- Chair, Dr. Jason Painter called the May 1, 2019 meeting to order.

Approval of the April 3, 2019 Minutes, Connor Brady, Parliamentarian

- Connor Brady called for a motion to approve the April 3, 2019 minutes. A motion and second were made and the minutes were unanimously approved.

Chair's Report, Dr. Jason Painter

- A moment of silence was taken, for the senseless act of violence that occurred yesterday at the University of North Carolina Charlotte. We mourn the tragic loss of lives and the injuries that occurred. Our deepest sympathy go out to the victims, their families and friends.
- Pause with the Pack - all members of the NC State community are invited to attend a vigil that invites solidarity, reflection and community restoration.
 - Talley Student Union, Student Involvement Center (Suite 4210) on Thursday, May 2 from 4-6 p.m. The NC State Counseling Center will have representatives available for individuals seeking additional support.
 - <https://news.ncsu.edu/2019/05/wolfpack-community-invited-to-gather-for-vigil/>
- Visitors
 - Shannon Chiera, Dept. Molecular Biomedical Science, elected to serve the Staff Senate 2019-2021.

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- April Jones, Office of Information Technology
- Jill Cofer, County Extension Administrative Assistant, Randolph County
- Dana DiMaio, Scholarships & Financial Aid Office Manager, elected to serve the Staff Senate 2019-2021.
- Jeremy Lea, Central and East Campus Coordinator, elected to serve the Staff Senate 2019-2021.
- Coleman Simpson, Student Senate President Pro Tempore
 - Coleman holds the responsibility of monitoring activities of the Faculty and Staff Senate on behalf of Student Senate. Coleman is looking forward working with the Staff Senate on initiatives. <https://orgs.ncsu.edu/student-govt/>
- Employee Appreciation
 - Chair Jason thanked all who volunteered for this event.
 - Chair-Elect Janice discussed the comment cards that were provided at the event.
 - Issues: parking, increase in salary, wage compression, child care
 - Nancy will compile all the comments for a more comprehensive report. Those employees that requested follow-up, will be contacted.
- NC State Women's Tennis Hosting the NCAA Tournament
 - Saturday, May 4 against VCU at 4:00 PM. Free pizza will be given away to all fans at this match.
 - Tennessee and Furman are scheduled to play at 1:00 on Saturday, and free Howling Cow ice cream will be given away to all fans at this match.
 - Sunday, May 5, the winners of the Saturday matches will play at 2:00 PM. Free Bojangles' chicken filet biscuits will be given away to all fans.
 - All of the tennis matches will be held at the J.W. Isenhour Tennis Complex, and admission is free for all fans.
- Information Advisory Group
 - Dr. Marc Hoit, Vice Chancellor for Information Technology is asking for a representative from Staff Senate. The advisory group main focus is to work on policy, operations, and recommend solutions to establish a university wide security policy.
 - If interested in serving on this advisory group, email Chair Jason
- University Council Meeting
 - Shared the Staff Senate video, and the Chancellor was extremely impressed.
 - <https://drive.google.com/file/d/1Du6MRJBaXfBVQ6ZmcpjL8wRhZRHQMqWn/view>

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Election - Officers

- Chair Painter asked for nominations from the floor. None noted.
 - Candidate for Chair-Elect, Pat Gaddy
 - Candidates for Vice Chair, Helen DiPietro, Brian Mathis
 - Candidate for Parliamentarian, Connor Brady
- Candidates shared their bios/Q&A, followed by voting.
- 2019-2020 Results:
 - Chair-Elect, Pat Gaddy
 - Vice Chair, Helen DiPietro
 - Parliamentarian, Connor Brady

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

- The faculty hiring project is still moving along. We are working with the administrative and academic partners from faculty senate to find ways to streamline the hiring process.
- HR Annual Report is currently being compiled. We will talk about our work, but not solely. It's more about what is going on in our campus to help improve our work environment and culture for our faculty and staff at NC State.
 - The timeframe for this report looks like sometime in October.
- WolfTime questions – planning to have Erin Amari come and talk about wolfTime in one of the upcoming Staff Senate meetings. More information will follow.
- End of Year Review Process – question was raised about what has been done differently this year regarding the review process, sharing last year some supervisors said that they are not able to give out any 3's? AVC Williams shared that they would have to know who those supervisors were, so they can speak to them directly, but shared the purpose of the evaluation is to evaluate each individual based on their ability to accomplish the things outlined in their work plan and their goals, so that they are rated in accordance with that and not based on some philosophy that has not been endorsed by the system or state.
- Employee recognition networking session – Tuesday, May 7th from 3:15p.m. – 4:45p.m. WBS Room 130 (payroll conference room) Ideas, suggestions and feedback on ways to begin to enhance NC State's Employee Appreciation Recognition Program. Light refreshment will be provided.

Elections - Committee Chairs

- Jason Painter asked for nominations from the floor. Two open committee chair seats were noted.

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- Community Service and Engagement
- External Affairs

Nominations

- Ebony Peterson was nominated by Brian Mathis to chair the Community Service & Engagement committee. Ebony Peterson accepted.
- Marsha Bailey Curtis, External Affairs committee, nominated
 - Mollie Khanna shared the External Affairs committee at the moment is working with Kevin Howell's office, in hopes of getting information provided to staff senate, regarding legislative updates.
- **Bios for Officers and Committee Chairs can be viewed here:**
<https://drive.google.com/file/d/0BxjL-OtSpxEPalFLNktvamVDNjZTRWtnbTg1ZUdSTDITaEg4/view?usp=sharing>

Committee Reports:**Governance and Elections, Pat Gaddy**

Bylaws

- Meeting scheduled May 7 (JCATS)

Elections:

- General Elections are complete, 900 mailed to Facilities (only 146 returned)
- Approximately 34 new and/or returning Senators
- At least 2 housekeepers "YAY"
- Chancellors District (2) /CALs 11W (1) (no nominees)

Human Resources, Joyce Barron

- Survey results for the Lunch and Learn: A Tale of Two Services: Employee Relations and Ombuds.
 - People liked it
 - People felt like they knew and understand the difference between Employee Relations and Ombuds
 - There were no questions from the group when asked

Public Relations, Sara Lane

- Newsletter:
 - We've developed guidelines for newsletter content going forward. Content will include:

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- Staff-relevant policy updates/news
 - Staff Senate event announcements
 - Time-sensitive benefits/events specifically for staff/faculty (such as Staff/Faculty appreciation events)
 - Wolfperk of the Week
 - Did You Know? (highlights a service available to staff)
 - Shout-Out Spotlight (spotlights someone who received a shout-out)
 - Other relevant events/announcements from around campus
 - Aim for 7-8 stories per week
- Video/Billboards:
 - The Staff Senate video is finalized and is available on the Staff Senate website and Youtube.
 - Publicity Form:
 - Many people are no longer using the form to submit their announcements, which means their announcements aren't getting into the newsletter. If you have an event or announcement you want publicized, you must submit it to the form, preferably two weeks in advance of when you want it publicized. The form can be accessed at go.ncsu.edu/staffsenatepublicity.
 - Editorial Calendar:
 - For next year, we'll be developing an editorial calendar to assist in streamlining and simplifying our communications processes. We'll ask committees to turn in their calendar of events early in the year so we can plan ahead for their publicity.
 - Communications Guide:
 - Before the end of June, we'll put together a comprehensive guide to Staff Senate communications so we can provide continuity of our communications processes going forward.

External Affairs, Mollie Khanna

- Reviewed notes and outcomes of meeting with Kevin Howell
 - Notes covering budget priorities for NCSU
 - Kevin's office will need to wait until the state's budget is finalized before there will be more information coming from his office.

Resources & Environment, Beth Rosen

- Bike at work day May 17th (Janice is working to see about an alternate tour w/ the city of Raleigh leading the tour during our lunchtime)

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- Utility Plant tour on Centennial campus- June 19th 11am
- Sunflower garden tour at Dix Park during peak sunflower season – Brittany is going to reach out to her contact
- Kathryn offered to do a workshop on (goat) soap making possibly in Sept. at Parents Park on campus as it will need to be outdoors due to the process. Will do a mini workshop with the REC to learn how to make the soap so that we can assist during the event.
- Edible Garden Tour in Aug (possibly during welcome week)- will need to schedule time for Sonny and Brittany to meet to discuss logistics and ideas for this as the point persons

Diversity, Cecilia Dorado

- Reflection on the 2018-19 year:
 - Establishing OKrs and defining diversity and inclusion
 - Volunteering with fall 2018 Diversity Education Week
 - Feed the Pack food drive in January: two full bins of food collected
 - Two successful panels with approximately 30 attendees from all over campus
 - Re-naming the committee (Diversity Committee => Diversity & Inclusion Committee)
- Looking toward next year:
 - Cecilia Dorado re-elected Chair (at April general meeting)
 - Plans for future panels/chats
 - Parenting and Disability topics were very popular; hold annually?
 - Ideas for new initiatives?
 - Encouraging more active involvement from all committee members
 - How can we improve involvement with Diversity & Inclusion?

Computer Loan Program, Joe Sutton

- The committee are still looking for laptops.
- Working on a brief introduction to computers, nothing that would compete with other departments. For example, how to turn on the laptop, how to do a search on the internet, how to use Office Suite, etc.
- The committee are in the process of renewing the participants and verifying information.

Employee Experience & Relations, Andrew White

- Employee Experience and Relations Committee prepared a proposal for the Transportation Advisory Committee which was then presented at the Committee on Committees meeting. The result of this meeting was that a Transportation Advisory

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Committee will be formed and will include representatives from all of the represented bodies on campus.

- The committee is awaiting feedback from AVC Marie Williams on the Staff Advisory Committee models. Many districts are already in the process of establishing this committee including the Division of Academic and Student Affairs and the College of Engineering.
- It has been brought to our Committee's attention that there is a lapse in resources and training for digital access and literacy across the University. Our committee is working to create a response to this issue and will be working with other Senators as well as other committees.

Feed the Pack Food Pantry, Brian Mathis

- Feed the Pack, the food pantry at NC State, is looking for staff and faculty members to join on a volunteer base. The pantry is in great need of dedicated volunteers to keep doors open, especially over the summer months. Volunteers will sign up for 2 hours shifts on Monday-Friday. Some responsibilities include opening/closing the pantry, helping patrons, checking food in and out, organizing/shelving donations, and maintaining the pantry space.
- If you are interested, we will be having a group training on Thursday, May 2, from 11AM - Noon. It will take place in the food pantry (Quad Commons- 2111 Dunn Avenue).
- It was suggested that employees ask their supervisors to use community service time or the use of a laptop to continue working while volunteering. It was also brought to the Senate's attention that the program is now accepting donations online.

Old Business:

- AdHoc Committee for electronic voting for facilities

New Business:

- None noted

Committee Chair Election Results:

Communications, Lynn Doby

Computer Loan Program, Alan Porch

Diversity and Inclusion, Cecilia Dorado

Employee Experience and Relations, Andrew White

Governance/Elections, Tracy Brown

Resources and Environment, Beth Rosen

Community Service and Engagement, Ebony Peterson

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External Affairs, Marsha Bailey Curtis

Announcements

- Summer Coffee Hour with the Ombuds <https://facultyombuds.ncsu.edu/summer-coffee-hour-with-the-ombuds/>
- Pack meal share Program started by Student Government and Campus Enterprises help students in need.
https://campuserprises.ncsu.edu/external_news/guest-swipe-donations-begin-for-pack-meal-share-program/
- Chancellor's Golf Tournament, Wednesday, May 15th at the Tobacco Road Golf Course in Sanford.

Adjourn:

- 11:57a.m.

Respectfully submitted by Nancy Phillips, Staff Senate Admin.