

NC State Staff Senate

Wednesday, November 7, 2018

Talley Student Union, Governance Chambers

Present: Kate Shirley, Kelly Vogel, Emily Gower, Shawn Colvin, Hayley Hardenbrook, David Hawley, Mollie Khanna, Cathi Dunnagan, Janice Sitzes, Holly Sullenger, Joyce Barron, Amy Parker, Sarah Searcy, Ken Roth, Michelle Healey, Sara Lane, Beth Rosen, Dannica Wall-Prestage, LaTonya Scott, James Draper, Becky Castello, BJ Okleshen, Cathy James, LaToya Lucy, Lisa Forest, Richard Corley, Tracy Brown, Andrew White, Richard Sapienza Joe Sutton, John Grimes, Melissa Jackson, Jason Painter, Katie Bennett, Kiresten Branch, Yolanda Sanders, Connor Brady, Bradford Hill, Brian Mathis, Ebony Peterson, Ben Strunk, Cecilia Dorado, Joe Matise, Monique Merriweather-Yarborough, Barbara Sutton, Emanuel Guzman, Brittany Bell, Adam Bensley, Anthony Fortune-Linton, Lib McGowan, Jaelyn Phelps, Annaka Sikkink, Manley Cosper, Chris Deaton, Pat Gaddy, Tiffany Viator, Jill Phipps, Rhonda Greene, Evelyn Buck, Leigh Watkins

Excused: Jeanine Gaul, Marsha Bailey Curtis, Helen DiPietro, Joshua Green, Donise Benton, Elizabeth Dyer, Alan Porch, Lynn Doby, Angela Nicholson, Paul Feucht, John Starbuck, Ranjani Rajagopalan

Absent: Breanna Collins, Ashley Dockery, Rasha Qudsieh, Mindi James, Daniel Colleran

Call to Order

- Chair, Dr. Jason Painter called the November 7th meeting to order.

Approval of the October 3, 2018 Minutes, Connor Brady, Parliamentarian

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

Chair's Report

- Chair Jason emphasized the importance of attending committee meetings. He expressed appreciation to those senators that are actively participating, even if they cannot attend their committee meeting.
- OKRs - please revisit your OKRs and readjust if necessary to make sure you are achieving your goals.
- Roy Baroff – Ombuds Day has been rescheduled to Monday 12/3/18, due to hurricane Michael. Detailed information will follow.
- Janice Sitzes – Women's Basketball Game Employee appreciation Night, on January 3, 2019 against Duke. The Faculty and Staff Bluegrass band will be performing before the game in the lobby. NCSU Wrestling vs. Nebraska, Sunday December 16, 2018 at 1:00pm, Valvano Arena at Reynold Coliseum. Detailed information will be provided through the SS newsletter.

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- UNC President Margaret Spellings will leave her job, leading the university system after only three years effective March 1st.
- November 2018 BOG report:
https://www.northcarolina.edu/sites/default/files/presidents_report_november_2018.pdf
- UNC Staff Assembly – Matthew Brody, VP and Chief Human Resources Officer, for the University of North Carolina System spoke about the August presentation from the NC State Council on the Status of Women on parental leave. This was well supported from all. Working groups will be formed by mid-November. Chair Jason, shared that Virginia and Maryland just adopted a parental leave. <https://hr.richmond.edu/benefits/leave/parental/index.html>
<http://www.umaryland.edu/academicaffairs/policies/parentalleave/>
- Chair Jason asked if anyone was interested to volunteer for a childcare program work group. Ideally the member would have an interest in enhancing NC State's existing childcare offering and would be able to provide input as it relates to staff members childcare needs.
- Student card balance concern has been addressed. It was noted that students would like to know their balances, and apparently it is not a concern for students.

Human Resources Updates:**Marie Williams Associate Vice Chancellor for Human Resources****2018 Career Banding Rates**

- <https://drive.google.com/file/d/0BxjL-0tSpxEPcTBxS0JBcDdZR3BtdmFLSUIPRVpHejNMZWs0/view?usp=sharing>

New Enhancements to WolfTime

- Redesigned website
- New functionality for the employee and supervisor weekly calendar views
- More detailed information on comp time balances and revamped training resources.
- <https://wolftime.hr.ncsu.edu/>

Hurricane Florence Relief Community Service Hours Now in WolfTime

- Office of State Human Resources has approved an additional 16 hours for leave-eligible employees, to be used exclusively for storm-related volunteer activities for 2018 only.

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Adverse Weather leave without pay

- Senator Brian Mathis shared a concern in regards to having an option for leave without pay, when the university is closed for adverse weather, instead of using comp time, annual leave or bonus leave for missed work time. AVC Williams was happy to announce that this option will be available going forward.

NC State University Closed December 31, 2018

- <https://hr.ncsu.edu/news/2018/10/nc-state-university-closed-dec-31-2018/>

Questions:

- Chair Jason read a concern from a constituent regarding university closing on December 31st. AVC Williams shared that it is a university leadership action, based on cost savings for the University.
- AVC Marie addressed questions on specifically facilities concerns regarding the flexibility around bank comp time and pay out time. AVC Williams shared there are ongoing conversations with both Doug Morton and EAS, to try to come up with a solution.

Senator Monique reported the following regarding ORP and TSERS Ways to use Excessive Leave Balances

- Donate Excessive Leave to Voluntary Shared Leave (VSL)
- For the Optional Retirement Plan participants that are entering retirement and have a sick leave balance at the end of employment they had two options:
 - They can donate those hours to the Voluntary Shared Leave program (VSL) or
 - They can choose to forfeit the sick balance leave.
- If an employee participates in the Teachers' and State Employees' Retirement System (TSERS) and upon entering retirement and they have in excess of 240 annual leave hours they would also be able to donate those excessive hours to Voluntary Shared Leave (VSL) or they can choose to forfeit any annual leave hours over 240.

Sick leave remains Active

- If an employee is separating (not retiring) from the university and this must include separating from the state government. Their sick leave will remain active for 5 years. For example, if an employee had 526 hours of sick leave and separates employment on 11/15/2018 s/he would have until 11/16/2023 to return to the state government to re-active and continue to accrue/add onto the balance of 526 hours of sick leave. If they returned after 5 years, the balance would then be forfeited.

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Words of advice

- I always suggest to retirees that they wait until the week before their retirement to donate to the VSL program in the event that something were to happen and leave was needed to sustain them in pay status.
- Prior to separation and after all leave has been approved please print out your leave balances from the portal for your records.

*Five minute break was taken.

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

- Non Attendance –follow up with committee members that have not attended.
- LaToya Lucy (new member) of Governance/Elections Committee.
- 10:55am Senators all voiced “The Staff Senate Rocks in their most excited voices”
- Submitted Poll Question for newsletter announcement.
- Shanna Harwell agreed to help with upcoming Elections. Committee will meet with Shanna prior to next committee meeting.
- Reviewed the current timeline and adjusted dates.
- Will contact Todd Driver/HR and Nikki Kurdys/Extension for current list.
- Brainstormed ways to Senate can best recruit for open seats in Districts for the upcoming elections.
- New amendment proposal-reviewed and discussed proposed amendment regarding temporary employees.
- Bylaws revision meeting with AVC Marie Williams.

Human Resources, LaTonya Scott

- January 9th will be the Coast Drive. We will begin coat donations on December 5th.
- Nancy Phillips was asked to follow up with Tenille Naumann regarding Toys for Tots.

Public Relations, Sara Lane

- Social Media:
 - Updated account names to be NCStateStaffSenate (except Twitter, due to character limit)
 - Starting to track metrics
 - Using Hootsuite to schedule posts
 - Considering using Instagram
- Calendar:

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- Updating this weekly
- Anything you want posted on the calendar, submit through the publicity form
- Event Coverage:
 - Sustainability Workshop – Zero Waste Management (25 attendees)
 - Attendee to the workshop learned how to recycle a 30-gallon trash can full of cans every day at the vet school
- Constituent Email:
 - Still working on keeping it concise, sticking to most important info
 - Considering what to do with senators who send it late (will check this month)
 - Got out updated constituent lists
- Newsletter:
 - Historically good numbers (mid-upper 50% range)
 - Consistent process for development & distribution
- Video/Billboards:
 - New date for promo video completion: March 1
 - Created a billboard & flyer for food drive
- District Communications
 - OIT Meet your Staff Senator event - highly successful; used billboard to advertise
 - Will work on putting together a Staff Senate informational flyer to hand out to staff members

External Affairs, submitted by Mollie Khanna*Topics of Discussion:*

- Margaret Spellings resignation as UNC System President.
 - An interim president has been appointed, and a search for a new leader will begin.
 - Uncertainty as to whether the current board will approve a new president, or if new members will be appointed to the UNC BOG first. Upon research, it appears that 16 of the current members will roll off, and 12 new members will be appointed as of 7/1/19.
- Discussion of election results
 - Local bonds all passed
 - 4 of the 6 amendments passed, including the Voter ID amendment which had previously been found unconstitutional.
 - Rule Making on the amendments will take place during the lame duck session sometime between now and January
 - Both the NC House and Senate are still Republican majorities, but after January, neither house will hold a veto-proof majority any more, which will restore some power to the governor's office.

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- The US Senate still has a Republican majority, but as of January, the US House will have a Democratic majority.
- Question again about our ability to receive the news updates. Could we potentially get someone from the Chancellor's external affairs office to be on our agenda at an upcoming meeting to give us a better idea of what they do, and perhaps help open the door to us receiving these messages again? (I believe that Sarah Stone has left the university.)

What we're watching:

- UNC President Margaret Spellings has announced her resignation as leader of the UNC system, and will leave her position on March 1, three years into a five year contract. UNC Healthcare CEO Dr. William Roper will succeed her as interim president.

Resources & Environment, Beth Rosen

- Discussed past monthly events and had REC members give updates and synopsis on each.
- Discussed out OKR's and where we were with them thus far. Our #2 OKR is on track and we've been hitting that goal but our OKR #1 is behind. Our goal was Dec. 2018 but we are going to push it back to Jan 2019. Sustainability office has agreed to give us space on their website for our repository of powerpoints, pictures from past events, flyers, etc. Will work with Carla to determine what gets added and how to add it.
- Talked about the logistics of our Dec. event. Talley had reached out and asked where the tables were to be set up and we agreed that when we meet the week prior to the event that we can have a better idea of weather and give the instructions on the layout.
- Discussed upcoming monthly events including having the director of the S. Wilmigton Street Men's Shelter to come speak to our group about their mission and possible community service for our committee or staff senate. Earth Day event in April.
- Eco drive lunch and learn in the spring given by Richard.
- Possibility for a home efficiency lunch and learn in January (Janice will get me the contact info).

Diversity, Cecilia Dorado

- DAW: Diversity Week and signing up to participate with already established events.
- We discussed a new event
 - Having a speaker discuss what they overcame to get to where they are. (Single Father/Mother, Women/Men, etc.) and then ending with a

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panel where we could get multiple speakers together to answer questions.

- We would:
 - Lunch & Learn
 - Coffee Chat
- Reaching out to OIED to have a presence at events that are already happening.
- We also discussed absences.
- Melissa is going to send out a survey before we decide on the meeting times for next semester.
 - We are hoping to be able to find a time that works for as many people as possible.
- We got the approval from Jason to reserve a room for the Dancing Around the World Event, however, we are still pending approval and can cancel the reservation if need be.
 - November 1st meeting to discuss this event.
 - We put in a request for February 28th and March 5th to reserve a ballroom in the TSU.
 - Updated: February 28th has been reserved.

Computer Loan Program, Joe Sutton

- The Computer Loan Program is going well. We have two people on the wait-list that should pick them up later this week. We are still looking for Windows laptops.

Employee Experience and Relations, Andrew White

OKR's have been developed and are based on the purpose statement of the committee. OKR's will be reviewed and revised as necessary.

Staff Advisory Council:

- Three models will be developed at the next committee meeting which varying degrees of details so leadership may choose which model will work best for their unit.
- Models can be further modified as necessary and will be at the discretion of the members.
- The purpose of the council should be clearly conveyed to leadership along with the expectation that leadership should provide some kind of response or action, including, stating that no action will be taken.
- The goal of the committee is to have the three models finalized so they may be presented to the Staff Senate at the December General Assembly Meeting.

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Parking and transportation:

- Investigating what current practices or procedures exist that provide input and assistance to existing Departments on campus which have a large impact to the campus community, such as standing committees.
- Another Senator recommended that our committee reach out to the leadership to obtain their feedback as well as buy-in.

Old Business:

- Constituent concerns were read to senators in regards to the transportation survey.
- With so many questions and concerns from senators, it was suggested for someone in transportation to come and speak to the full body.
- Adam Bensley will follow-up with the tragic death that occurred, to possibly see if the staff senate can help in any way.

New Business:

- Concern: Question was raised if a Staff employee who is in a temporary appointment, has any representation in the staff senate or some alternative that provides advisory perspective to HR and University. Looking for reasons that our by-laws explicitly excludes temporary employees?
 - It was noted that the System Office is currently looking into temporary employees. Chair Jason asked to discuss this further in the Executive Board meeting next week.
- Concerns with the Gate on Stinson Ave. Transportation is looking into possible camera issues, but it was noted to make sure you take off your old expired parking sticker, which may be one of the issues, since it will read that your vehicle parking pass has expired.
 - **Here are a few helpful tips to assist with gate access:** Approach the gate slowly. Entering too quickly may cause a delay. Leave at least one car length between you and vehicle ahead of you. Drivers who do not have access may need to back up to exit. Be sure your license plate is unobstructed. LPR cameras must have a clear view of your license plate. If gates do not automatically lift, you may place your campus ID card at the reader to activate. Remove all old sticker permits from vehicle windshield to stop possible interference.
- If you have any new business that cannot be discussed due to time, please email your item to Chair Jason.