

**NC State Staff Senate**

Wednesday, October 3, 2018

Talley Student Union, Governance Chambers

**Present:** Kate Shirley, Kelly Vogel, Emily Gower, Breanna Collins, Hayley Hardenbrook, Cathi Dunnagan, Holly Sullenger, Joyce Barron, Sarah Searcy, Ken Roth, Michelle Healey, Sara Lane, Beth Rosen, Rasha Qudsieh, LaTonya Scott, James Draper, Becky Castello, BJ Okleshen, Cathy James, Lisa Forrest, Richard Corley, Marsha Bailey Curtis, Tracy Brown, Helen DiPietro, Andrew White, Richard Sapienza, Joshua Green, Donise Benton, Melissa Jackson, Alan Porch, Jason Painter, Lynn Doby, Katie Bennett, Mindi James, Stefanie LaJuett, Kiresten Branch, Yolanda Sanders, Connor Brady, Bradford Hill, Brian Mathis, Ebony Peterson, Ben Strunk, Evelyn Buck, Cecilia Dorado, Joe Matise, Monique Merriweather-Yarborough, Barbara Sutton, Emauel Guzman, Brittany Bell, Adam Bensley, Paul Feucht, Lib McGowan, Ranjani Rajagopalan, Jaelyn Phelps, Annaka Sikkink, Manley Cosper, Pat Gaddy, Tiffany Viator, Jill Phipps, Rhonda Greene, John Starbuck, Leigh Watkins

**Excused:** David Hawley, Mollie Khanna, Janice Sitzes, Amy Parker, Dannica Wall-Prestage, LaToya Lucy, Joe Sutton, Elizabeth Dyer, Dana Ripperton, Angela Nicholson, Anthony Fortune-Linton, Randy Davis, Chris Deaton, Shawn Colvin, Ashley Dockery

**Absent:** Jeanine Gaul, John Grimes, Daniel Colleran

**Call to order**

Chair, Dr. Jason Painter called the October 3, 2018 meeting to order.

**Approval of the September 5, 2018 Minutes, Connor Brady, Parliamentarian**

- Connor called for a motion to approve the September 5, minutes. A motion and second were made and the minutes were unanimously approved.

**Brad Johnson, Graduate Teaching Assistant for Associate Professor Bruce McDonald**

- Brad Johnson reported next Wednesday, an email will be sent to all Faculty and Staff to participate in a Transportation Parking Analysis Survey. This will help NCSU Transportation in the planning of parking and transportation services at NC State. The survey is voluntary and survey responses are confidential. If you have any questions, please contact Bruce McDonald at: [bmcdona@ncsu.edu](mailto:bmcdona@ncsu.edu).

**Chair's Report**

- Chair Jason, spoke about the tragic event that took place with a Facilities Staff Member. A moment of silence took place, and Chair Jason shared that he would like to follow-up on how we can help.

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**Board of Trustees**

- Chair Jason presented to the Board of Trustees, highlighting the Committee OKRs. He is looking forward to report back the progress/accomplishments set by each committee.
- Chair Jason expressed gratitude to AVC Marie Williams for her leadership as a liaison to the Staff Senate.

**Staff Assembly, Matthew Brody, Vice Present and Chief HR Officer for the University of North Carolina System spoke about Open Enrollment.**

- Open Enrollment Updates: <https://benefits.hr.ncsu.edu/benefits-plans/annual-enrollment-information/>
- **Wellness Credit:** [Click here for instructions on the new process.](#)

**NCFlex Updates:**

- Healthcare FSAs have a new 2019 maximum annual amount of \$2,650
- Lower premiums for Critical Illness
- [Click here to see the NCFlex 2019 Plan Booklet.](#)

**Employee Engagement Survey**

- Results: <https://drive.google.com/file/d/0BxjL-0tSpxEPRIdjNXk5akpoaDAxelMxbVk2eUZ2b0o1aDhN/view?usp=sharing>

**SHRA and EHRA Guidelines:**

- Chair Jason reported as long as you met the preconditions set by the 2018 SHRA and EHRA guidelines you would receive a 2% percent raise. Noting that not all the Universities had the funding to do so.  
[https://budget.ncsu.edu/budgetcentral/documents/20180817\\_SHRA\\_EHRA\\_ARP\\_Guidelines.pdf](https://budget.ncsu.edu/budgetcentral/documents/20180817_SHRA_EHRA_ARP_Guidelines.pdf)

**Concerns:**

- Chair Painter reported on the concerns that he received from constituents regarding condition 2 vs. condition 3. Jason stated that Mat Brody did advocate for an additional 16 hours community service leave (this should be in the system by the end of October).

**ORP vs. TSERS**

- Concern voiced - At the time staff members are hired, they have to choose whether to participate in the Teachers' and State Employees' Retirement

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System (TSERS) or the UNC Optional Retirement Program (ORP). If they choose the TSERS, when they retire they will receive an additional one month of creditable TSERS service for every 20 days of sick leave accumulated but not used, plus an additional month for any unused sick leave that is less than 20 days but at least one hour. This additional creditable time increases the retirement benefit the staff member receives. If the staff member chooses the ORP, any unused sick leave is lost at retirement.

- **Please see the comparison chart of both ORP and TSERS Plans:**  
[http://old.northcarolina.edu/hr/Mandatory\\_Retirement\\_Plan\\_Decision\\_Guide.pdf](http://old.northcarolina.edu/hr/Mandatory_Retirement_Plan_Decision_Guide.pdf)
- **Link for plan summary:** [http://old.northcarolina.edu/hr/UNC\\_ORP\\_Plan\\_Summary.pdf](http://old.northcarolina.edu/hr/UNC_ORP_Plan_Summary.pdf)

**Special Bonus Leave Off-Set**

- The 2018-19 Special Bonus Leave also has a leave offsetting provision. If this leave is used in a year when an employee has more than 240 annual leave hours at the end of the calendar year, it will offset the hours that normally would transfer to the employee's sick leave hours. Examples are given here: <https://benefits.hr.ncsu.edu/bonus-leave/>

**FEMA Nationwide Test**

- This afternoon at 2:18 pm, FEMA will conduct a nationwide test of the Wireless Emergency Alert system. This test will send an alert tone and notification message to compatible cell phones which include most phones produced over the past few years.

**Appointment of Senators:**

- Chair Jason ask for a motion to approve John Starbuck and Leigh Watkins as appointed Senators. A motion to approve first from Connor Brady, second from Sara Lane, none opposed and all were in favor. Congratulations to John and Leigh!

**Human Resources Updates:****Marie Williams Associate Vice Chancellor for Human Resources****Adverse Weather Updated Leave Provisions**

<https://benefits.hr.ncsu.edu/news/2018/09/adverse-weather-updated-leave-provisions/>

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**Two New Leave provisions for all leave-eligible NC State University Employees**

- <https://benefits.hr.ncsu.edu/wp-content/uploads/sites/2/2018/09/Hurricane-Florence-Leave-Provision-Chart.pdf>
- Extensions has been given to those that were affected by Hurricane Florence: Special Member Exception Form: <https://www.research.net/r/MemberException>

**FAQs for Office of State Human Resources (OSHR) Leave Provisions for Hurricane Florence**

- <https://benefits.hr.ncsu.edu/wp-content/uploads/sites/2/2018/09/FAQs-for-Hurricane-Florence-Leave-Provisions.pdf>

**Concerns:**

- AVC Williams addressed facilities and transportation concerns regarding the flexibility around bank comp time and pay out time. AVC Marie is meeting with Doug Morton and EAS, to discuss this issue, but noted that this was determined by each college/unit themselves on how they would like the process implemented, which is determined by the OUC numbers.
- AVC Williams addressed concerns about wage compression, noting that the CHROs have been advocating on this issue to the System's Office.

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

Continuing to brainstorm ways to increase/enhance Staff Senate participation throughout campus.

- Announcement in SS newsletter to poll campus per the question-“How can we increase Staff Senate participation in your department/college?” The announcement will also include a link to capture results.
- Explore why housekeepers are not allowed/encouraged to be a Staff Senator.
- Reaching out to Shanna Harwell, past Elections Committee Chair to assist in upcoming Elections process.

**Governance:**

- Scheduled to meet with AVC Marie Williams re: bylaws review/update.

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**Human Resources, LaTonya Scott**

Bountiful Harvest Food Drive began October 3rd through November 7, 2018.

- Flyers were not approved in time to hand out at the general session meeting, but once locations were added and branding was approved by the PR committee, flyers went out on Oct. 4<sup>th</sup>.
- There was a shortage of boxes donated by the food bank. There were only 23 boxes available to hand out at the general session meeting, so we asked senators if they had extra boxes to please use for their donation box. Adam Bensley had plastic bins that he delivered to senators who were located close to his building.

**Upcoming Lunch & Learn (Mental Health Awareness)-November 15, 2018**

- Due to mental health being a large topic, we have limited the lunch & learn to the HR committee to complete a test run to see if the presentation and the content discussed would require us to break the lunch & learn into a series or a full or half day seminar.

**Public Relations, Sara Lane****Constituent Email:**

- We made changes to the approval process, so should we should not have mistakes in the email in the future.
- We'll get this month's constituent email to you on Monday, please send right away.
- We'll make it shorter this time based on feedback that it was too long.
- We've creating a tracking spreadsheet to ensure the email is getting to all constituents. When we send you the constituent email, we'll include instructions and will share the spreadsheet with you.
- Nancy will send updated constituent lists to senators soon.

**Newsletter:**

- We fixed the problem of it going to spam. Last week's newsletter got a 53.8% open rate & 13.2% click rate. That's the highest in a year and almost the highest ever. That's likely due to it containing relevant content for staff members (adverse weather story got 632 clicks) & it's designed with more links.
- We've received a lot of event & announcement submissions, so we have to make choices about what to publicize & when. We will prioritize what to publicize based on these criteria:
  1. Staff Senate events/announcements
  2. Content that is of interest to staff

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## 3. Timely information

**Staff Senate Calendar**

- The link to view the calendar is: <https://go.ncsu.edu/StaffSenateCalendar>
- We have given the Executive Board access to add their events, though we will continue to update weekly.
- After the meeting, we'll ask Nancy to send instructions for how to subscribe to calendar, and will include those instructions in the constituent email.

**Event Submission Form:**

We've simplified the URL based on your feedback about making it for events & announcements: <https://go.ncsu.edu/StaffSenatePublicity>

**Social Media**

- Please follow us on social media & share/retweet Staff Senate posts –we're on Facebook, Twitter, LinkedIn, Snapchat, and Youtube - Account names are either NC State Staff Senate or NCSU Staff Senate.

**Video**

Update on promo video:

- We'll have 3 versions (teaser ~30 seconds, promo ~90-120 seconds, informational ~6-7 minutes)
- Target date to complete by January 15<sup>th</sup>

**Website**

- John Starbuck will be revising the website & adding new streamlined processes for adding and updating content. We'll roll this out when it's ready.

**District Communications**

- We encourage you to think of good ways you can communicate with your district.
- OIT is having a Meet your Staff Senator event with hot donuts (supported by OIT leadership).

**External Affairs, Lib McGowan**

The External Affairs Committee discussed the "What We're Watching" topic that we would submit to the PR committee to distribute. This month's topic was providing information for the November 6 election. We prepared the following information:

- The deadline for registering for the November 6 election is October 12. Your application needs to be received by your county board of elections by that

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date. Registration information is available at:

<https://www.ncsbe.gov/Voters/Registering-to-vote>

- Alternately, you may register and vote the same day at early voting sites from October 17 - November 3. There will be an early voting site (for Wake County residents only) in Talley this year.
- Already registered? Go to <https://vt.ncsbe.gov/regLkup/> to verify your registration, confirm your polling place location, and view a sample ballot.
- There will be 6 proposed constitutional amendments on the ballot. Learn more about these amendments at <https://www.ncsbe.gov/Elections/2018-Election-Information>

**Resources & Environment, Beth Rosen**

- Talked about the staff senate requirements and need to attend the monthly meetings; per the supervisor approval when nominated, you should be attending the 3 hrs per month commitments (committee and Staff Senate). If you are unable to attend the meetings, you need to communicate the reason and in advance to the committee chair (for committee) or Nancy (for Staff Senate). If you miss more than 3 meetings in the year, (both committee and staff senate) you will be asked to come to an executive board meeting to explain the absences and whether you stay on the staff senate.
- Talked about our OKR's and that our #2 is on track (educate on practices and opportunities to conserve resources and have a positive impact on our greater community-possibly work with Carla to see if there could be a section on Sustainability website that would allow the REC to have a spot for us to do our OKR #1?
- Opened the floor to a group discussion about the planned events we have through November and possible other options.  
New event: "Make your own Holiday centerpiece" (replacing the make your own wreath) with the cuttings from facilities across campus. Hope to encourage participation from students and staff; to be held at Stafford Commons at Talley; Serve hot cocoa/tea/coffee (and possibly egg nog from NCSU Dairy).
  - a. Ask for people to bring and/or donate vases, large mason jars, containers to use for centerpiece making; we will supply the cuttings, ribbons and materials
  - b. Kate and Brittany both have space for drop off /storage for containers – we can communicate that can happen the month of Nov.\*\*Partner possibly w/ the food pantry to give away additional vases/centerpieces to staff and students that do not have access to their own

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UPCOMING EVENTS:Agro-ecology Farm Tour – 10am/ Wed Oct 10<sup>th</sup>Recycle/Composting Lunch & Learn – 12-1pm/ Thurs Nov 1<sup>st</sup>Wake Co. Landfill Tour – 1-2:30pm/ Wed Nov 14<sup>th</sup>Holiday Centerpiece Making Event – Dec 4<sup>th</sup> (tues) 9a-12p @ Talley**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 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 to 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.
  - Cecilia has a meeting on November 1st to discuss this event.
    - We put in a request for February 28th and March 5th to reserve a ballroom in the TSU.

**Computer Loan Program, Alan Porch**

- Computer Loan reported we did not meet, but that we were looking for Windows laptops with at least 4 gig of memory, functional, able to run Windows 10 and included power supplies. It was suggested we submit it via the Staff Senate Newsletter/activity submission form-and I responded I was that it would be.



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**Employee Experience and Relations, Andrew White**

- Staff Advisory Board: Advisory board to the District leadership to ensure they are kept aware and up-to-date on constituent concerns.
- Our Committee is working to create a model that can be distributed by the Staff Senate Executive Board to District leadership. This will provide those individuals with a uniform idea of what we are trying to accomplish and a starting point if they see changes that would better meet the needs of their District. We would like to know if any Staff Senators, other than those already identified, have a procedure or SOP in place that is similar to an advisory board so we may use those SOP's to develop our model. If the senators are not aware of such an advisory board but know who in your district would be aware, if the senators would be willing to ask.
- Parking/Transportation: We would like to create an advisory board to the Parking and Transportation Departments at NCSU so that Staff Senate is present and can provide feedback and ideas from the staff's perspective during the decision making process. Our goal is to ensure that the Parking and Transportation Departments are aware of staff concerns and are taking those concerns into account prior to instituting a policy. We would also like to use this advisory board to review existing policies and offer feedback and suggestions.
- Employee Service Center: There is a website available that provides a listing of volunteer opportunities for staff. That website is <https://service.dasa.ncsu.edu/>

**Announcement:**

- Ombuds Day – October 11, 2018  
<https://facultyombuds.ncsu.edu/ombuds-day-october-11-2018/>
- NC State is fortunate to be hosting the South Atlantic Affiliate of College & University Residence Halls (SAACURH, for short) for their Regional Leadership Conference in October. The conference will be held on campus October 19-20 and we need volunteers to assist in all facets of the conference.
- [Sign-Up To Volunteer](#) & [Check out the SAACURH Website!](#)
- Cybersecurity Awareness Month - website is <http://go.ncsu.edu/csam2018>

**New Business:**

- 5:01 Club – if anyone is interested in helping out with these events, please let one of the Executive Board members know of your interest, so we can discuss this at our EB meeting.

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- Concerns about the challenges for a one day parking pass for events was addressed. It was suggested to speak to the transportation events coordinator (especially for large events) to discuss different options.

**Old Business:**

- Research the rationale of the ORP rule that is currently in place.
- Constituents are asking why the discrepancy from OSHR and NC State for accounting for time, and they also would like the option to take LWOP.

**Adjourn:**

- 12:00PM

Respectfully submitted by Nancy Phillips, Staff Senate Admin.