

**General Meeting Minutes**

October 5, 2016

Talley Student Union, Governance Chamber

**Present:** Lindsay Recchie, Angela Hallman, David Hawley, Charles Jones, Ashley Schwed, Janice Sitzes, Melanie Clark, Lisa McCain-Jackson, Nancemarie Brandquist, Molly Bradshaw, Krystal Chojnacki, Wendy Koch, David Herpy, Sabra Stipe, Jenelle Wass, James Draper, Carol Haywood, Joe Sutton, Richard Corley, Amanda Petty, Sharon Herring, Carissa Burroughs, Helen DiPietro, Shawnda Hill, Richard Sapienza, Susan Colby, Nikki Harris, Jason Painter, Katie Elliot, Jan Gaines, Mindi James, Yolanda Sanders, Suzie Crews, John Starbuck, Sarah Tinker, Brenda Blackman, Nikki Cofield, David Kelly, Karen Lundin, Elizabeth Milks, Melissa Cardez, Kim Davis, Lib McGowan, Rodney Holmes, Paul Feucht, Allen Thompson, Shanna Harwell, Matthew High, Mark Michaelson, Jill Phipps, Pat Gaddy, Angkana Bode, Cathi Phillips-Dunnagan, Corrinda Watkins, Marie Williams, Wyona Goodwin

**Excused:** David Blake, Karin Sandler, Jessica Griffin, Tenille Naumann, Sharmeen Williams-Nokes,

**Absent:** Tih-Yuan Wang

**Chair, Angkana Bode shard a video of Senator Lindsay Recchie's gift**

<https://www.youtube.com/watch?list=PLoWgnlfxiWZaHWqsJzKDD7S4uqGMx1K5&v=oUydOUs7uQw>

**Guest Speakers:** Paul Nolan, Student Body President  
Brayndon Stafford, Student Body Vice President  
Linda McCabe Smith, Vice Provost for Institutional Equity & Diversity

**Update on Racial Climate Town Hall Meeting**

Paul Nolan and Brayndon Stafford gave an overview of recent events that can be viewed at the following link.

- <https://sq.students.ncsu.edu/initiatives/diversity/>
- NC State website: <https://www.ncsu.edu/diversity/>
- Dr. Linda Smith answered questions from staff.

**Presentation on Pathways Project, Nikki Cofield**

- The WolfConnect Pathways Team (Nikki Cofield, Mike Velez, Maggie Heffelfinger, Melissa Sharp and Kathleen Collier) presented their project to the Staff Senate general body. After the presentation, the team asked for feedback as to the feasibility of their idea.

**NC State Faculty & Staff Giving campaign, Susan Colby**

- All employees should have received the following email: Gifts from faculty and staff create opportunity for NC State students and our colleagues. They also help move the university from good to great in so many ways — from

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teaching and scholarship to community engagement. We hope you will join us and [make your gift today](#). Making a gift is simple. You can use [payroll deduction](#) or create a sustaining or [one-time gift](#) with your credit card.

- If you already contributed, you should have received a confirmation email.

**Chair's Report:**

- On 9/7/16, Staff Senate was represented at the "Raising The Wall" event celebrating the beginning of construction for NC State Habitat Build-A-Block project.
- On 9/7/16, Staff Senate Chair and Chair-Elect were participating in the Chancellor's meeting on Campus Climate.
- Today discussion on Diversity, and Racial Climate on Campus, is planned to update all senators the positive development in responses to the crucial events taken place on Campus in the past 3 weeks.
- NC State Delegates will attend the Inauguration of UNC President Margaret Spellings on October 13th, at UNC Chapel Hill Memorial Hall.
- NC State Delegates will attend the UNC Staff Assembly meeting on October 17-18th, at Western Carolina University.

**Committee Reports:**

**External Affairs, Brenda Blackman**

- The committee worked our booth at the Employee Appreciation Day. We reviewed the results with the whole committee.
- We registered 3 new voters, change of address for 6 current voters, and change party affiliations for 2 current voters. Several people took forms home with them to get family members to register or change of address. We also increased the awareness of early voting on campus – a lot of people were not aware we even had one
- We had lots of flyers left, and we would like to leave them out at next Staff Senate Meeting so all senators can take some and put up in their areas.
- Reviewed answered questions from Cathy Reeve and Transportation

**Governance/Elections, Jason Painter**

**Reviewed**

[Merged StaffSenateBylaws Procedure Manual 2015.docx.docx](#)

Reviewed and Commented (In-Progress)

[StaffSenateBylaws-Amendments 2015 \(2016 Review In-Progress\).docx](#)

**Next Steps:**

- [ALL] Review our By-Laws, By-Laws Amendments, and Procedure Manual in preparation for continuing our review currently in-progress

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- [John] Share other universities by-laws

**Public Relations, Wendy Koch**

- We have set up a Google drive folder in the PR Committee Goggle drive, this is where photos that we find for the four message content areas can be placed by committee members; we need at least 20 photos for each message. There are a few areas that photos can be found, the University photo database and the Staff Senate Facebook page are a couple.
- We need to connect with Nancy to get some archived facts and numbers on fundraisers and event that Staff Senate has been involved in. These will be used for slides as well. We want to include photos that go back about 3 years, not just present photos.
- Wendy presented a power point presentation to the entire Staff Senate. Power point outlined the following:
  - Target Audience
  - 4 message areas
  - Timeline for finished video
  - Example of video pictures
- Carissa is going to contact BJ regarding timeframe and ideas and to plan a time we can meet with him to brainstorm and a few people regarding photos
  - Becky Newkirk, Laura Stott (OIED), Lynn Barber, Joan Akin, and DASA
- We have come up with four message areas we want to focus on for the video, listed below in the order they will fall in the video, are the 4 message areas and the events/areas of Staff Senate that we can gathering pictures and information for **ALL PHOTOS MUST BE LOADED BY OCTOBER 28:**
  - Four Messages
    - Advocate
    - Educate
    - Celebrate
    - Serve
  - Advocate
    - Events/Photos to collect
      - Administrators at the Staff Senate (SS) Meeting
      - Pictures with the Chancellor (events, meetings, anything with SS involvement)
      - Staff Assembly Pictures
      - Classes for staff
        - Get a copy of David Defoor's letter regarding free education for staff

**Educate**

- Events/photos to collect
  - Lunch & Learn (use already created flyers as well)
  - Bell Tower Tour
  - Sustainability

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- Veterans flag event

**Celebrate**

- Events/Photos to collect
  - Packapoloosa
  - "Chancellors Kids"
  - University Award Programs
  - Basketball game
  - Employee Appreciation

**Serve**

- Events/Photos to Collect also gather numbers and facts
  - Food pantry
  - Coat Drive
  - Bountiful Harvest
  - Build a block
  - International Housekeeper Week

**Human Resources, Yolanda Sanders**

Topics of Discussion

**October Projects**

- Bountiful Harvest Food Drive October 5th-November 4th
- Candy for Coats -October 10th & 11th (Talley 2nd Floor) Instead of incorporating additional 2 evening for coat drop; we'll offer central drop off locations

E Carroll Joyner Center Mon-Friday 8:30am-4:30pm

1210 Varsity Drive (at the intersection of Western Blvd. and Varsity Dr.)

NC State University Police Department, Public Safety Building 24 hours (for afterhours assistance, use red phone in vestibule) 2610 Wolf Village Way

Facilities Warehouse Sullivan Shops II Mon-Friday 7:00am-4:00pm

621 Motor Pool Street; in addition do need to provide guidelines so that everyone get a chance to get a coat (one coat per student)

**November Projects**

- Staff Senate fundraising with local restaurants. Jersey Mike's and movie "Staff Senate Family Night Out" more to come...
- Lunch and Learn in partnership with Learning and Organizational Development Emotional Intelligence 2.0 rescheduled for November

**December Projects**

- Lunch and Learn Investment for Beginners facilitator William Sloan with Sound Financial Management (date/time TBD)
- HR Committee with work with Tenille Naumann to promote this year's U.S. Marine Reserve's Toys For Tots campaign

**Guest Speaker:** Lisa J Eberhart, Dining and Catering Operations Dietitian

- Lisa shared the following on NCSU Dining accomplishments:

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- Recently recognized as one of Udi's Top 10 Gluten Free Colleges; Ranked among the Top 50 Best College Dining Experiences by College Rank; Recognized one of the Top 26 Healthiest Colleges in the US by Greatist.com; and NC State Dining's efforts to promote nutrition and wellness on a scale of 1-10 with 10 being Very Satisfied.
- Staff Senate will partner with Dining and Catering to Kick Off Heart Month Health & Wellness Expo-February 3, 2017 held at Carol Poole Clubhouse at 5:30pm. More information to come.

**Group Insurance and Benefits**

GIBC Meeting Sept. 13, 2016

- Annual enrollment is the month of October. Everyone on the State Health Plan will default back to the 70/30 plan. Everyone will need to take some action for their plan. That includes entering their care providers and health assessment.
- Advertisements and announcements have been placed all over campus. Each Benefit Consultant will also contact their designated College HR Rep to schedule a 90 minute Benefits Open Enrollment Session with each unit. These sessions will allow Benefits explain and answer all questions pertaining to open enrollment.
- Discussions on how the new Fair Labor Standards Act might impact NCSU employees. <https://staffsenate.ncsu.edu/changes-to-flsa/>
- New Leave System expected March/April 2017. More information to come.

**Diversity, Sabra Stipe**

Committed covered three topics:

- Melissa Cardez is spearheading Diversity Week "Generations at Work" presented by Stephanie Jackson on Tuesday, Oct 18. Snacks and drinks provided.
- We will be hosting a diversity event during the Women's Basketball game against Miami on Thurs, Jan 5 at 7 p.m. (this could be Thurs, Jan 22 against Clemson -- need to confirm with Susan). We are planning some different activities this year including a Scavenger Hunt around Reynold's Coliseum.
- We finalized our submission to the OIED's Diversity Mini-Grant due on Oct 7.

**Resources & Environment, Mark Michaelson**

- Build-a-Block Project Kickoff (Sept 7th)
- Sustainable Transportation Showcase (Sept 14th)
- Shack-a-Thon (Sept 19th-23rd)

**New and upcoming items:**

- Staff Senate volunteer dates for Build-a-Block

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- the dates are Friday, November 18th and Friday, December 16th from 8:15am-4:00pm - the link to sign up is <http://vhub.at/ncsustaffsenate>
- **Campus Safety "Night Walk" with University Police**
  - Date TBD / most likely Monday, November 7th or Thursday, November 10th
- JC Raulston Arboretum tour in the spring
  - the date will be Tuesday, April 18th from 12:00pm-1:00pm sign up will be sent closer to the event date in the spring
- Planning upcoming lunch and learn events
  - topics: fuel efficient driving, gardening, low-maintenance landscaping, pollinator gardens - dates and times TBD

**Other items:**

- Developing plans to promote walking and biking on campus, in coordination with University Transportation, University Recreation, and Sustainability Office
- Investigating the University's "anti-idling" policy, and developing plans to promote greater fuel efficiency within University motor fleet

**Computer Loan Program, Joe Sutton**

- Computer Loan program has received 20 laptops and still looking for more laptops, especially Macs

**Raffle**

- Carolina Hurricanes - Friday, October 7, 2016

**Adjourn:** 12:00PM

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Respectfully submitted by Nancy Phillips, Staff Senate Administrative Assistant