

NC State Staff Senate

Wednesday, September 5, 2018

Talley Student Union, Governance Chambers

Present: Kelly Vogel, Emily Gower, Brenna Collins, Shawn Colvin, Hayley Hardenbrook, David Hawley, Mollie Khanna, Cathi Dunnagan, Janice Sitzes, Holly Sullenger, Joyce Barron, Amy Parker, Sarah Searcy, Ken Roth, Ashley Dockery, Michelle Healey, Sara Lane, Beth Rosen, Dannica Wall-Prestage, Rasha Qudsieh, James Draper, Becky Castello, BJ Okleshen, Cathy James, Lisa Forrest, Richard Corley, Marsha Bailey Curtis, Tracy Brown, Helen DiPietro, Andrew White, Richard Sapienza, Joe Sutton, Joshua Green, John Grimes, Melissa Jackson, Elizabeth Dyer, Alan Porch, Dana Ripperton, Jason Painter, Lynn Doby, Katie Bennett, Lena Smith, Kiresten Branch, Connor Brady, Bradford Hill, Brian Mathis, Ebony Peterson, Ben Strunk, Evelyn Buck, Cecilia Dorado, Joe Matise, Barbara Sutton, Brittany Bell, Paul Feucht, Anthony Fortune-Linton, Rodney Holmes, Lib McGowan, Ranjani Rajagopalan, Randy Davis, Annaka Sikkink, Chris Deaton, Pat Gaddy, Tiffany Viator, Jill Phipps, Ronda Greene

Excused: LaTonya Scott, LaToya Lucy, Donise Benton, Stefanie LaJuett, Monique Merriweather-Yarborough, Angela Nicholson, Emanuel Guzman, Adam Bensley, Manley Coper

Absent: Kate Shirley, Jeanine Gaul, Mindi James, Yolanda Sanders, Daniel Colleran, Jaelyn Phelps

Call to Order

- Chair, Dr. Jason Painter called the September 5th meeting to order.

Approval of the August 8, 2018 minutes, Chair, Dr. Jason Painter

- Chair Painter called for a motion to approve the August 8th minutes. A motion and second were made and the minutes were unanimously approved.

Chair's Report

- International Housekeepers Appreciation Week is September 9th - 15th, 2018 – volunteers needed (an informational email will be sent today on ways you can serve your housekeeper).
- Past Chair, Cathi Dunnagan reported that Packapalooza was a huge success! Special thanks to Janice Sitzes, Helen DiPietro, Allen Thompson and all volunteers that served.
 - [Staff Senate video](#).
- University Standing Committees vacant seats. Please email Chair Painter if you are interested on serving on any of the following committees:
 - Bookstore (2 openings)
 - Dining (3 openings)
 - Extension Engagement and Economic Development (1 opening)
 - Group Insurance and Benefits (2 openings)

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- Library (2 openings)
- Registration Records and Calendar (2 openings)
- These meeting will begin this month.

Appointments:

- Pat Gaddy, reported due to Chair Painter's charged for OKRs, the Governance Committee worked hard on recruiting open seats that had no representation. Extension Senators BJ Okleshen and Becky Castello helped to recruit LaToya Lucy to represent District 11-Southeast and Lisa Forrest to represent District 11-West. Supervisor approval were sent and all supporting documentation are obtained. Chair Painter approved to appoint both LaToya and Lisa and asked Senators for any objections. A motion to appoint was approved first from Beth Rosen, second from Sara Lane, all were in favor and there were no objections.

Senator Andrew White, Employee Experience and Relations Committee.*Purpose:*

Make recommendations to the Staff Senate regarding:

- Addresses concerns and work with university department to revisit and/or clarify university policies and procedures affecting the NC State staff experience and employment satisfaction. Some of these areas would include:
 - Campus work environment
 - Transportation
 - Public safety
 - Wellness
 - Work/life balance
 - Food insecurity/basic needs
- The committee shall collaborate with any University standing committees, staff senate committees and staff senate leadership, to carry out its duties and to fulfill its obligation to the Staff Senate and its constituents.
- Andrew White and Brian Mathis were charged from the EB meeting to implement a Staff Advisory committee for each college and unit.
- Chair Jason shared the background information from this charge. Pat Gaddy and Chair Jason already have in place a staff advisory council/staff relations committee. Most of the EB members were unaware and all members were in favor to have this implemented in their own college/unit. Chair Jason charged the Employee Experience and Relations Committee to hopefully implement this in all colleges and units. This committee is a two person committee and the Chair has ask Senators to support this committee. The Chair stated if you are willing to serve on this committee to first speak with the chair of your committee that you currently serve on and second to contact either Andrew or Brian.

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Annual Raise Process

- Marie Williams, Associate Vice Chancellor for Human Resources answered Senator's concerns/questions on the annual raise process. To review the process in detail visit:

https://budget.ncsu.edu/budgetcentral/documents/20180817_EHRA_SHRA_ARP_Memo.pdf

2018-19 Special Bonus Leave

- <https://benefits.hr.ncsu.edu/bonus-leave/>.
- <https://hr.ncsu.edu/news/2018/09/fy-2018-19-special-bonus-leave/>

UNC-SO Employee Engagement Survey: NC State University Results**Marie Williams, Associate Vice Chancellor for Human Resources****Nancy Whelchel, Director for Survey Research**

- <https://drive.google.com/file/d/0BxjL-0tSpxEPRldjNXk5akpoaDAxelMxbVk2eUZ2b0o1aDhN/view?usp=sharing>

Highlights:

- NC State had a 54% employee response rate
- Our employees gave more favorable ratings than the UNC System overall on 14 of 15 core dimensions, including "senior leadership," "facilities," and "faculty, administration, and staff relations." The one core dimension in which we did not exceed the system average was "fairness."
- NC State had no unfavorable ratings that were great enough to be listed as "warrants attention" or worse
- NC State employees' overall ratings for belief statements were three or more percentage points more favorable than the UNC system overall on 30 of 60 belief statements. The highest rated belief statement was, "I understand how my job contributes to the institution's mission." NC State's most unfavorable rating was on the belief statement, "I am paid fairly for my work."
- 2/3rds of NC State employees report being satisfied with their benefits overall, including leave and holidays, and retirement savings. They reported being least satisfied with some benefits, including medical insurance and dental insurance.
- The university is developing plans to address areas that received the lowest ratings. The plans will focus on four main areas:
 - Diversity and Inclusion
 - Policies, Resources, and Efficiencies
 - Institutional Pride and Employee Recognition

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- Professional Development

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

- Elected Co chair-Tracy Brown
- Reached out to Marie via Corrinna in regards to reviewing and returning the Bylaws by November. She agreed that is a doable timeframe.

Elections:

- Identified two districts in Extension Services that were not represented (West and Southeast District).
- Recruited two persons to fill these vacancies and recommended them to Jason as appointees for those districts.
- As we continuing looking at ways to enhance elections participation throughout campus, we are looking to place an announcement in our Staff Senate newsletter soliciting feedback per the following question:
- "How can we increase Staff Senate participation in your department/college during the election process?"

Human Resources, LaTonya Scott, Chair

- The HR committee will be hosting our first lunch and learn once approved by the board, in November. The topic will be Mental Health.
- Working on our Bountiful Harvest food and coat drive. The HR committee will discuss how they can help victims of our recent hurricane, Florence.
- Completed the OKRs and LaTonya will be emailing Chair Jason by this Friday 9/21.

Public Relations, Sara Lane, Chair

- **Event Submission Form:** The PR committee has created an event submission form that can be accessed at <http://go.ncsu.edu/StaffSenatePublicity>. Please use this to submit any events or announcements you'd like us to publicize.
- **Changes to newsletter and constituent communication:**
 - We will be creating a new constituent email that will be provided to senators each Monday following the general Senate meeting. Senators should modify the email as needed for their area and then send it out to their constituents as early as possible after receiving it, signing it with the names of all district staff senators.
 - Each district should determine which staff senators will be sending out the email and tell Sara Lane (sjlane@ncsu.edu) who that will be. She

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will create a spreadsheet with those names and each of those senators should log on to the spreadsheet to confirm when they have sent out the email to constituents.

- The Staff Senate newsletter will now be distributed every week except the week after the general meeting, when the new constituent email will be sent by individual Senators.
- **Staff Senate Google Calendar:** The PR Committee will be updating the Staff Senate Google Calendar using the events that are submitted through the event/announcement submission form. Senators and staff members can view the calendar on the Staff Senate website at <https://staffsenate.ncsu.edu/calendar/staff-senate-public-calendar/>.
- **Videos:** Committee member Lynn Doby has created videos featuring Staff Senate participation in the Solar Car Tour and Packapalooza. We'll be posting these to the Staff Senate Youtube channel (search Youtube for "NC State Staff Senate"). He'll be working on a Staff Senate promotional video with a target completion date of January 15th.
- **Website:** The team members managing the Staff Senate website have had difficulty accessing the website for editing. We will get them access this month and they will start updating the site.
- **Social Media:** Our social media team will be updating our social media pages at least twice a week. They will be using the hashtags #MakeYourVoiceHeard and #NCStateStaffSenate. Please use these in your own social media posts regarding Staff Senate.
- **Billboards:** We've created several billboard slides to use on the billboard system around campus. Those will be made available on the billboard system in the coming month, and we will update them to advertise events, announcements, and Staff Senate in general.
- **District Communications Plans:** If they haven't already, senators from each district should get together to review the district communications plan they created at the Staff Senate retreat, and begin implementing it if they haven't already.

External Affairs, Mollie Khanna, Chair

- Brian Mathis joined our committee meeting to discuss Talley as an early voting site, and to inform us about Pack the Polls initiatives so that our committee can be a constructive partner in promoting early voting to staff.
- The committee discussed:
 - Items to provide for the next Staff Senate email regarding voter registration.
 - Discussed possible speakers for our committee meeting, as well as potential speakers for the general staff senate meeting.

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Resources & Environment, Beth Rosen, Chair

- Spoke to the group about our mission for REC and the decision for 2 committee members to break off to start their own ad hoc committee. Wanted to talk as a group if others felt that the meetings we've had thus far have not met their thoughts about the REC and to talk about other options to ensure all feel we are on track with the information in the handbook.
- Carla opened the meeting to discuss the current programs we have partnered with the Sustainability office for the next few months.
- Opened the floor to a group discussion about the planned events we have through November and possible other options.
- Ideas: "make your own holiday wreath" with the cuttings from facilities across campus. Have this over multiple days so we can encourage participation from students and staff. Serve hot cocoa/tea/coffee (possible - Dec 4/5/6) Partner with the food pantry to give away wreaths to staff and students that do not have access to their own. Reach out to craft center on campus to partner and possibly use Adam's work location as a spot; possible PNC sponsorship?
- NCSU Soccer Games or women's basketball games – partner for recycling for these events.

UPCOMING EVENTS:

- Monthly Greenway Bike Tour – 12- 1pm/ Wed Sept 19th
- Floating Island Tour – 12-1pm/ Thurs. Sept 20
- Agro-ecology Farm Tour – 10am/ Wed Oct 10th
- Recycle/Composting Lunch & Learn – 12-1pm/ Thurs Nov 1st
- Wake Co. Landfill Tour – 1-2:30pm/ Wed Nov 14th

Diversity, Cecilia Dorado, Chair

Our meeting was focused on 3 topics.

- Review Okrs.
 - Just wanted to make sure all members were on the same page to move forward.
- Determine meeting times and location.
 - Second Thursday most months.
- Budget to propose for the Dancing Around the World Event.
 - We were able to really dig in to the Event Budget and create an itemized report.
 - Approval from Staff Senate
 - Liability waivers
 - Funding

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Computer Loan Program, Joe Sutton, Chair

- Continuing to issue out MacBooks and now working on replacing older Windows laptops. If you know of groups getting rid of laptops, have them consider transferring them to the Computer Loan Program.

New Business:

- Chair Painter asked if any Senators had new business to please send them to Jason, due to time restraint.

Old Business:

- Tuition Waiver Constituent Concern was addressed. Vice Chair will follow up and send a response to the constituent.

Adjournment:

- Chair Painter called for a motion to adjourn at 12:00PM. A motion and second were made.

Respectfully submitted by Nancy Phillips