

General Meeting Minutes

September 7, 2016

Talley Student Union, Governance Chamber

Present: David Blake, Shanna Harwell, Sharon Herring, Tenille Naumann, Melissa Cardez, Susan Colby, Patty Fields, Charles Jones, Karen Lundin, Karin Sandler, Sabra Stipe, John Starbuck, Brenda Blackman, Paul Feucht, Jan Gaines, Angela Hallman, Lib McGowan, Ashley Schwed, Helen DiPietro, Pat Gaddy, David Hawley, Jason Painter, Cathi Phillips-Dunnagan, Jill Phipps, Suzie Crews, Rodney Holmes, Lisa McCain-Jackson, Amanda Petty, Lindsay Recchie, Yolanda Sanders, Allen Thompson, Sharmeen Williams-Nokes, Molly Bradshaw, Carissa Burroughs, Nikki Cofield, Wendy Koch, Jenelle Wass, Krystal Chojnacki, Mohammed Assfari, David Herpy, Matthew High, Mark Michaelson, Richard Sapienza, Janice Sitzes, Carol Haywood, Shawnda Hill, Mindi James, Katie Elliot, Angkana Bode, Wyona Goodwin, David Kelly, Corrinna Watkins

Excused: Joe Sutton, James Draper, Nancemarie Brandquist, Kim Davis, Jessica Griffin, Nikki Harris, Richard Corley, Elizabeth Milks, Melanie Clark

Absent: Sarah Tinker, Tih-Yuan Wang

Order of Business:

Call to Order:

Chair Angkana Bode called the meeting to order

Roll Call:

Taken by Nancy Phillips

Approval of the August 3, 2016 Minutes:

Minutes were approved as written

Vice Chair:

- David Kelly reported on a transportation concern
- Discussed working with the Faculty and Student Senate to support a Resolution regarding transportation issues

Guest Speaker, Scott Douglass, Vice Chancellor for Finance and Administration

- Training of Management, emphasizing on staff development in order for staff to be successful at their job

Marie Williams, Associate Vice Chancellor for Human Resources

- Continuing conversations with Scott Douglas regarding Ombudsman
- FLSA Overtime Rules – \$47.476 new overtime threshold
 - Federal Law - Must be compliance effective December 1, 2016
 - Mandatory training in October and November for all Supervisors/Managers
 - Guidelines for consistency and accuracy

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- PeopleSoft Project (Absent Management Program) working with OIT in the development, but this will not be in place until late Spring/Summer
- Performance Management System will be implemented in the Spring
 - Staff Poll: online or paper – online was preferred
- The 1.5% LI salary increase for EHRA and SHRA employees has been applied to your August paycheck retro to July 1. The .5% one-time bonus for EHRA and SHRA who are eligible will be paid in October paycheck
- We are still waiting for instructions from GA for the 1% Merit, but we have a very short window time to implement which is from Sept. 23 – Oct. 12th

Guest Speaker, Linda McCabe Smith, Vice Provost for Institutional Equity and Diversity

- Expressed gratitude to all staff
- Given two folders first day of work – “Case for Staff Diversity” and “Staff Diversity”
 - Reviewed the folders for understanding and background of what that office did
- We are changing. Recently was from a state that was broke and learned to do more with less
 - We must take proactive measures and work together to fix problems now - not later

Staff Well Being Survey Recommendations:

1. Recruitment and Retention
 2. Workplace flexibility
 3. Professional and Career Development
 4. Required Supervisor Training
 5. Work-Life Balance and Wellness
 6. Campus Community Involvement
- Advocate for Training of making sure that people are trained
 - Diversity affects every aspect - not an isolation of training
 - Ombudsman position was discussed and conversations are still on the table
 - Model: To decrease the fragmentation of all of this and bring it together so we are working collaboratively

Ada Baldwin, Director for University Housekeeping

International Housekeepers week 9/11 – 17th

IEHA celebrating 86 years www.ieha.org

- IHW is central to the mission of IEHA as it assists in celebrating and recognizing individuals globally who keep the facilities safe and clean for occupants and the environment

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- IHW Events
 - Mummy Wrap
 - Spray Bottle Shoot
- IHW Awards and Recognition
 - Excellent Attendance
 - Most Helpful Staff Member
 - Housekeeper of the Year
 - Most Dedicated
 - Best Floor of the Year
 - Most Friendly
 - Most Dependable

IHW Social Media

- Spread the word and help us increase visibility of recognizing & appreciating the UH Staff
- #THANKACLEANER
- #THXNCSUBEST

NCSU IHW AGENDA

- September 12th – IEHA Kick Off, Talley Student Center
- September 13th – Zone Manger’s Staff Appreciation Day
- September 14th – Building Occupants Staff Appreciation Day
- September 15th – Zone Manager Appreciation Day
- September 16th - Picnic Lee Field

Chair’s Report:

- Just before our 9/7/16 Staff Senate General Meeting, Staff was represented at the wall raising to kick-off the historic Build-A-Block partnership with Chancellor and Mrs. Woodson, Smedes York and the student leaders from the Campus Chapter of Habitat for Humanity. Staff Senate will continue to promote and support this project. Staff is looking forward to working side-by-side with our Students and Faculty.

Parliamentarian, Jill Phipps

- Discussion on parliamentary procedures

Committee Reports:

Public Relations, Wendy Koch:

Video – Carissa Managing

- BJ from OIT came to discuss, he will be creating
 - Budget 3 Hours total cost 198.00 (may need more time if changes are requested)
- No more than a minute

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- Will include still pictures with quotes and music
- Team needs to pick pictures and have some quotes
- Come up with 3 – 4 messages for the entire video
- Closed caption will be needed for video
- Fundraiser – Wendy to Manage
- Ideas welcome, hope to collaborate with different areas of the university to accomplish this.
 - Murder mystery dinner
 - Art auction (art from faculty, staff, students) donated

Need for more social media posting

- Must be posting at least once a week plenty of pictures and info to put up
- LinkedIn: managed by Krystal
- Facebook: managed by Nikki
- Twitter: tied w/FB by Nikki
- Instagram: NEED A VOLUNTEER FOR THIS! Can also link to Twitter
 - Richard

External Affairs, Brenda Blackman

- Introductions made to Committee and Sarah Stone
- Sarah gave us a brief history of herself and where she works
- Arrangements are in the works to attend a session downtown in Jan 2017 with Sarah
- Gained a better understanding of what the committee can and can't do
- Will be setting up a booth during State Employee Appreciation Day at Reynolds

Diversity, Susan Colby & Sabra Stipe

The Diversity Committee met Wednesday, September 7 and began by giving an overview of the August meeting and reasons why members chose to participate on this committee. Discussion was held afterwards on the topics of:

- 1) Staff Women's Network - Angkana Bode has given permission for the NC State Staff Women's Network to house a webpage on the NC State Staff Senate website.
- 2) OIED Chocolate Festival - date for program is September 30. Staff can volunteer or attend. Register online for either/both.
- 3) Women's Basketball Game - the WBB schedule has not been released as of this date. Will come out later in September. Once that is released Susan Colby will contact Felicia Mangum in the WBB office and decide on date to host an Employee Appreciation Day event as has been done in the past and sponsored by the Staff Senate and OIED.
- 4) Diversity Mini Grant - DMG application is now open. The Diversity Committee discussed hosting an International Dance Program in collaboration with Dances

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with Wolves (student organization) to be held in February or March. Karin Sandler with contact Dances with Wolves and Sabra Stipe will complete the Diversity Mini Grant application.

5) Additional future activities will be planned in October (Lunch & Learn during Diversity Education Week - Melissa Cardez (lead) and in November (International Education Month - Karin Sandler (lead)

Human Resources, Yolanda Sanders

Topics of Discussion

Collaboration with various units across campus to help facilitate more exposure with Lunch and Learn Sessions

- Benefits-Point of contact Monique Merriweather-Yarborough
- Campus Bookstore- Point of contact Isaac Pomper and Christopher Walsh
- Learning Organizational Development-Point of contact Makeba Jackson
- University Recreation (Wellness Program)-Point of contact Shannon DuPree

Scheduled Lunch and Learn Sessions

- Financial Wellness, August 18, 2016, Talley 4101, 12pm-1pm
 - Facilitator William Sloan w/Sound Financial Management, Inc
- Unconscious Bias: The Hidden Barrier, August 25, 2016, Talley 4101, 12pm-1:30pm
 - Facilitator Makeba Jackson w/Pre Recorded session w/Howard J. Ross expert on diversity, leadership, and organizational change
- Winterizing Lawn Care & Equipment -September 21, 2016, Talley 4280, 11am-12pm & 12pm-1pm (two sessions held back to back; seating limit 45 each)
- Emotional Intelligence 2.0 September 22, 2016, Talley 3222, 12pm-1pm
 - Facilitator Makeba Jackson (postponed)
- Achieving Innovation and Breakthroughs, October 6, 2016, Talley 4101, 12pm-1pm
 - Facilitator Makeba Jackson
- Working Better than Before: Understanding Habits to Manage Yourself and Others-Better, October 11, 2016 (room TBD) 12:30pm-2:00pm
 - *Possibly lunch will be provided* Facilitator Makeba Jackson/Gretchen Rubin

New Ideas in Planning Stages

- Movie on the lawn to promote Bountiful Harvest Food Drive, September 30, 2016
- Benefits Communication October 2016 Partner w/Benefits Oct 4th-Nov 4th
 - Coats for Candy Coat Drive-October 11th-12th -Partner with Feed the Pack Food Pantry (dates subject to change)
 - Exercise Week Wellness Champion- October 2016
 - Financial Wellness Investments- December 2016
 - Health and Wellness Expo, February or March 2017

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- Health Eating Right mini sessions- January 2017 (every Friday)
- Cooking Show, Health & Wellness-February 2017
- Treasure Hunt 21 day Competition-March 2017

Community Projects

- Health Harvest Food Drive to benefit the North Carolina Food Bank and Feed the Pack Food Pantry, October 1st-NOv 4th
- Coats for Candy Coat Drive-October 24th-31st-Partner with Feed the Pack Food Pantry (dates subject to change)

Governance, Jason Painter

- Executive Board approved combining Governance and Elections for 2016-2017
- Prepare the Procedures Manual to align with By-Laws.
- Revisit the By-Laws.

Discussion of By-Laws updates per EB 2015-2016

By-Laws Issues:

- Must be a Full Senator for a full year before running for Officer Position
- Lose your seat if you transfer to a different department
- Alternates cannot Chair a Committee
- Alternates cannot run for Officer Position (unclear)

Research 2015-2016: peer universities have rolling elections, multiple elections per year, and membership (non-voting, join as member, participate)

By-Laws and Procedures Manual Approval Process:

- Proposed by Governance / Elections Committee to Executive Board
- Vote by Executive Board
- Vote by Senate
- By-Laws must be approved by Chancellor

Resources & Environment, Mark Michaelson

- Brief recap of Service NC State Habitat Build Day on August 19th
Announcements of upcoming events...
- NCSU / Habitat for Humanity "Build-a-Block" wall-raising ceremony w/ Chancellor Woodson on September 7th... public volunteers begin September 10th
- Sustainable Transportation Showcase on September 14th on the Brickyard
- Shackathon (student event) - September 19th-23rd... Looking at ways SS may support... contacting RAVE catering about coffee and doughnuts

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Elections, John Starbuck

- The Elections Committee has two new members
- Combined meeting with Governance Committee

Computer Loan Program, Joe Sutton

- Waitlist is less than 20
- Burp for newsletter to collect laptops, Macs and PCs

Adjourn: 12:00PM

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Assistant