

**General Meeting Minutes**

Wednesday, September 2, 2015

Talley Student Union, Governance Chamber

**Present:** Wyona Goodwin, Jim Stewart, Melanie Clark, Mindi James, Latoya Giles, Katherine Elliot, Maria Moreno, Jason Painter, Yolanda Sanders, Zackery Dean, Patti Woodbury, Kimberly Davis, Brenda Blackman, Nikki Cofield, Jean Lembke, Abe Jones, Jason Joyner, Angkana Bode, Matthew High, Charles Craig, Michael Ellison, Sharon Herring, Joseph Whitehead, David Kelly, Issac Lewis, Krystal Chojnacki, Wendy Koch, Angela Hallman, David Hawley, Cathi Phillips Dunnagan, Jasmine Omorogbe, Sara Seltzer, Sharmeen Williams-Nokes, Jill Phipps, Kathryn Hair, Barbara Walker, Jenelle Wass, Teresa Story, Aires Eatmon, Pat Gaddy, Beverly Beland, Barbara Carroll, ex-officio, Corrinda Watkins, ex-officio

**Excused:** Miriam Hines, Audrey Hendriks, Todd Becker, Shanna Harwell, Molly Bradshaw, Anna Lamm, Charles Cline, Rachelle Robinson, Donise Benton, Cheryl Tripp

**Call To Order:**

The Staff Senate Chair, Wyona Goodwin called the meeting to order at 10:00 a.m.

**Guests:**

- Dr. Terri Helmlinger Ratcliff, the Vice Provost for Outreach & Engagement
- Alice Warren, Vice Provost for Continuing Education
- Brian Finegan, Administrator and Certified Dental Assistant & Heather Archer Spencer, Associate Director of Student Health

Dr. Terri Helmlinger Ratcliff, reported on campus outreach and engagement activities, their willingness to partner with Staff Senate on Community Service events and activities. She encouraged senators to learn more about how NC State is serving its community. Visit: <https://oe.ncsu.edu/>.

Dr. Terri Helmlinger Ratcliff's presentation to staff senators:  
Outreach & Engagement: <http://go.ncsu.edu/ss-outreach-engagement>

Ms. Alice Warren reported on Connecting in North Carolina (CINC). CINC is a program in which new NC State University faculty, staff and administrators are introduced to NC and its people, witnessing the impact of our land-grant initiatives throughout the state. Detailed information can be viewed at: <https://onece.ncsu.edu/mckimmon/divisionUnits/cinc/index.jsp>

Ms. Alice Warren's presentation on continuing education.  
<http://go.ncsu.edu/ss-continuing-education>

Brian Finegan and Heather Archer Spencer, reported on the New Dental Clinic located on Centennial Campus for staff, faculty and students at Research Bldg. II 1009 Capability Drive, Ste. 100. They offer a full range of dental services, accepts most insurances and offer cash discounts. Visit: Dental Clinic On-Campus for detailed information: <http://go.ncsu.edu/ss-dental-on-campus>

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**Roll Call:**

Taken by Nancy Phillips

**Approval of the August 5<sup>th</sup> Staff Senate Minutes:**

Minutes were approved with the addition of the Resources and Environment committee report.

**Administrative Report:**

Barbara Carroll, AVC of HR shared the following:

- The State is proposing a one-time bonus at the end of the year \$750.00 flat
- There is no word on bonus leave.
- State Health Plan changes: Everyone on the SHP must take action this year during open enrollment for attestation. Open enrollment is expected to start mid-October 2015 through mid- November 2015.
- Staff and Faculty Appreciation Day is Wednesday, September 16<sup>th</sup> from 11a.m. – 2p.m. at the new Talley Student Union. There will be free food, music, games and giveaways.

**Budget Report:**

Corrinda Watkins, Advisor reported:

- Current operating budget balance of \$3,214.68.
- Operating/Business cost to date: \$747.32
- Pending charges for marketing materials: Tent, Fitted Table Cloth and Banner

**Chair's Report:**

Wyona Goodwin, shared the following:

- Attended the UNC Staff Assembly Delegate meeting at UNC Asheville.
  - Main points discussed were the importance of shared governance between Faculty and Staff Senate within the Staff Assembly and across all 17 campuses.
  - Discussed the upcoming elections for open delegate seats
  - Discussed the Chancellor's Cup Golf Tournament scheduled for May 25, 2016
  - Discussed HR concerns across the UNC system regarding retention and promotion
- Wyona will be presenting Staff Senate news and events to the Board of Trustees on Friday, September 11, 2015 at the Alumni Hall.
- Wyona attended a free Guidebook training along with John S. and Nikki C. to learn more about how Staff Senate could benefit from using it to communicate better with staff.
- The Staff Senate Food Drive. Start date Oct. 1<sup>st</sup> through Nov. 6<sup>th</sup>. Volunteers are needed to help organize the event. Donations will benefit the NCSU Feed the Pack Pantry and the Food Bank of Central and Eastern NC. A sign-up sheet will be emailed to all Senators.
- Applications for the Janet B. Royster Scholarship will go live Aug. 15<sup>th</sup> –Oct. 1<sup>st</sup>. All UNC fulltime benefit eligible employees (SPA & EPA Non-faculty) are encouraged to apply.

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**Committee Reports:****Diversity**

Submitted by Charles Craig, Chair

- Generations at Work Lunch and Learn  
October 14, 2015 12- 1:00 pm 2301 Classroom in the Student Health Center  
Presented by Stephanie Davis.

**Governance:**

Submitted by Jason Painter, Chair

**Topics of Discussion:**

- We want the officers elected earlier in the year. (Bylaws section 3. C.). Be specific with the date- *No later than*  [date] .
- Officer voting rights and eligibility: Do officers who are elected *need* to re-run for office or can they let another representative back-fill that seat.
- By-laws can be approved by the body of the senate to take effect (chancellor should approve it)
- Officer eligibility Section 2.a-c. - perhaps need to clarify
- Work with elections committee on turnaround time after nominations are made - for supervisor approval (it is a quick turnaround time) ex. Police Dept. Representative.
- Need to work on the elections timeline with due dates and the number of working days that folks have to process paperwork. ex. February 28th at 5:00 PM.
- Re-formatting by-laws.
- Bylaws & procedure manuals issues to staff senators and online need to be the most recent versions. Need to make sure that the elections committee has the same copy of the procedure manual that we are looking at.
- Reviewing election process this past year, timing issues so as to mitigate similar issues happening last year.
- Inviting folks with inquiries regarding procedures to address questions/concerns to the Governance.
- Committee assignments [take care of before the end of the year]: review how these are made and information given to incoming and existing senators prior to them issuing their appointment requests. Suggestions: videos in advance of committee selection survey; committee assignments should be for 2 years unless otherwise requested - this will help to keep activities moving; time commitment increase (need to notify supervisor) with committee changes (example of commitment to events that run into this year with additional new duties); June meeting should be the chair reports with video recording.
- Executive Committee selection should be prior to committee selection.
- Need to have an election calendar.

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**Resources & Environment:**

Submitted by David Kelly, Chair

David Kelly, discussed the following:

- Oct. 14<sup>th</sup> -The Alternative Vehicle Showcase is scheduled from 10:00AM-1:00PM on the Brickyard. Volunteers are needed for the event.
- November 2015 (date TBD) The annual Night Walk
- Future project ideas:
  - Plant-a-Tree initiative during Earth Month in April.
  - How to Compost at Home
  - The Benefits of an Ergonomically Friendly Work Space
  - Recycling 101
  - Physical Fitness on NC State University
  - Home Gardening and Happy Lawn
  - University Wide Recycling Competition using the JouleBug Sustainability App.

Kelly will be meeting with the Sustainability Office on 9/11 to continue the discussion on the creation of the Staff Steward Program.

At the request of the Sustainability Office and Staff Senate Chair Goodwin, a member of the R&E Committee was asked to serve on the Campus Environment Sustainability Committee. Mark Michealson was selected as our Staff Senate representative.

**Public Relations:**

Submitted by Nikki Cofield, Chair

- The Public Relations Committee reported that they are currently partnering with the Human Resources Committee to create and initiate a recognition program for IEHA.

**Elections:**

Cathi Phillips Dunnagan reported for Chair Donise Benton

- Elections Chair submitted request to Executive Vice Chair to assist in streamlining the elections process to promote excellency, and efficiency in the elections process by streamlining through Mail Chimp. Executive Vice Chair has requested constituents list that will aid in making the elections process less cumbersome and less time consuming. This process promotes accuracy and efficiency through the elections process from start to finish.
- Elections Chair will be meeting with Advisor and other executive member to discuss the data needed for the constituents list.
- In addition, the Election Committee (EC) are currently reviewing the procedures manual and other documents and will make revision as needed.
- Election Committee will meet on an as need bases to discuss district information and general process of elections.

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**Human Resources:**

Submitted by Wendy Koch, Chair

Ideas discussed for the committee to work on:

- Branding for HR Committee
  - "Brought to you by the Staff Senate HR Committee"
  - Monthly themes
  - Utilize campus monitors to advertise
- Continue to discuss the need to find ways to reach the facilities people who don't have computer access.
  - How can we help with annual enrollments
- Wellness
  - Abe implementing a "Pack it off" walk-a-thon for Oct.
- International Housekeepers Appreciation
  - Annual implementation of idea
  - Inspection recognition
  - Contest @ cookout
    - What's missing from your cart
    - How fast can you clean an area
  - Gifts from colleges (small tokens)
- Fundraising ideas –Scholarship Fund
  - Spring and Fall events
  - Spring - Silent Art Auction
    - Art created by staff, faculty and students to auction
    - Donated pieces from local artist
  - Evening event
  - Food and beverages
  - Venue location to be determined
  - Fall – Masquerade ball
- Budget discussion
  - \$2500 +/- keeping fundraising events in mind

**External Affairs:**

Submitted by Kathryn Hair, Chair

- The External Affairs committee met with Kevin Howell and Sarah Stone to discuss the possibility of a box lunch session with members of the NCGA. The luncheon seems promising and we are working with his group to hopefully have something in the Fall.

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**Computer Loan Program:**

Submitted by Jill Phipps, Chair

- Eloise Chisolm-Ubani emailed the Chair of the Computer Loan Program that she is resigning from the Staff Senate seat and will not be able to help us with our sub-committee.
- Patti Woodbury received 23 laptops donated. We are in the process of getting them ready to loan.
- We discussed in length the paperwork process of The Computer Loan Program and have assigned the responsibilities of updating and managing the "Participant spread sheet" to Sharon Herring, co-chair to maintain.
- The computer inventory spreadsheet has been assigned to be managed and updated by Jill Phipps, Chair.
- Joy Smith is graciously assisting and training us in all aspects of this program as she plans to retire in December. She has been the Program Leader for several years and has a wealth of knowledge.
- Decision was made to have all loan computers to be stored in the Avent Ferry OIT building in the warehouse. Computer donations will be accepted by Chair at this location.
- The Staff Senate OU has been created and Joe Sutton needs to configure it so we can start using it. He will be typing up instructions also.

**Old Business:**

None

**New Business:**

Senator at large positions discussed. It was tabled until next session due to lack of time.

**Adjournment:** 12:07 p.m.

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Assistant