

General Meeting Minutes

September 6, 2017

Talley Student Union, Governance Chamber

Present: Kelly Vogel, Charles Jones, Ashley Schwed, Brenna Collins, David Hawley, Kimberly Zugay, Miriam Hines, Ashley Dockery, David Herpy, Katherine Brownlee, Sara Lane, Beth Rosen, James Draper, Carol Haywood, Nikki Cofield, Steve Bader, Richard Corley, Amanda Petty, Helen DiPietro, Shawnda Hill, Richard Sapienza, Joe Sutton, Janice Sitzes, Dana Ripperton, Jan Gaines, Katie Bennett, Mindi James, Lena Smith, Stefanie LaJuett, Yolanda Sanders, Connor Brady, Dusty Fletcher, Ben Strunk, Melissa Cardez, David Kelly, Angela Nicholson, Emanuel Guzman, Monique Merriweather-Yarborough, Paul Feucht, Shanna Harwell, Rodney Holmes, Lib McGowan, Allen Thompson, Adam Bensley, Juan Robson, Randy David, Pat Gaddy, Tiffany Viator, Rhonda Greene, Cathi Phillips Dunnagan, Jason Painter, Angkana Bode, Marie Williams, Keila Valentin

Excused: Karin Sandler, Holly Sullenger, Sabra Stipe, Jessica Griffin, Nikki Harris, Alan Porch, Misty Donthage, Ranjani Rajagopalan, Tenille Naumann, Wendy Silver

Absent: LaTonya Scott, Dannica Wall-Prestage

Cathi Phillips Dunnagan, Chair of the Staff Senate

- Welcomed Senators and called the September 6th Staff Senate General meeting to order

Approval of August 2, 2017 Staff Senate Minutes, Chair Dunnagan

- Minutes were approved as written

Human Resources Update

Marie Williams, Associate Vice Chancellor for Human Resources

- AVC Williams reported on a new two-day interactive training program for managers and supervisors that is coming soon.
- AVC Williams reported that the General Assembly has given all leave-earning SHRA, EHRA and Postdocs (who were actively employed with the State of North Carolina on July 1, 2017 and eligible to earn annual leave) to receive 24 hours of Special Bonus Leave. This leave has been loaded in WolfTime and can now be used. It is retroactive back to July 1, 2017. Those eligible leave earning employees working less than 40 hours per week or less than 12 month appointments have received a pro-rated amount of Special Bonus Leave.
- Special Bonus Leave Q&A <https://drive.google.com/file/d/0BxjL-0tSpxEPSVprUU1PeTJIY2s/view?usp=sharing>
- IT Maintenance September 30th – October 1st <https://oit.ncsu.edu/2017/09/14/it-maintenance-to-impact-campus-services-sept-30-to-oct-1/>

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Staff Ombuds Update

Roy Baroff, NC State Staff Ombuds Presentation

- <https://drive.google.com/file/d/0BxjL-0tSpxEPOVFISmpWS1FrNkU/view?usp=sharing>

HR Benefits Open Enrolment

Joe Williams, Director of Employee Benefits and Programs

Annual Enrollment: September 30 – October 31, 2017

- Changes are effective January 1, 2018
- **All Employees will need to take action during the Annual Enrollment period to elect their desired plan and/or lower their monthly premium for 2018.**
- \$60 monthly surcharge for those who do not complete tobacco attestation during the Annual Enrollment period
- The CDHP will be eliminated in 2018
- HR Benefits presentation can be viewed below:
<https://drive.google.com/file/d/0BxjL-0tSpxEPaGUzRzZXVXQ2R2c/view?usp=sharing>

EHRA Non-Faculty Performance Management

Keila Valentin, HR Employee Relations

- Supervisors must formally evaluate EHRA non-faculty employees on at least an annual basis, before the end of the fiscal year to help ensure effective work efforts and to focus on the continued successful achievement of the University's goals and objectives.
- Regulations on Annual Performance Appraisals for Staff Exempt from the North Carolina Human Resources Act (EHRA Non-Faculty)
- <http://www.northcarolina.edu/apps/policy/index.php?pg=vs&id=19366&add=1>

LimeBike

Sarah Williams, University Program Associate and Yolanda Jones, Public Communication Specialist reported on LimeBike (bike sharing done smart).

- To rent a LimeBike for 30 minutes, NC State students, faculty and staff pay just 50 cents – half the rate charged to the general public (must sign up with an NCSU email for discounted rate).
- <https://drive.google.com/file/d/0BxjL-0tSpxEPdFV4THBLOEZYVjg/view?usp=sharing>

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Chair's Report

Cathi Phillips Dunnagan, Chair of the Staff Senate

- Convocation - August 14, 2017 Chancellor Woodson welcomed our incoming class of 2021. When the Chancellor spoke about recent events in Charlottesville, stating that NC State is diverse and inclusive, Reynolds Auditorium erupted with applause and support! Please share [Chancellor Woodson's Message - Standing for Diversity, Inclusion, and Respect](#) Guest speaker Dr. Rupert Nacoste encouraged students to step outside their comfort zones and be one Wolfpack, "For the strength of the wolf is in the pack, and the strength of the pack is in the wolf."
- University Council Meeting - August 14, 2017
 - The chancellor opened with discussion about the events in Charlottesville, VA
 - Budget and Legislative Presentation
- Packapalooza - Saturday, August 19, 2017
 - AWESOME! Allen Thompson was in charge of our Staff Senate Booth
 - Special thanks to all of you who engaged as volunteers!
- UNC Staff Assembly Chairs Meeting - August 25, 2017
- Shout out! to everyone who contributed to Hurricane Harvey Service Opportunity: Supplies for Texas Grassroots effort organized by Doug Lynn., NC State Facilities Maintenance Coordinator.
- Stay safe as Hurricane Irma approaches!

Committee Reports:**Public Relations, Nikki Cofied, Chair**

- Nothing new to report.

Resources & Environment, Janice Sitzes, Chair

- REC will sponsor two events during Campus Sustainability Week. On Monday, October 9, from 12:00-1:00 p.m., there will be a guided greenway bike tour.
- REC will once again collaborate with Campus Police, Wolfwheels, University Recreation, and the Sustainability Office.
- Wednesday, October 11, from 12:00-1:00 p.m., Brion Reed, head of Housekeeping, will present a lunch n learn on Green Cleaning Here and at Home.
- The group had a brainstorming session about other events/activities that REC would be interested in sponsoring/supporting. Ideas included lunch n learns, policy-related items, PSAs (public service announcements), and hands-on events. There was interest in events where participants could learn about the impact(s) of the initiatives.

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- There was interest in a visit to NC State's agroecology farm; this event should be held when items are in bloom—sometime in spring, possibly April.
- An annual event that REC has supported in the past is the Night Walk, organized by Campus Police, Facilities, Housing, and student government. The walk takes place from 6:00-7:30 p.m. around the time that the clocks get set back (this year's time change is on Sunday, November 5). David Kelly will keep the committee apprised of plans.
- Rick confirmed that he will conduct a lunch n learn on eco driving on November 2; he has confirmed a room in Talley. Discussion will address habits and procedures for fuel economy.
- Rick also informed the group of two events taking place this weekend, to kick off National Drive Electric Week. On September 8, from 2:00-4:30 p.m., there will be a local plug-in driver meet-up where attendees can view and test-drive electric vehicles. On September 9, from 3:00-6:00 p.m., there will be a static car show (people can inspect the electric vehicles but not drive them). Both events will be held outside the Murphy practice facility (next to Carter Finley Stadium) and will be held rain or shine.
- Other events that REC have been involved with—or interested in being involved with—in the past include Earth Day and Shackathon. Adam noted that the Waste Reduction and Recycling Outreach Coordinator is willing to do a lunch n learn as well as conduct a tour of Sonoco (the recycling plant that NC State uses); committee members thought that January or February (when not much else is going on, especially outdoor activities) would be a good time.

Governance/Elections Committee, Helen DiPietro, Chair

- The committee is undergoing a final review of the proposed revision to the Bylaws. The plan is to present the final edited version to AVC Marie Williams by November.

Computer Loan Program, Joe Sutton, Chair

- The committee discussed the Kramden Institute in Durham. They provide a limited number of computers to kids in grades 3-12. An educator nominates the kids and they may receive a computer for schoolwork.

Human Resources, Yolanda Sanders, Chair

- Presentation: Keila Valentin- New SHRA Performance Appraisal and New EHRA Non-Faculty Performance Management

Topics of Discussion

- Staff Senate Bountiful Harvest Food Drive, Oct 2nd - Oct 31st
- Staff Senate Coat Drive, (Dates TDB)

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New Business

- 3D Team Leadership; A New Approach for Complex Teams-Facilitator Bradley Kirkman, is the General (Ret.) H. Hugh Shelton Distinguished Professor of Leadership and Department Head of the Management, Innovation, and Entrepreneurship Department in the Poole College of Management at North Carolina State University. He is the author of 3D Team Leadership: A New Approach for Complex Teams (Professional Development); to be held at campus bookstore Oct 16th, 17th or 18th book signing included.
- Problem-Solving from an Entrepreneur Mindset* Facilitator Roger Lewis Sheats, Assistant Vice Provost for Entrepreneurship, Executive Director, NC State Entrepreneurship Clinic, and Associate Professor of Practice with the Department of Management, Innovation, and Entrepreneurship (Professional Development)
- Winterizing your Lawn (two sessions September and October) Facilitator Mark Tennant, NCSU Grounds and Building Services; Talley 11am-12 pm & 12 pm -1 pm

Group Insurance & Benefits Committee (GIBC)

- August 21, 2017
- New Business Vote on new- Chair Vicki Youngblood
- WolfTime
- Annual Enrollment-September 30th-October 30th
- Employment Appreciation Event (December, TBD)

Updates on Old Business

- Collaboration with Council on the Status of Women on Paid Parental Leave Recommendation- Per Kimberly Zugay -No new updates

Diversity, Sabra Stipe, Chair

- The committee is planning their 2nd Annual "*Dancing Around the World*" event for employees and students as well as a "Diversity Fair and Open Discussion" for employees primarily staff.

External Affairs, Ashley Schwed, Chair

- No report

Adjournment: 11:56am

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Assistant