

NC State Staff Senate Retreat

July 20, 2018

Hunt Library, Duke Energy Hall

Present: Kate Shirley, Kelly Vogel, Emily Gower, Shawn Colvin, Hayley Hardenbrook, David Hawley, Mollie Khanna, Cathi Phillips-Dunnagan, Holly Sullenger, Joyce Barron, Amy Parker, Sarah Searcy, Ken Roth, Ashley Dockery, Michelle Healey, Sara Lane, Beth Rosen, Rasha Qudsieh, LaTonya Scott, Becky Castello, BJ Okleshen, Cathy James, Richard Corley, Marsha Bailey Curtis, Tracy Brown, Helen DiPietro, Andrew White, Richard Sapienza, Joe Sutton, Joshua Green, John Grimes, Donise Benton, Melissa Jackson, Elizabeth Dyer, Alan Porch, Jason Painter, Lynn Doby, Stefanie LaJuett, Kiresten Branch, Yolanda Sanders, Connor Brady, Bradford Hill, Brian Mathis, Ebony Peterson, Ben Strunk, Evelyn Buck, Cecilia Dorado, Joe Matise, Monique Merriweather-Yarborough, Barbara Sutton, Brittany Bell, Adam Bensley, Anthony Fortune-Linton, Rodney Holmes, Lib McGowan, Ranjani Rajagopalan, Jaelyn Phelps, Annaka Sikkink, Manley Cosper, Pat Gaddy, Jill Phipps, Rhonda Greene

Excused: Brenna Collins, Janice Sitzes, Jeanie Gaul, James Draper, Dana Ripperton, Katie Bennett, Lena Smith, Angela Nicholson, Randy Davis, Chris Deaton, Tiffany Viator

Absent: Dannica Wall-Prestage, Mindi James, Emanuel Guzman, Daniel Colleran

Welcome and Opening Remarks

- Dr. Jason Painter, Chair

Team Building: Advocacy and Leadership Stephanie Davis, Learning and Development Manager, HR

- https://docs.google.com/document/d/1ZnAyAZam_5_1V_HxZwssJP_GhsHIjnZI7DtNKmmpeZ0/edit?usp=sharing

Chair Cathi Phillips Dunnagan transferred Staff Senate leadership to Dr. Jason Painter

NC State Chair of Staff Senate Dr. Jason Painter

- Recognized Past Chair, Cathi Phillips Dunnagan
- Appointed Senator approved
- New Senators sworn in
- Approval of the June 2018 Staff Senate minutes – approved as written

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Chancellor Woodson's Remarks**Advancement**

Good morning. This has truly been a historic year for NC State. We set an ambitious goal of raising \$1.6 billion for the Think and Do the Extraordinary campaign, and to date we have received gifts and commitments of \$1.33 billion, or 83% to goal. These gifts provide scholarships, distinguished professorships, and other investments in NC State so we can continue to innovate and create prosperity.

This includes the Employee Dependents Scholarship, one way we enable more employees' dependents to earn degrees from NC State and acknowledge university employees for their dedication.

In 1st 3 academic years of scholarship, nearly 400 student awards, valued at \$1,000 per semester

- Actual: 384 student awards (2017-19)
- 2018-19 135 expected recipients (depends on final enrollment)
- 2017-18 121 scholarships
- Same student may be counted multiple years so 400 represents student awards not students.

This year gifts to this fund have doubled and nearly 200 individual donors support the effort, many of whom are faculty, staff and student donors.

- Actual: 176 individual donors (2017-19; has not increased year over year)
- FY18 Total gift amount (including realized bequest): \$86,840
- FY17: \$42,069
- Amount doesn't include Chancellor's gifts or bequests or funds pulled from other sources like Univ. Greatest Needs.

Centennial Campus / Recent News

You might have seen NC State in the news lately. We were recently featured in Inc. magazine, in an article, "Why Raleigh Will Be the Next Startup Hub." Centennial Campus was cited as a main driver of growth.

- "NC State's Centennial Campus ... looks and feels like Silicon Valley. [Its] access to large companies, talented students, and residential living -- all in 1 place, 5 minutes from downtown -- propels growth for the region."

You also might have seen that NC State will be the 1st university in North America to establish a university-based IBM Quantum Computing Hub.

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- Expected to open on Centennial Campus this fall, the hub will enable industry and research collaborators early access to IBM's commercial quantum computing systems and engage in joint development.

NC State's Centennial Campus is a national model and continues to be at the forefront on public-private partnerships and meaningful, life-changing research.

- The work that goes on across campus in classrooms, labs and offices has propelled NC State to be an active partner in more Manufacturing USA institutes than any university in the country, and 1 of only 2 universities in the U.S. currently leading 2 NSF Engineering Research Centers.

This means that the work that we do and support on campus creates jobs and opportunities for people in Raleigh and far beyond. And I want to thank you for your role in that.

I am also pleased to share with you that NC State was ranked in the top 100 of Forbes' list of Best Employers for Diversity in America.

- NC State was 1 of only 14 universities in top 100, and the only university in the state of North Carolina (#100 of 250)
- We continue to prioritize diversity and inclusion by efforts to recruit and retain the best staff and faculty.

Direct feedback from staff and faculty is essential to ensuring that the campus climate is welcoming and inclusive to all. NC State recently conducted an employee engagement survey and more information will be shared on this in the months to come.

Marie Williams and Nancy Whelchel will present results at the September Staff Senate meeting.

- Also: Deans have results and will share with faculty and staff, and upcoming communications in HR Connections and the Bulletin.

Athletics

I also want to take a moment and recognize the work of our Athletics staff and the leadership of Debbie Yow. NC State now has #15 Directors Cup ranking.

- I'm especially pleased that NC State's student-athletes have produced excellent scores in both the Graduation Success Rate (GSR), and the Federal Graduation Rate, with a GSR score of 85 in the most recent rankings.

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Student Success / Enrollment Update

Based on preliminary numbers, we anticipate that NC State will have an all-time high graduation rate of over 80%.

Thanks to the work of faculty and staff across campus, our many student success initiatives ensure that once students reach our campus, we are dedicated to their successful completion of their degrees.

With the new academic year quickly approaching, we look forward to NC State's largest freshman class in history.

- 29,861 applications (up 12%), admitted 46% of applicants (13,708).

4,938 will enter (36% of admitted) as incoming freshmen.

- Represent 19 countries (last year: 40); 41 states; 95 NC counties; 28% from Tier 1 or 2 counties; 49% female; Race/ethnicity breakdown: 70% White; 8% Asian; 6% African-American/Black; 6% Hispanic; 4% 2+ races
- Also expect to enroll 1,421 transfer students this fall.
- And additional 477 students in Spring Connections.
- Total: 6,830 new students

The News & Observer recently highlighted NC State's agreement with 8 regional community colleges, and this fall 120 students will start at community colleges with automatic acceptance here.

- Durham Tech, Wake Tech, Alamance, Central Carolina, Johnston, Nash, Vance-Granville, Wilson
- Maintain 3.0 GPA
- Targets lower-income students (families with income of \$50,000 or less)
- We look forward to increasing accessibility through this program.

Budget/Legislative Update

And speaking of the news, you've likely seen news about raises for State employees. The 2% increase is for State employees not including the UNC System.

The Legislature allocated \$20 million for salary increases for UNC System to be allocated based on the UNC Board of Governors' priorities.

- To provide 2% raise as other state employees, System would need \$50 million
- We await direction from the Board of Governors to find out how much NC State's allocation will be and what guidelines must be followed for salary increases.

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The Legislature did allocate funding (\$15.3 million system-wide) to raise full-time state employee minimum wage to \$15/hour (\$31,200 / year) so we are pleased with that increase.

Employees will also receive 5 non-expiring bonus days (cannot be paid out).

\$7 million non-recurring UNC System management flex cut

- Approx. \$1.5 million for NC State, based on past allocations (20%)

\$32 million non-recurring funding for UNC System Repairs and Renovations

- \$64 million for State; UNC receives 50%; NC State ~ 20% or \$6 million

Recurring funding for faculty recruitment and retention (changes \$500K from non-recurring to recurring)

- Increases recurring funds for data modernization by \$500K (changes non-recurring to recurring)
- Funding to promote access to affordable college education to NC residents
- \$2 million non-recurring in state-matching funds to support our participation in the National Institute for Innovation in Manufacturing Biopharmaceuticals (NIIMBL)

Governor's Awards

To end on a more positive note, for the 1st time in NC State's history, we had 3 employees who won the 2018 Governor's Award for Excellence and will be honored at a ceremony this fall.

- David Allen Josephus – Efficiency and Innovation
University Architect's Office
- David Setser – Safety and Heroism
Design and Construction Services
- Dane Johnston – Efficiency and Innovation
College of Veterinary Medicine

Closing

Thank you, as always, for your service to NC State.

As members of the Staff Senate, you provide me and other administrators with invaluable feedback, giving our staff members the chance to have their thoughts and opinions heard. Please continue to elevate the role of staff through your work and leadership.

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Associate Vice Chancellor for Human Resources, Marie Williams Remarks:

This year's Staff Senate Theme was: Communicating, Collaborating and Connecting.

Communicating - How: by assisting in the communication of issues and institutional activities affecting staff

- Staff Senate Newsletter, Website and Social Media – Spotlited employees, keeping employee informed on campus events
- Staff Senate Ombud - no longer Pilot Program but a program that has worked well and has been a benefit to all employees

Collaborating – How: by encouraging a sense of community and engagement among all employees

- Participation in Campus Sustainability Week events
- Guided Greenway Bike Rides
- Packapalooza
- The many lunch and learn programs

Connecting – How: by representing Staff on the many important boards, committees and taskforce meetings as well as connecting with the community

- Bountiful Harvest Food Drive
- Toys for Tots
- Share the Warmth Coat Drive
- Not to forget the Dancing Around the World Event

The Staff Senate has surely been busy....What a great year this has been.

Of course we are looking forward to this year and what it has in store. In speaking with Jason, I know he's excited about moving the Staff Senate forward as well—he has shared that the Senate will be focusing this year on positive advocacy, leadership and communication. In my role as the Chancellor's liaison, I look forward to helping the Senate become a voice for the employees, enhance communication across campus and help to provide a leadership role for members of the Senate.

A few items that may be of interest:

- Engagement Survey
- EHRA IT Conversion
- HR Transformation

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Again, these are just a few projects to look forward to in the upcoming year, I'm sure there many, many more to come.

Finally, I want to thank the Staff Senate Officers for this year:

- Cathi Phillips Dunnagan - Chair
- Tennille Naumann - Parliamentarian
- David Herpy - Vice Chair
- Jason Painter - Chair Elect
- Angkana Bode - Past Chair

And welcome the incoming Staff Senate Officers for 2018-19:

- Jason Painter - Chair
- Connor Brady - Parliamentarian
- Helen DiPietro - Vice Chair
- Janice Sitzes - Chair Elect
- Cathi Phillips Dunnagan - Past Chair

Roy Baroff, JD, Faculty and Staff Ombuds

Draft message for use by Staff Senate District Representatives

- <https://drive.google.com/file/d/1HROt6Z6eC9chLOw1cnuKqVepvm0ygvfO/view?usp=sharing>

NC State Faculty & Staff Ombuds Office

- https://docs.google.com/presentation/d/1UaX_CzUg1gXAAf7OWwFC_h-tIWZ1BB-aXq1NPNS12Ubw/edit?usp=sharing

Objectives and Key Results (OKRs) Dr. Jason Painter

- *Why the Secret to Success is Setting the Right Goals*
<https://www.bing.com/videos/search?q=talks+OKRs&&view=detail&mid=DD7B0A83FFAA4FE5F23BDD7B0A83FFAA4FE5F23B&&FORM=VRDGAR>

Dr. Jason Painter, Chair - Presentation of Initial OKRs

Why does the Staff Senate exist? What is its mission?

The Staff Senate is the representative voice for all staff in matters relating to the University. The Staff Senate:

- Provides feedback and consultation regarding interests/concerns that affect staff;

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- Integrates staff into University governance and affairs;
- Facilitates communication between staff, administration, faculty, and other partners;
- Fosters staff development and recognition to support staff retention;
- Monitors, reviews, and makes recommendations on University policies, programs, and initiatives that impact staff;
- Disseminates information about initiatives, programs, and policies that impact staff and share resources needed to navigate University systems;
- Encourages a sense of community and engagement among all staff by the promotion and facilitation of staff participation in the University community.

Each committee of the Staff Senate must adopt **OKRs (Objectives and Key Results)** to help the Senate in achieving its Mission. Today, each committee will brainstorm and come up with 1-2 OKRs to set, communicate, and monitor for the upcoming year. **Objectives** are significant, action oriented, unambiguous, and inspiring. An **objectives** is where you want to get, it is a direction, it is what you hope to accomplish such that at a later time you can easily tell if you reached it. Choosing the right **objectives** is one of the hardest things to do and requires a great deal of thinking and courage to do well.

As a committee, brainstorm objectives for your committee and settle on just one or two. Ask yourself, what are the most important impacts we need to make as a committee in the coming year. Give the committee time to write ideas on post it notes. Once everyone has had time to write some aspirational objectives, distill the ideas down to 1 or 2 (no worries if you have more). These should be qualitative in nature.

Next, we need to identify **key results** for each objective. **Key results** are specific and time bound, aggressive yet realistic, and measurable and verifiable. It is how you measure the progress toward your objective. You must identify measurable outcomes that will indicate if you are achieving your objective. So, now, start with one objective and then move to the next one. Think about results you would see if you reached that objective. Identify 3-5 key measurable results for each of your objectives. These should be quantitative in nature.

EXAMPLE

Objective 1: **Improve engagement and job satisfaction of NC State Staff.**

KR 1.1: *Train 100% of supervisors in essential management practices during FY 2018.*

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- KR 1.2:** *Improve employee satisfaction score by 5% as compared to February 2018 baseline by the end of FY2019.*
- KR 1.3:** *Create a more inclusive recognition and awards program by Oct. 15, 2018*

Committee Presentations of Initial OKRs**Public Relations Committee****OKRs for 2018-2019**

Objective 1: **Improve communication with constituents through interesting and timely communication disseminated through multiple channels, and through supporting staff senators in communicating directly with their constituents.**

- KR 1.1:** Send Staff Senate newsletter every work week, with a 75% open rate by the end of the fiscal year.
- KR 1.2:** Increase staff involvement in Staff Senate sponsored events by 50% from the beginning of the fiscal year (July-October) to the end of the year (March-June).
- KR 1.3:** For every Staff Senate social media account (Facebook, Twitter, LinkedIn, Snapchat), increase key metrics by 50% by the end of the fiscal year. (key metrics will be determined at 1st committee meeting)
- KR 1.4:** Have at least one PR committee member at every Staff Senate sponsored event to take photos/video and count attendance)

Diversity Committee**OKRs for 2018-1019**

Objective 1: **To increase diversity and inclusion awareness at NC State.**

- KR 1.1:** Define what our objective means to the diversity committee. (September 30, 2018.)
- KR 1.2:** Helping search committee become "more" diverse and inclusive. (Spring Semester)
- KR 1.3:** Informing and including our community effectively about our objective. (Ongoing)

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Computer Loan Program**OKRs for 2018-2019****Objective 1: Streamline Process****KR 1.1:** Update online inventory/documentation.**KR 1.2:** Disperse distribution of computers.**KR 1.3:** Improve online process by engaging participant by survey.**KR 1.4:** Develop plan and documentation to set-up computers for use from multiple locations.**Objective 2: Increase Program Awareness****KR 2.1:** Increase use in Staff Senate newsletter.**KR 2.2:** Utilize/increase university communications venues – Bulletin.**KR 2.3:** Work with Staff Senate P.R. on messaging.**KR 2.4:** Improve Computer Loan website presence/footprint.**KR 2.5:** Find new venues to request equipment and volunteers.**Governance/Elections Committee****OKRs for 2018-1019****Objective 1: Governance: For the current draft by-laws to be approved by July 2019.****KR 1.1:** Continue to work with Human Resources to receive their final approval on the draft by-laws.**Objective 1: Elections: To ensure that vacant seats are filled with a relevant person in each district.****KR 1.1:** Continue to meet with Human Resources to discuss how districts are broken down to ensure that relevant seats are filled for each district by December before each election.**KR 1.2:** Look at previous people who have served on staff senate within that district.**Human Resources****OKRs for 2018-2019****Objective 1: Work on issues from the Engagement Survey****KR 1.1:** Once Results Are Provided**KR 1.2:** Topics:

- Mental Health
- Ombudsman
- Bonus Leave

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Objective 2: Implement Better Communications Initiatives**KR 2.1:** HR Workshops**KR 2.2:** Timeframe

- Twice Annually

KR 2.3: Lunch & Learn

- Collaboration with other departments

Objective 3: Management Essentials for Supervisors**KR 3.1:** Time Sensitive

- Surveys

External Affairs Committee**OKRs for 2018-2019****Objective 1: Raise Consciousness of University Staff as to how they are affected by actions at the State, Federal, and International Levels.****KR 1.1:** Monthly "What we're Watching" Messages**KR 1.2:** Provide Neutral Information by November 6 on November 2018 Election Process**KR 1.3:** Identify and External Affairs topic for Staff Senate Presentation by June 30th.**Resources and Environment Committee****Objective 1: Generate awareness and recognition of best practices across campus of sustainability.****KR 1.1:** Establish a resource repository**KR 1.2:** Creation and promotion of a monthly feature.**Objective 2: Education on practices and opportunities to conserve resources and have a positive impact on to greater community.****KR 2.1:** Monthly Lunch and Learns/Tour/Event**Effective Communication Stephanie Davis & Makeba Jackson**

- <https://docs.google.com/document/d/1ISz7gMPCMRocBsx9IcRDksxk-Owi9ZHdFSQp8ZTGsc/edit?usp=sharing>

Adjourn: 3:30PM

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Assistant