

NC STATE Staff Senate

General Meeting Minutes

Wednesday, April 6, 2016

Talley Student Union, Governance Chamber

Present: Mindi James, Latoya Giles, Jason Painter, Yolanda Sanders, Patti Woodbury, Kimberly Davis, Jean Lembke, Angkana Bode, Matthew High, Charles Craig, Michael Ellison, Mark Michaelson, Shanna Harwell, Sharon Herring, Pauline Ellefson, Molly Bradshaw, Krystal Chojnacki, David Hawley, Cathi Phillips Dunnagan, Anna Lamm, Sharmeen Williams-Nokes, Pat Gaddy, Jill Phipps, Barbara Walker, Donise Benton, Cheryl Tripp, Zackery Dean, Nikki Cofield, Wendy Kotch, Wyona Goodwin, Jim Stewart, Angkana Bode, John Starbuck, Kathy Lambert, Corrinna Watkins

Excused: Miriam Hines, Melanie Clark, Maria Moreno, Todd Becker, Brenda Blackman, Issac Lewis, Angela Hallman, David Kelly, Katheryn Hair, Jenelle Wass

Absent: Joseph Whitehead, Teresa Story, Beverly Beland, Katherine Elliott, Rachelle Robinson

Senate Business:

Approval of the minutes from March 2, 2016.

March minutes were approved by majority vote.

Special Guest: Mr. Scott Douglass, Vice Chancellor for Finance and Administration

- Shared his work background and talked about the importance of staff and his support for the Staff Senate.
- He emphasized one area in particular that he felt was important to staff, which was staff development, specifically training to be successful at your job. He shared that staff development is critical to the success of the institution.

The Office of Parents & Families Services: Valerie Oti, Program Assistant

- Provides the parents and families of current NC State students with multiple services that serve to inform and connect parents with everything going on at State.

Services:

- Parents & Families Association
- Communications
- Special Events
- Conversation Calendar
- Parents' Help Line (919) 515.2441
- [Parents and Families Services website](#)

Presenter: Dr. Rupert W. Nacoste, Ph.D is an Alumni Distinguished Undergraduate Professor of Psychology at North Carolina State University and the author of Taking on Diversity: How We Can Move from Anxiety to Respect.

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Dr. Nacoste presentation was on "Jokes and Pokes about other Folks". He stated to help North Carolina State University develop strategies for managing diversity, he has created an undergraduate course to help students understand diversity dynamics in their everyday social interactions, "Interpersonal Relationships and Race." Based on student writings from that course, in September, 2012, he self-published his book "Howl of the Wolf".

Dr. Nacoste shared 9 Tips to Help You Interact Well in a Diverse America. [Full Reading](#)

Staff Well-Being Survey Results Recommendations: Deb Luckadoo, Director of Staff Diversity

- Think and Do: Using the 2014 Staff Well-Being Survey Results to Make NC State an Even Better Place to Work
- Recommendations Arising from the 2014 Staff Well-Being Survey Results
- Prepared by the UDAC Staff Recruitment and Retention Task Force, the Staff Well-Being Survey Work Group and the Staff Diversity Advisory Board ([presentation](#))

Chair's Report: Wyona Goodwin

- Shared information about National Coalition Building Institute ([NCBI](#)) - The National Coalition Building Institute (NCBI) has conducted programs on hundreds of college and university campuses across North American and the Pacific. *NC State has a campus chapter.*
- Faculty Assembly Resolution regarding HB2 ([draft](#))

Administrative Updates: Kathy Lambert, Interim AVC Human Resources

- Updates on the Financial System, Job Action Requests (JAR), Upgrade on PeopleSoft are all happening in the next week which may tax administrative/HR/financial staff.
Highlights of JAR include:
 - Departments can track the progress of their hiring requests as candidate's progress through the background check, endorsement, and approval processes.
 - References and other documents will be attached in the system which eliminates paperwork.
 - The Personal Information Form will no longer be needed.
 - All of the changes will save a lot of administrative time for staff.
- HR Dashboard & Job Action Request Overview can be viewed at the link provided:
https://www.ncsu.edu/human_resources/hrim/pdf/HR%20Dashboard%20and%20JAR%20Overview%20V_9.2.pdf
- Search Updates:

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- New Employee Relations Specialist, Arnetta Maness-Battle starting on Monday (update since the meeting – Ms. Maness-Battle declined and the position has been re-posted.)
- AVC HR Search (received about 75 applications with 11 strong candidates referred from the outside search consultant) Angkana Bode also sits on the search committee. The pool was narrowed down to nine who will be interviewed by the committee. Three or four finalists will be invited to campus soon.
- Posted ER Director Position.

Budget Report: Corrinda Watkins, Advisor
No report was given due to time restraint.

Committee Reports:

Elections: Donise Benton, Chair

- Nominations went LIVE – Feb. 15th; closed on Feb. 29th.
- Acceptance deadline - March 29th
- File sent to OIRP - March 30th
- Ballots are due to us by April 11th to be reviewed and approved
- Elections go LIVE on April 20th – Close May 4th
- Elections will go LIVE on April 11th

Elections for the following Districts:

- Provost –District 2
- Advancement-District 8
- CALS-District 11
- College of Design-District 12
- College of Education-District 13
- Finance & Administration-District 41
- OIT-District 51

Districts w/ no Nominations

- Chancellor-District 1
- College of Natural Resources-District 15
- College of VM-District 19

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- Poole College of Management-District 20

All other districts will not have an election.

Computer Loan Program: Jill Phipps, Chair

Members Present: Jill Phipps, Cathi Phillips-Dunnagan

Excused: Sharon Herring, Patti Woodbury, Zack Dean

Volunteer members excused: Joe Sutton, Jevon Smith

Cathi Phillips- Dunnagan reviewed the Google documentation and all records on file for The Computer Loan Program and will be working on how we can link our inventory and participant records together. We have planned another meeting on 4/25/2016 to go over suggestions that Cathi has come up with.

Joe Sutton, a strong supporter and volunteer for our program has some laptops that have been re-imaged and ready for loan. We are currently working on scheduling a date to get together.

The CPL committee would like to have our link listed on the Staff Senate newsletters.

"For Information about the Staff Senate Computer Loan Program, click here:"

<https://staffsenate.ncsu.edu/computer-loan-program/>

Human Resources: Yolanda Sanders, Chair

- Scheduled Lunch and Learn sessions until August 31, 2016.
- Follow up meeting with Kathy Lambert to receive clarity on employee classification (new policy change).
- Guest attending next Staff Senate HR Committee Meeting is Ada Baldwin, Director of University Housekeeping to discuss how Staff Senate can continue with recognizing housekeepers during the Annual Housekeeper Appreciation week.
- Discussing a collaborative effort with Feed the Pack.
- Reviewing the process for Staff Senate Toy Drive and implementing a Coat Drive.

Diversity:

No report

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Governance:

No report

External Affairs:

No report

Public Relations:

No report

Resources & Environment:

No report

Old Business:

None

New Business:

- Letter of support for a Staff Diversity Director Position to remain on campus - passed unanimously and will be sent to the Provost.
- The Staff Well-Being Resolution was voted and passed unanimously and can be viewed at: <http://go.ncsu.edu/ss-resolution050316>

Adjournment: 12:00 p.m.

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Assistant