

**STAFF SENATE MEETING MINUTES-draft version**  
**Wednesday November 2, 2005**  
**Faculty Senate Chambers, D.H. Hill Library**

**Present:** Shelia Ange, Valerie Ball, Jon Barnwell, J.C. Boykin, Bob Brinson, Tracy Brown, Jeff Cable, Corrie Cadwallader, Barbara Carroll, Angie Chiatello, Randy Colby, Kristina Coxe, Kathy Fuller, Nicole Harrell, Janet Harris, Cathy Harvey, Michelle Healey, Willie Healy, Miriam Hines, Vanessa Hicks, Carol Horne, Debbie Hunt, Thomas Hunter, Carrie Levow, Carina Lockley, Lucy Mabry, Todd Marcks, Laura Massengill, Tom Mease, Sherry Mosher, Robin Nowlin, Samantha Parrett, Terry Price, Patty Routh, Phyllis Royal, Valerie Sameshima, Christy Scheid, David Serxner, David Setser, Brenda Shelton, Rob Stevenson, Mel Stoss, Rodney Vinson, Corrinna Watkins, Melissa Watkins, Gail Willis, Leroy Wilkins and Sandee Zechman

**Absent:** David Beverley, Sherry Bowen, Albert Genovesi, Richard Palmer and Jim Wilder

**Guests:** Chad Austin, News Services; Terree Kuiper and Dianne Sortini, Human Resources.

**Call to Order:** Chair Melissa Watkins called the meeting to order at 10:04am.

**Guest Speaker: Dr. Jose Picart, Vice Provost for Diversity and African American Affairs**

Dr. Picart expressed gratitude for the invitation to address the Staff Senate to offer a review of his two years in this position and to advise the direction of his office's future plans. Dr. Picart described his position as rewarding and privileged for the opportunities to interact with students and work with campus administration, faculty and staff. He described his introduction to campus as rewarding and enhanced through many allies who welcome diversity throughout the university. He reviewed some accomplishments of his office the past two years, to include:

- Creation of new website which identifies and catalogues all things related to diversity at NC State, e.g., committees, events and formal statements. He asked Senators to review the site and advise of any additional information to be included.
- Promotion of GLBT program and development and establishment of a resource center to provide support services for gay, lesbian, bisexual and transgender students and educational services for all students on campus
- Hiring of Dr. Fred Hord as the Director of African American Cultural Center. Dr. Hord is the founder and current Executive Director of the National Association of African American Cultural Centers and a distinguished Professor of Africana study at NC State.
- Creation of student ambassador program to assist with on campus diversity events, admissions and recruitment.

Dr. Picart reviewed some departmental goals for the upcoming year, to include:

- Thorough review of retention rates and recruitment of outstanding faculty and staff members in order to increase both.
- With monies received from a Department of Education grant, target recruitment of minority and women faculty members.
- Develop Student Diversity Council to promote student interaction. All student leaders will be invited to join and help shape this council to facilitate interaction and plan unifying campus programs.

Dr. Picart acknowledged the Office of Civil Rights has launched an investigation charging NC State and other UNC System Universities with using race inappropriately in admission policy and procedures, an action brought about by the Center for Equal Opportunity. All related inquiries are to be forwarded to Debbie Griffith for response.

Dr. Picart attended and expressed positive feedback about the "Opening Doors" retreat co-sponsored by the College of Agriculture and Life Sciences and the College of Natural Resources. The retreat focused on self awareness and reflection and the unifying beliefs that all people are both oppressed and privileged. He expressed his intent to seek funding for similar yearly training campus-wide for students, faculty and staff.

Dr. Picart opened the floor for questions or comments.

- The first query was about the recently settled sexual harassment lawsuit settled by NCSU; Dr. Picart had no direct involvement with this case because the matter was handled by the Equal Opportunity Office.
- Dr. Picart was asked if lack of funding for his office is a main concern and replied that the office is not funded “at a level I’d like” however funding has met or exceeded his expectations mainly in the budgetary increases for personnel salary.
- Regarding a related query about fundraising, Dr. Picart made several remarks:
  - He spends a lot of time raising money for his office and “rightfully so”.
  - As a fundraising tool, he lends his expertise to on campus scientists who bring in large research grants with stipulations of a diversity component.
  - He has reached out to the local African American community for fundraising assistance and has established a new membership program, Friends of Diversity at North Carolina State University.
  - He is expending considerable effort trying to build a consortium of local black church leaders to develop an African American Scholarship Fund and to assist with recruitment of African American students.
- In response to a query about increasing staff diversity involvement and visibility on campus, Dr. Picart offered these suggestions:
  - Staff members can join the University Diversity Advisory Committee
  - Staff members can join other committees on campus that have either a direct or indirect connection to diversity
  - Staff Senate could co-sponsor events to which Dr. Picart offered to forward requests for co-sponsorship of campus events to the Chair.
- He deferred response to a query about help with computer access for staff members until he could read and review the Staff Senate Computer Access resolution.

Dr. Picart again expressed gratitude for this opportunity to address the Staff Senate to help solidify this working relationship and to garner support for his department’s goals and unifying efforts.

**Roll Call:** Debbie Hunt performed a roll call to ensure accurate attendance records.

**Approval of October 5, 2005 Meeting Minutes:** The minutes were approved with the addition of a guest’s name.

**Budget Report: Corrinna Watkins, Executive Assistant to the Associate Vice Chancellor of Human Resources:**

Ms. Watkins reviewed recent expenditures and reported \$6,508.94 remains in the budget.

**Administrative Report: Barbara Carroll, Associate Vice Chancellor of Human Resources**

Ms. Carroll reported that the Chancellor has asked Provost Nielsen and Vice Chancellor for Finance and Business Leffler to consider the Staff Senate’s resolution on Computer Access and to provide recommendations back to him.

Registration has begun for the 2006 Supervisory Series. This program is designed to introduce new and current supervisors to the fundamental policies and procedures necessary to effectively supervise staff, provide an opportunity for participants to learn from subject matter experts and build a network of peer support by attending courses with other NCSU supervisors. Program and registration information can be found on the Human Resources website under Training and Organizational Development.

The first flu shot clinic will be held tomorrow at Talley Student Center. Future shot clinics are scheduled for November 8<sup>th</sup>, November 14<sup>th</sup> and December 2<sup>nd</sup>. Online registration is requested to ensure adequate nursing staff coverage.

Ms. Carroll asked Senators to remind their constituents that the Benefits Open Enrollment deadline is November 4<sup>th</sup>. Benefits counselors are available for in-office or telephone consults and detailed benefits information may be found at the department's website.

Ms. Carroll reported that NCSU has been granted an exemption from the Office of State Personnel's freeze on job reclassification activities, and she expressed optimism about the progress of the next career banding initiatives. She introduced Ms. Kuiper, who reported that OSP has begun career banding training for administrative services; research and institutional trades projects are progressing. She expects that campus training and implementation will begin early next year.

Ms. Carroll recognized and congratulated Senator Jeff Cable, Physical and Mathematical Sciences, for his recent completion of the Certified Public Manager program.

Staff members were asked for suggestions on the redesign of the Human Resources website. The goal is to make the site simple, straightforward and logical in layout to make it easier to find information.

Efforts continue in the development of the Quick Start program, designed as an introduction and overview of administrative processes (things you need to know to do business) at the University. A pilot program will be conducted in January 2006, with aspirations to have it up and running in March. The program tentatively contains four day-long modules and will run four consecutive Thursdays. Topics include Human Resources, Accounting/Budgeting, Information Technology, and Miscellaneous. The certificate program will be available to new and current campus personnel. Program suggestions and feedback should be directed to Dianne Sortini.

The Chair acknowledged Resources and Environment Committee Chair Sandee Zechman and invited her to address the Senate body. Ms. Zechman announced that her committee is in the midst of planning a trip to Ocean Springs, Mississippi to assist with rebuilding efforts. Staff and faculty members, especially those with carpentry and home repair-related expertise, are urged to commit their time and skills to help reconstruction of hurricane-damaged homes. Volunteers will leave Tuesday evening November 29<sup>th</sup> and return Sunday December 4<sup>th</sup>. It has been confirmed that trip members can use their 24-hours of community service university leave time for this endeavor. Monetary and building supply donations are needed. Anyone interested in attending or donating was asked to contact trip planner Sandee Zechman.

#### **Guest Speakers: Don and Chris Pierce, Fairview Fire Department**

Sandee Zechman introduced these local firefighting brothers who recently returned from the hurricane-ravaged Gulf Coast concurrently physically exhausted and energized to rally continued relief efforts. While in Mississippi the brothers and other local firefighters helped hurricane victims to assess home damage and begin the process of literally demolishing home interiors to the point of only concrete floor and load-bearing beams remaining due to rampant growth of toxic mold. A slide show presentation showed grim examples of the all-encompassing structural and environmental damage in this region. Building supplies and monetary funds are limited for many residents; without outside assistance many could not rebuild their homes nor completely rebuild their lives. Don Pierce praised the planning efforts of Sandee Zechman and thanked those who have already or plan to volunteer to help with rebuilding efforts.

#### **Committee Reports:**

##### **Chair:**

The Chair acknowledged the Staff Senate booth at Employee Appreciation Day was fully staffed and thanked those who were able to volunteer their time, meet with constituents and increase our presence at campus events.

The Chair acknowledged the recent promotions of Tracy Brown, Cathy Harvey, Carol Horne and Valerie Sameshima from Alternate to Staff Senator and thanked each of them for their willingness to serve.

Vice Chancellor of Extension, Engagement and Economic Development selection committee members have forwarded to the Chancellor their candidate recommendations.

The Staff and Faculty Senates co-hosted the University Budget Discussion on Thursday, October 20<sup>th</sup>. The event was informative and very well received. Positive feedback comments included the suggestions to hold this forum on a regular basis and the building of trust for campus administration due to their candidness and approachability.

Copies of the Chair's Board of Trustees Report to Administration were distributed.

The Chair and Past Chair recently attended the 2005 Greek Life Order of Omega Awards Ceremony.

The Chair attended a breakfast meeting with Chancellor Oblinger, Provost Nielsen, Faculty Senate Chair Nina Allen, and Student Senate President Forrest Hinton. Some items discussed were the recent UNC System Staff Council Chairs meeting, our Resolution for Computer Access, the upcoming Gulf Coast trip to help hurricane victims and ways that Administration and Deans can support and encourage staff participation in the Staff Senate.

The Chair attended the Employee Appreciation Week Committee Review and offered some suggestions to assist with improving future events.

#### **Vice-Chair:**

The recently held tuition open forum was well attended and included good representation of campus community members.

UNC System President Elect Erskine Bowles will tour campus on November 16<sup>th</sup> and plans to meet with Administrators, staff, students and faculty separately during the day. His agenda will be finalized this week.

#### **Governance:**

Elections have begun in Districts 8, 9 and 11/12, all currently without representation. Nomination forms have been mailed with the stated return deadline of November 15<sup>th</sup>.

#### **Human Resources:**

Michelle Healey has been named Co-Chair of this committee.

Committee members continue to monitor the progress of the on-campus child care facility and textbook loan program proposals.

Discussions abound regarding the possible addition of non-faculty and non-administration EPA employees to the Staff Senate and options to reduce parking costs for staff.

The feasibility of adding health coverage for non-married significant others will be brought up for discussion at the next Group Insurance and Benefits Committee meeting.

#### **Diversity:**

The Committee Chair traveled to Washington D.C. to join in the public mourning of civil rights pioneer Rosa Parks.

Committee members discussed Chancellor Oblinger's views concerning staff interaction and participation and plan to work with the Equal Opportunity Office to further their progress in increasing staff participation at campus events.

The Committee Chair thanked committee members for their efforts and dedication towards goal obtainment.

#### **Public Relations:**

Hard copies of suggested communication guidelines were distributed to aid Senators with information dissemination to constituents.

Committee members continue their redesign efforts for the Staff Senate website. Discussions have ensued about hiring a student for implementation.

The 2006 Open Forum is scheduled for Monday March 6<sup>th</sup> at Talley Student Center. The event time will be changed to no longer coincide with lunchtime in response to attendee feedback from last year's forum. Chancellor Oblinger's office will be contacted to ascertain his availability for attendance and whether he will participate in the forum. Ideas for new panelists and topics were discussed; the Executive Committee will finalize panel participation decisions.

### **Resources and Environment:**

Committee members reviewed flextime specifics at peer universities and how it may be implemented at NCSU.

Committee members are in the midst of planning the home repair-based trip to Ocean Springs, Mississippi. The Student Health Center has agreed to waive its inoculation fee; trip attendees are encouraged to get tetanus booster and flu shots. Tetanus shots will cost \$37.50, flu shots are available free for members of the State Health Plan. NCSU Human Resources has confirmed attendees can use their 24-hours of community service leave for this humanitarian trip. Lists of needed building supplies are being compiled. A passenger van has been donated by the College of Veterinary Medicine for use on this trip. Monetary donations for gasoline and supplies are needed. Anyone with questions or who would like to schedule donation pick-up are urged to contact Sandee Zechman.

### **Legislative Liaison:**

Representative Coleman was not able to attend the meeting due to a special meeting being called by the Governor. She will be rescheduled for another date.

### **Old Senate Business:**

Senators were thanked for their prompt responses with supplying constituent list distribution information. The Public Relations Co-Chair reviewed each district's distribution list and asked Senators to discuss what will happen with Senate roster changes and departmental new hires and to plan accordingly. Constituent list distribution information will be kept by the Public Relations and Governance Committees and the Administrative Secretary.

Collected monies for Staff Senate shirts will be returned. A new distributor will be sought.

### **New Senate Business:**

Senator Harris has volunteered to compile an information sheet outlining course registration and tuition waiver information; Senators will be asked to distribute this to their constituents.

### **Announcements:**

The Chair will be attending the General H. Hugh Shelton Leadership Forum on November 11<sup>th</sup>.

The Board of Trustees will meet on November 17<sup>th</sup> and 18<sup>th</sup>.

The annual Nightwalk for safety will be held on November 14<sup>th</sup>. Staff members were encouraged to attend.

UNC System President Elect Erskine Bowles will be on campus November 16<sup>th</sup>.

November is Indian Heritage month. The Administrative Secretary was asked to distribute a flyer with event announcements to Senators for posting and forwarding to constituents.

The NCSU College of Design is hosting a reception for and speech by acclaimed Interior Designer Courtney Sloan on November 8<sup>th</sup>.

The 20<sup>th</sup> annual International Festival will be held this weekend at the Graham Building and Dorton Arena.

There will be a Master Plan meeting held tomorrow at the College of Veterinary Medicine. All campus community members were again encouraged to attend at least one of the five planned campus meetings to offer input and ideas for the future of our University.

**Remarks:**

There were no remarks.

**Adjournment:**

The 4th meeting of the 11<sup>th</sup> session was adjourned at 11:55am.

**Next Staff Senate Meeting:**

Wednesday December 7, 2005

10:00am-12:00pm

Faculty Senate Chambers

D.H. Hill Library

**Next Executive Committee Meeting:**

Wednesday November 16, 2005

10:00am-12:00pm

Room 1115, Administrative Services I Bldg.

**Submitted by:** Judith Strickland, Administrative Secretary

Debbie Hunt, Secretary  
Staff Senate