

**STAFF SENATE MEETING MINUTES-approved version**  
**Wednesday December 7, 2005**  
**Faculty Senate Chambers, D.H. Hill Library**

**Present:** Shelia Ange, Valerie Ball, Jon Barnwell, JC Boykin, Bob Brinson, Tracy Brown, Jeff Cable, Corrie Cadwallader, Barbara Carroll, Angie Chiatello, Kathy Fuller, Nicole Harrell, Janet Harris, Cathy Harvey, Michelle Healey, Miriam Hines, Carol Horne, Thomas Hunter, Carrie Levow, Carina Lockley, Todd Marcks, Laura Massengill, Tom Mease, Richard Palmer, Samantha Parrett, Patty Routh, Valerie Sameshima, Christy Scheid, David Serxner, David Setser, Brenda Shelton, Rob Stevenson, Mel Stoss, Rodney Vinson, Corrinna Watkins, Melissa Watkins, Leroy Wilkins, Gail Willis and Sandee Zechman

**Absent:** David Beverly, Sherry Bowen, Randy Colby, Albert Genovesi, Willie Healy, Vanessa Hicks, Debbie Hunt, Lucy Mabry, Sherry Mosher, Terry Price, Phyllis Royal and Jim Wilder

**Guests:** Chad Austin, News Services; Lee Fowler, Athletics Department; Julie Garrison, Chancellor's Office; Terree Kuiper and Dianne Sortini, Human Resources

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

**Guest Speaker: Dr. Larry Nielsen, Provost**

Dr. Nielsen expressed gratitude for the opportunity to address the Staff Senate and to the hard-working staff members whom he acknowledged as the heart and soul of the University. He also acknowledged and thanked Senators for their role as representatives for staff members. He expressed belief that NCSU is "still in progress" and that every individual's ideas matter and can make a difference to enhance the University's mission.

Dr. Nielsen introduced Lee Fowler, Athletics Director, and acknowledged Mr. Fowler's strong communal work ethic and his pride and interest in the entirety of NCSU.

Dr. Nielsen reviewed his previous positions and defined his present position as Provost to include his role as Chief Academic Officer who oversees the teaching mission at the University. He is responsible for reviewing and approving both all academic-related programs and policies and all matters pertaining to the faculty. He described his position as both interesting and exhausting and reviewed his agenda for this day and noted that its "daunting pace" is typical due to the variety and number of daily time commitments.

Dr. Nielsen expressed his dedicated commitment to the University and also that of Chancellor Oblinger and Charles Leffler, both of whom he referred to as committed strong leaders who possess extensive knowledge of the University.

Dr. Nielsen highlighted four aspects of the University's academic mission and reviewed specifics:

1. Preparing students to live and work in the 21<sup>st</sup> century involves helping mold students into global citizens. Students must be prepared for their future and have a connection to what's real. To this end service learning projects, undergraduate research, internships and leadership programs are in place to help build student's professional, communication and leadership skills.
2. Offering university-level programming to build a united presence and to bridge the existing ten colleges. To assist with this goal, millennium seminars hosted by North Carolina First Lady Mary Easley are planned. He expressed his desire to have integrity worked on as if an academic subject to help students build a sense of integrity as a whole life skill and also to have students build a sense of community with their University and not merely with their academic college.
3. Assisting low income students with receiving an education at NC State. Emphasis on acquiring funding for financial aid packages and scholarships are necessary for obtainment of this goal.
4. Designing the YES! Campaign to develop an encompassing a culture of yes – your effectiveness and efficiency suggestions – in order to find ways to enhance the University's mission and "be all we can be." Ideas for University betterment, current issues and suggestions for implementation of positive change are

heartily welcome and will be submitted directly to his office through the Provost departmental website: [www.ncsu.edu/provost](http://www.ncsu.edu/provost) and clicking on the “YES” button. Dr. Nielsen has recently stated “I believe that each individual within the NC State community has ideas that matter and that can help us create a great future for the University. The YES button is a simple way to start a dialogue about where we as an institution want to go and how to get there.”

The floor was then opened to questions:

The first query involved the need to understand different perspectives of cross-generational communication and whether a program is currently available to assist campus community members to better understand one another. Dr. Nielsen replied that a program is not currently in place but that it was an excellent and “most interesting” idea.

A query was raised about who represents staff members at the top Administrative level to which he replied that it would be Barbara Carroll in her position as Associate Vice Chancellor for Human Resources. Dr. Nielsen did express concern over non-faculty EPA staff members not having current representation.

A query was raised about blurring of disciplines, programs and college traditions. More academic interdisciplinary programs are planned as is related administration reorganization. He expressed enthusiasm about the new Biomedical Engineering program offered jointly by NCSU and UNC-CH and other programs which will receive local and national attention and highlight the University’s commitment to academic excellence and goal of successfully preparing students for working in the 21<sup>st</sup> century.

A query was raised about the scope of the YES program. Dr. Nielsen expressed interest in receiving ideas about “anything campus wide” and vowed to carefully review all submissions. Campus community members were urged to keep in mind that decisions can often affect other aspects of the University and that he must carefully consider an idea’s overall impact before implementation.

Dr. Nielsen again welcomed all ideas and issues involving NCSU’s mission and wanted to convey a sincere sense that campus community members should “feel free” to contact him. He also again expressed gratitude for this opportunity to address the Staff Senate and for Senator’s attention and assistance with maintaining the culture of excellence at this University.

**Roll Call:** Judith Strickland performed a roll call to ensure accurate attendance records.

**Approval of November 2, 2005 Meeting Minutes:** The minutes were approved as written.

**Budget Report: Corrinda Watkins, Executive Assistant to the Associate Vice Chancellor for Human Resources:**

Ms. Watkins reviewed recent expenditures, announced one outstanding commitment has yet to post and the remaining balance is \$6,459.94.

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

Ms. Carroll and Terree Kuiper will be meeting with college deans tomorrow to discuss career banding; she reported their expressed extreme interest in career banding. The Office of State Personnel has shared their schedule of having institutional services (housekeeping, grounds and dining) research support staff members’ banding completed by December 2006 and office support staff members’ banding completed by December 2007. Every state position will eventually get banded.

Ms. Carroll discussed the necessity of balancing the University’s three income sources; state-appropriated funds, tuition and non-state funding such as endowments and grants for budgetary decisions.

College of Humanities and Social Sciences Dean Lindy Brady has accepted the Provost position at the University of Oregon.

The Office of State Personnel will reinstate the Employee Assistance Program beginning February 1, 2006. Deer Oaks will provide free confidential mental health care to assist with personal issues and challenges. In-person and telephone counseling, management training and support services will be offered.

### **Committee Reports:**

#### **Chair:**

The Chair attended the recent round table meeting of the Legislative Liaison Committee and reported State Representative Linda Coleman's sincere interest in staff member's concerns. Representative Coleman stressed that personal contact from constituents with their concerns and personal impact stories was a critical factor in her and many other legislators' decision making process.

The Chair attended the November 9<sup>th</sup> Student Senate meeting.

The November 10<sup>th</sup> special meeting of the University Master Plan was well attended. The Chair expressed hope that all staff members attended at least one of the Master Plan meetings and made known their concerns and hopes for the future of this University.

The Chair was both impressed and inspired by the recent General H. Hugh Shelton Leadership Forum. She highly recommended attendance at future forums.

The Chair addressed the Faculty Senate at their November 15<sup>th</sup> meeting and reported their expressed interest in staff issues. Members of the Faculty Senate agreed to partner with the Staff Senate to address some issues and to assist with progression towards our goals. She also attended their November 29<sup>th</sup> meeting.

The Chair and some members of the Executive Committee met with UNC System President-Elect Erskine Bowles on November 16<sup>th</sup>. She reported his rapt listening of staff members' opinions and issues, his expression of genuine concern about the entire spectrum of issues raised and his being well-versed in the 16-campus UNC System and the uniqueness of NCSU as a land-grant university. He expressed ill regard for the current State health plan. He expressed interest in learning if any current UNC System policies are inhibiting job performance or task completion. To this end, staff members were encouraged to contact Chair Melissa Watkins if they believe any current policy is detrimental to job performance or completion and she will forward to the information to President-Elect Bowles.

The Chair attended the Board of Trustees Development meeting and the NCSU forum regarding tuition and fees on November 17<sup>th</sup>. The following day, she attended the full Board of Trustees meeting.

The Chair attended the November 28<sup>th</sup> Committee on Committees meeting and defined its role as overseeing all University standing committees.

The Chair participated in the recent humanitarian trip to hurricane-ravaged Ocean Springs, Mississippi to assist with rebuilding efforts. This trip was planned by the Staff Senate's Resource and Environment committee and a photographic slide show was compiled.

The Chair attended the Chancellor's Holiday Dinner on December 6<sup>th</sup> at which she was asked by the Chancellor to reinforce his personal invitation to all staff members to attend his Holiday Open House on December 15<sup>th</sup>.

A concern was raised involving the apparent lack of understanding of campus policies by some Supervisors. Staff members were urged to contact either the Human Resources department or the Staff Senate Human Resources Committee members with any policy implementation concerns. Staff members could personally submit an Issue of Concern through their District Senator or submit their concern online at our website for review and resolution.

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

There was an Issue of Concern submitted regarding NCSU's water conservation efforts. Allen Daeke, NCSU

Utilities and Engineering Services Director, was contacted and responded with information about the University's establishment of a water conservation program in 1972 and intent to heed the Governor's recent edict on water restrictions.

The Vice Chair forwarded the many Issue of Concerns received regarding the Chancellor's recent pay raise. She read aloud his response which included his intent to continue to advocate for staff pay increases and to donate his raise towards NCSU scholarship endowment and to the NCSU ACHIEVE campaign.

**Governance:**

Elections in three districts are underway. Committee members will meet following the December 20<sup>th</sup> deadline to count the ballots. Prompt notification of the winners is planned with the hope that the new Senators can attend the January 4<sup>th</sup> meeting.

**Human Resources:**

Committee members concluded their discussions about the status of non-faculty, non-Administration EPA staff members' representation by announcing their sentiment about their need for representation but not by the Staff Senate.

Committee member Rodney Vinson will research and compose a proposal regarding the reduction in permit fees for staff members who begin work in the early morning hours thereby utilizing parking spaces for fewer hours during the period of permit enforcement.

Committee members have expressed interest in confirming the forward progress of the textbook loan program resolution through NCSU Administrative channels and anticipate the formal response.

**Diversity:**

Peer university staff development research data has been divided amongst committee members for review and group discussion on possible implementation of additional or revised initiatives at NCSU.

Dr. Angela Davis will lecture on Friday December 9<sup>th</sup> at 1:00p.m at Witherspoon Cinema as part of the 23rd annual University-Community Brotherhood Celebration.

The Committee Chair will contact Dr. Picart, Vice Provost for Diversity and African American Affairs, regarding increased staff participation on the University's Diversity Advisory Committee.

**Public Relations:**

Decided upon from review of feedback from last year's Open Forum, the 2006 Open Forum will be held on Thursday March 9<sup>th</sup> from 9:00am-12:00pm at Witherspoon Cinema. Proposed panelists include Chancellor Oblinger, Director of the Office of State Personnel, Retirement Plan representative, two Wake County legislators, State Health Plan Director, UNC President's Office Representative, NCSU Transportation Department Representative and NCSU Human Resources representatives Barbara Carroll and Terree Kuiper.

This committee now meets at 9:00am prior to the monthly Staff Senate meeting.

**Resources and Environment:**

Some computer loan recipients were able to have their equipment reissued for six-months following the required annual physical inventory; there are currently three staff members on the wait list who will be contacted to arrange equipment distribution.

Committee members have decided to purchase a used laptop computer for Staff Senate usage at meetings and forums.

To help with issue resolution concerning building liaisons, a representative from the Facilities Division will attend their next committee meeting.

The Committee Chair expressed sincere appreciation to the fourteen individuals who participated in the humanitarian aid trip to Ocean Springs, Mississippi and to those who donated supplies or funds. Considerable rebuilding progress was made on a firefighter's hurricane-ravaged home due to incredible teamwork and focus towards a common goal. Committee members will look into planning a return trip to the region during spring break in March 2006. A photographic slide show chronicling the rebuilding efforts was narrated by Staff Senate Chair Melissa Watkins and the Resources and Environment Chair Sandee Zechman with additional narration by Chair Elect JC Boykin and Diversity Committee Chair David Serxner.

**Legislative Liaison:**

Representative Linda Coleman was the featured guest at the November 9<sup>th</sup> round table meeting. The Committee Co-Chair reported that Rep. Coleman was genuinely interested in hearing staff member's concerns and offered concrete suggestions to enhance efforts toward goal obtainment. She strongly emphasized personal communication by constituents with legislators during an active legislative session as being critical in swaying a legislator's vote in your favor. Personal letters and impact stories were deemed critical influences on legislators' decision-making processes. She also stressed the involvement of constituents from all 100 counties to help ensure favorable outcomes for state employees on state-wide proposals.

**Old Senate Business:**

Samples of shirts to be embossed with the Staff Senate logo will be available for review at the next meeting.

**New Senate Business:**

The Chair read aloud a holiday card from the Student Senate thanking her for her service to the University.

Senator Jeff Cable's suggestion that the Staff Senate sponsor a cook-off to help unite the campus community was met with enthusiastic favor. Those with event suggestions were encouraged to contact Senator Cable.

A motion derived from a suggestion from Diversity Committee Chair David Serxner to support the Martin Luther King, Jr. Service Challenge with a \$100 sponsorship was unanimously passed.

**Announcements:**

The Staff Senate will contribute as a group to the upcoming Student Government-sponsored annual canned food drive to be held February 1<sup>st</sup> through March 1<sup>st</sup>. In addition to campus locations, donation containers will be at the six home games of the men's basketball team at the RBC Center held during the event's duration.

Flyers were available and asked to be distributed campus-wide announcing reduced ticket prices for the upcoming football bowl game, a Charlotte Bobcat game and two men's basketball games.

Awards for Excellence nomination period begins January 1<sup>st</sup>. Each college/unit will have two award recipients. The Human Resources website has examples of past nominee submittals for review. Questions should be directed to Rob Stevenson.

John Larkins Diversity Award nominations are due by December 15<sup>th</sup>.

Hosts and singers are needed to participate in the Martin Luther King, Jr. observance on Friday January 13<sup>th</sup> at the First Baptist Church of Raleigh. The event will be held from 12:00pm-1:30pm. All campus community members were invited and encouraged to attend.

Employee Appreciation Week will be held during Spring Break beginning in March 2007. Feedback or comments should be directed to Rob Stevenson, event planner.

**Remarks:**

There were no remarks.

**Adjournment:**

The 5<sup>th</sup> meeting of the 11<sup>th</sup> session was adjourned at 12:10pm.

**Next Staff Senate Meeting:**

Wednesday January 4, 2006

10:00am-12:00pm

Faculty Senate Chambers

D.H. Hill Library

**Next Executive Committee Meeting:**

Wednesday December 21, 2005

10:00am-12:00pm

Room 1115, Administrative Services I Building

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

Debbie Hunt, Secretary

Staff Senate