

STAFF SENATE MEETING MINUTES-approved version
Wednesday February 1, 2006
Faculty Senate Chambers, D.H. Hill Library

Present: Shelia Ange, Valerie Ball, Jon Barnwell, Bob Brinson, Jeff Cable, Corrie Cadwallader, Barbara Carroll, Angie Chiatello, Randy Colby, Kathy Fuller, Albert Genovesi, Nicole Harrell, Janet Harris, Michelle Healey, Willie Healy, Pat Hill, Miriam Hines, Carol Horne, Debbie Hunt, Thomas Hunter, Carrie Levow, Carina Lockley, Lucy Mabry, Felicia Mangum, Todd Marcks, Sherry Mosher, Richard Palmer, Samantha Parrett, Terry Price, Sara Reese, Patty Routh, Phyllis Royal, Valerie Sameshima, Christy Scheid, David Serxner, David Setser, Brenda Shelton, Rob Stevenson, Mel Stoss, Lee Thayne, Rodney Vinson, Corrinna Watkins, Melissa Watkins, Gail Willis and Sandee Zechman

Absent: JC Boykin, Tracy Brown, Debbie Douglas, Cathy Harvey, Laura Massengill, Tom Mease, Leroy Wilkins and Natalie Worth

Guests: Chad Austin, News Services; Julie Garrison, Chancellor's Office; Yvette Griffin, Terree Kuiper, and Dianne Sortini, Human Resources; Joseph Darkoh, Environmental Health and Safety.

Call to Order: Chair Melissa Watkins called the meeting to order at 10:07am.

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

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

Ms. Watkins reviewed recent expenditures, announced that four outstanding commitments have yet to post and the remaining balance is \$4,641.94.

Approval of January 4, 2006 Meeting Minutes: The minutes were approved as written.

Administrative Report: Terree Kuiper, Director of Employment and Compensation:

An updated Human Resources website is available for review; Ms. Kuiper encouraged staff members to review the beta site and urged feedback especially pertaining to suggestions for additional content and ease of site maneuverability.

Ms. Kuiper was pleased to announce the implementation of the Employee Assistance program which begins today. Detailed program information will be available on the Human Resources website. Questions or concerns about this new benefit should be addressed to Dianne Sortini, 515-4281, or Galen Jones at 515-4300.

NCSU has been approved to participate in the Phase I trial of the Administrative and Office Support personnel broad-banding program. Human Resources staff members have begun composing a project plan and requested staff participation on the project implementation team.

The NCSU Women's Center is requesting donations of cell phones which will be forwarded to Interact of Wake County, a domestic violence safe haven, for client usage.

The 2006 Sisterhood Dinner will be held February 8th at the McKimmon Center and will feature Dr. Susanne Gaddis as Guest Speaker. This annual inspirational event is sponsored by the Council on the Status of Women. Tickets are \$20.00; department or units may purchase tables.

Benefits Counselor Rob Stephenson announced that Benefits Confirmation statements are available for review online and encouraged all staff members to review their statements for accuracy. A Benefits newsletter is scheduled for distribution next week.

WeSave is a new no-cost program that offers retail purchase savings and financial educational opportunities for state employees and retirees. Program brochures will be distributed with January paychecks and made available in the Human Resources hallway alongside other information and brochures. Mel Stoss is coordinating program

brochures distribution to CALS Extension personnel at district meetings.

On February 22nd, Payroll and Benefits employees are moving downstairs to the office space once occupied by Transportation. Phone and campus box numbers will remain the same.

Nomination submittals for the University Awards for Excellence program were encouraged.

Dr. Cecil Brownie of NCSU College of Veterinary Medicine was the recipient of the 2006 John Larkins Award. This award is presented each year to a state government employee who has made noteworthy and exemplary contributions to human and race relations in the workplace or community. Dr. Brownie was presented with his award on January 13th at the Dr. Martin Luther King, Jr., honorary event. Mr. Stevenson reported the event was well attended, expressed gratitude to the Staff Senators who volunteered to participate and encouraged staff members to participate in next year's event.

An Employee Appreciation event will be held at the Men's Baseball game on Friday March 3rd. Employees and a guest will be admitted free, individuals under 17 are also admitted free. Doors open at 3:00pm.

Guest Speakers: Dr. Tim Luckadoo and Susan Grant, NCSU University Housing

Dr. Luckadoo expressed gratitude for the opportunity to address the Staff Senate and present an overview of campus housing options and new initiatives. He recognized Senators Brinson, Palmer and Willis as being instrumental in the successful running of this department. He reported that recent housing trends to offer students residences that combine living and learning can be traced back to Holladay Hall, NCSU's first student housing building. Approximately 9,000 students (1/3 of the campus population) choose to live in NCSU University Housing. This figure, above the national average, is critical to the success of this department because it is completely funded by students and must be in tune to the rental market and what students are seeking in living arrangements.

Dr. Luckadoo gave an overview of the various housing areas including details of the new Wolf Village complex and extensive renovations at E.S. King Village. NCSU recently purchased the 118-unit Western Manor apartment complex across from Centennial Campus. Units here are available for rent to anyone with NCSU affiliation.

Many residence halls have a 24-hour computer lab available for use to all campus community members. This fact was of considerable interest to Senators who last year passed a resolution to assist staff members with gaining easier access to computers. Dr. Luckadoo stated that North Hall, Wolf Village and Avent Ferry residence halls have the easiest access to computer labs and recommended early morning hours (8:00-10:00am) when student usage is less likely. The Staff Senate Chair recommended Senators inform their constituents of these accessible computer labs, especially to staff members who don't have job-related computer access.

Ms. Grant gave an overview of the Living and Learning Village concept, incorporated from an idea suggested by Kay Yow, Women's Basketball Coach. The concept brings students' academic and personal interest entities into residence halls and offers resident mentors and specialized events geared toward obtainment of personal and academic goals. She announced that 29% of on-campus housing residents live in a specialized housing area.

Ms. Grant gave an overview of facilities milestones including the on-going renovations at E.S. King Village, the scheduled completion of the 1st Year Students' Commons Building, the scheduled completion dates of all-encompassing building air conditioning and sprinkler systems.

A query was raised from the floor regarding rental availability and pricing for the Western Manor complex. Rental information can be found at: www.ncsu.edu/housing/apartments/westernmanor. Dr. Luckadoo reviewed some housing options for short and long-term visitors.

A query was raised from the floor regarding accessibility for students with disabilities. Dr. Luckadoo responded that accessible rooms are available in nearly every residence hall and that students must report their special needs to housing employees to ensure their needs are met.

A suggestion to partner the 4-H Club with SAY was met with enthusiasm and will be reviewed.

University Housing departmental pens were distributed and Senators were thanked for their attention, interest in University housing and efforts to make NCSU a superb place to live and learn.

Guest Speaker: Shelley Hoover-Plonk, Training and Organizational Development

Ms. Hoover-Plonk expressed gratitude for the opportunity to address the Staff Senate. She announced nominations are being accepted through March 20th for the Pathways Program, a year-long leadership development program that links personal leadership development and NCSU business needs. The Pathways program, about to start its tenth year, strives to enhance participant's skills and knowledge about leadership motivation and organizational effectiveness. An overview of the course was given and a written program guide was distributed. All full-time staff members are eligible for nomination by their Vice Chancellor, Dean or Provost. Ms. Hoover-Plonk acknowledged the numerous Staff Senators currently enrolled in this program. Complete program information can be obtained by calling 515-7844 or visiting the website at:

<http://www.2.acs.ncsu.edu/hr/compass/certificateprograms.htm>.

Committee Reports:

Chair:

The Chair encouraged staff members to participate in the annual ACC Canned Food Drive; a flyer will be forthcoming for distribution.

The Chair announced UNC System President Erskine Bowles will be the Guest Speaker at the February 23rd General Faculty Meeting, 3:00pm in Stewart Theater. She strongly encouraged all staff members to attend this meeting to hear President Bowles' ideas for the future of this University. The Chair would like a strong showing of Staff Senators to illustrate our strong commitment to represent staff and dedication to the University at large.

Nominee recommendations for the Holladay Award have been submitted to the Board of Trustees.

The Chair met with Kevin MacNaughton and Barbara Carroll about a proposal to close the University from December 23, 2006 through January 1, 2007; this period includes two days not included on the University's holiday calendar. The feedback thus far has been positive in spite of some issues, namely new hires without accrued leave time, lack of holiday premium pay for those in positions which require attendance and the ineligibility to utilize the comp leave system for this closure. Campus-wide distribution of this proposal is planned in order to obtain more feedback. Staff may direct feedback to Chair Melissa Watkins, Vice Chair Miriam Hines or Staff Senate member Richard Palmer, who sits on the University's Physical Environment Committee.

The Chair attended the January 10th Faculty Senate meeting which included Director of Transportation Tom Kendig's presentation about the proposed permit price increases.

The Chair and Chair-Elect attended the University Budget Advisory Committee on January 12th. This Committee has broadened its focus and is no longer exclusively faculty-focused.

The Chair met with Staff Senate Resources and Environment and Human Resources Committee Chairs to discuss the proposed University closure following the 2006 winter holiday break.

On January 23rd the Chair attended the University Council's mini-retreat and meeting which included discussions of revisions to the University's strategic plan and incorporation into University daily operations.

On January 24th the Chair attended the Legislative Liaison meeting with Representative Deborah Ross and reported it was interesting and quite informative. Representative Ross reinforced the concept that personal communication with legislators does influence their decision-making processes.

The Executive Committee met on January 25th. At this meeting, it was agreed that an ad hoc committee should be formed to review constituents' suggestions of how else the University could pay the fine money shortfall and to compose a summary for University Administrators to review. The Administrative Secretary will compose a letter asking constituents to submit revenue-generating or other revenue source options and compile constituents' responses prior to submittal to ad hoc committee members.

The Chancellor's Liaison meeting was held on January 25th. Amongst the topics discussed were changes in tailgating policies.

The Chair expressed appreciation to those who accepted the invitation to attend the Chancellor's Reception at the Women's Basketball game on January 30th. She commented on the importance of both Senator visibility at campus events and the opportunity to network with other staff members and campus Administrators.

The Chair reported the Staff Senate Secretary attended the UNC System Staff Assembly videoconference on January 13th and gave a brief overview of her report. The Chair strongly recommends and supports the formation of a unifying staff body representing all sixteen UNC campuses to give staff members an advisory role to the UNC System President.

Vice-Chair:

There were numerous Issues of Concern submitted regarding the proposed increase in parking permit rates. These concerns were forwarded to the Resources and Environment Committee for review and inclusion into the compilation of negative proposal feedback.

An Issue of Concern was received about the elimination of the Rex Wellness Center program. The Vice Chair will monitor and report back to the constituent information gathered at an upcoming Benefits personnel meeting.

The Vice Chair proudly reported her participation in the Dr. Martin Luther King, Jr., honorary celebration on January 13th. She encouraged all staff members to attend and participate in next year's program. She made available a program brochure for review.

Governance:

There was a first reading of proposed date changes to the by-laws with regards to election process; a longer timeframe in which to hold the election is being requested. Concerns to this proposal should be addressed to either Committee Co-Chair. There will be a second reading and vote on this proposal at the March 1st meeting.

The Committee Co-chair announced the promotion to Senator of Carrie Levow, former District 15 Alternate, and thanked her for her willingness to serve in this capacity.

Human Resources:

As charged, committee members discussed energy conservation methods and will forward their recommendations to the Resources and Environment Committee and the Chair.

Committee members extended an invitation to Associate Director of CALS Personnel Sheri Schwab to attend their meetings in the role of Advisor.

Committee members are researching and will compose a proposal to reduce parking permit rates for low-income employees. Facilities Division personnel will be contacted for assistance with this endeavor.

Committee members will research an internal benefit suggestion to implement a reduction in lunch price for staff members. It was reported that UNC-CH and the NCSU Athletics Department already offer this benefit for their employees.

Diversity:

Committee members viewed a diversity training workshop video produced by the National Building Coalition Institute. Committee members will begin their campaign to have a diversity component added to all new hires' training and have the training material available to existing employees for review. The Committee Chair recommended Staff Senators participate in campus outreach work based upon the mission and goals of the National Building Coalition Institute. The Institute's brochure and diversity training information is available for online review at www.ncsu.edu/equal_op/education/ncbi. Hard copies of the brochure may be obtained by contacting Committee Chair David Serxner.

Committee members met with Pathways Leadership Development Program team members to offer support and to discuss ways to achieve their common goals.

Public Relations:

The ADA compliant updates and revisions to the Staff Senate website have been completed. The website will retain its URL address. Senators were asked to review the website and advise of any necessary revisions or suggestions for additional content.

Committee members discussed ways to advertise the upcoming Open Forum and will begin implementation. The Open Forum is scheduled for March 9th from 9:00am-12:00pm in Witherspoon's Cinema. On-line forum information can be found through the NCSU homepage or on the Staff Senate website. There will be an article in the Bulletin to assist with event publicity. The Administrative Secretary will forward event information to the Senators who were asked to help publicize and generate interest in this event.

The scheduled completion date of the brochure is February 15th.

Resources and Environment:

Committee members discussed the numerous concerns received regarding the proposed permit price increases and began composition of a letter to the Transportation Department which relays the vehement staff opposition to these proposed increases.

Committee members discussed possible solutions to a computer loan program issue.

The composition of a letter to Administrators about recognition of building liaisons has been temporarily tabled.

Committee members are in the midst of planning a return humanitarian-based trip to Ocean Springs, Mississippi to assist with rebuilding efforts. Trip dates are March 3rd through 8th. A presentation is planned for tonight's Student Senate meeting. Monetary donations are needed to help cover transportation, lodging and materials costs. Senators were asked to help with fundraising efforts. Questions and donations should be forwarded to Committee Chair Sandee Zechman.

Legislative Liaison:

Representative Deborah Ross was the featured guest at the January 24th round table meeting. Rep. Ross offered concrete suggestions to enhance efforts toward goal obtainment; strongly emphasizing personal communication from constituents to legislators during an active legislative session as being critical in swaying a legislator's vote in your favor. This declaration reinforces Representative Coleman's remarks at the last round table meeting. Personal letters and impact stories were once again deemed critical influences on legislators' decision-making processes. She conveyed her support of state workers and is adamant about renewal of sales and tobacco taxes being critical as the main source to fund state employee raises.

Old Senate Business:

Staff Senate logo-embossed apparel orders are due by the middle of February. Questions and orders should be addressed to David Serxner. The Administrative Secretary will compose and forward a memo about this order deadline.

New Senate Business:

An ad hoc committee was formed consisting of four Staff Senate volunteers, specifically without Executive Committee members. This committee is charged with reviewing suggestions from constituents regarding alternate means of revenue sources to cover fine money payback instead of reliance upon increased parking permit rates. Committee members are Kathy Fuller, Thomas Hunter, Jr., Patty Routh and Lee Thayne. The Administrative Secretary has composed a draft letter addressed to constituents that solicits their suggestions and will forward it to committee members for their review and feedback.

Announcements:

NCSU Campus Police is sponsoring a fundraising event to benefit North Carolina State Olympics. The first annual Polar Plunge will be held at Lake Raleigh on Saturday February 18th. Those who wish to plunge are asked to donate \$50; all monies received will go towards scholarships for Special Olympians. There will be numerous giveaways and door prizes along with a costume contest for those willing to brave cold water temps to help Special Olympians realize their dreams.

D.H. Hill Library, College of Natural Resources and the Office for Diversity and African American Affairs are hosting a presentation entitled "People And Jobs On The Move: Implications For Higher Education" on Tuesday February 21st from 2:30pm-4:30pm. Dr. James Johnson, Director of the Urban Investment Strategy Center, will be the Guest Speaker.

Remarks:

There were no remarks.

Adjournment:

The 7th meeting of the 11th session was adjourned at 12:00pm.

Next Staff Senate Meeting:

Wednesday March 1, 2006
10:00am-12:00pm
Faculty Senate Chambers
D.H. Hill Library

Next Executive Committee Meeting:

Wednesday February 15, 2006
10:00am-12:00pm
Room 1115, Administrative Services I Building

Submitted by: Judith Strickland, Administrative Secretary

Debbie Hunt, Secretary
Staff Senate