

**NORTH CAROLINA STATE UNIVERSITY-approved version**  
**Staff Senate Meeting**  
**McKimmon Center**  
**Wednesday June 7, 2006**

**Attending:** Valerie Ball, Jon Barnwell, JC Boykin, Bob Brinson, Tracy Brown, Corrie Cadwallader, Barbara Carroll, Angie Chiatello, Randy Colby, Debbie Douglas, Kathy Fuller, Albert Genovesi, Nicole Harrell, Janet Harris, Cathy Harvey, Michelle Healey, Willie Healy, Pat Hill, Miriam Hines, Carol Horne, Debbie Hunt, Thomas Hunter, Carrie Levow, Carina Lockley, Lucy Mabry, Felicia Mangum, Laura Massengill, Tom Mease, Richard Palmer, Samantha Parrett, Terry Price, Sara Reese, Patty Routh, Phyllis Royal, Valerie Sameshima, Christy Scheid, David Serxner, David Setser, Brenda Shelton, Mel Stoss, Lee Thayne, Rodney Vinson, Corrinna Watkins, Melissa Watkins, Leroy Wilkins, Gail Willis and Sandee Zechman

**Absent:** Shelia Ange, Todd Marcks, Sherry Mosher

**Guests:** Chad Austin, News Services; newly elected Senate members Gwen Bell, Shannon Carter, Scott Enroughty, Pat Gaddy, Joseph Goodrow, Cheryl Howard, Greg Jarvis, Ginger McGlamery, Janette Mina, Marty Moody, Bill Piper, Carlos Sanford, Jean Sigmon, Patty Spears, Melanie Storey, Brendan Thompson, Elbert Turner, Amanda Tuten, E'very Ware, Floyd Williams, Kimberly Zugay

**Call to Order:** The 11<sup>th</sup> meeting of the 11<sup>th</sup> session was called to order at 10:03am.

**Roll Call:** A roll call was performed by Debbie Hunt to ensure accurate attendance records. She also called roll and made note of the newly-elected Senators in attendance.

**Approval of May 3, 2006 Meeting Minutes:** The minutes were approved as written.

**Budget Report: Corrinna Watkins, Advisor**

Ms. Watkins reported the remaining balance is \$2,740.21; there is \$1,110.72 in open commitments. She requested outstanding invoices be promptly forwarded for posting and payment and announced June 20<sup>th</sup> as the last day for postings to this budget.

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

Ms. Carroll graciously welcomed new Senate members and expressed her interest in working with them and with returning Senate members. She encouraged new Senate members to introduce themselves and begin dialogue of their ideas to enhance the campus work environment.

Ms. Carroll announced recent revisions to the direct deposit payroll system. On October 1<sup>st</sup> 2006, all individuals paid through the University's payroll system will participate in mandatory payroll direct deposit. In a very few cases, such as new foreign nationals who have not yet been issued a social security number, exceptions may be requested. Employees without bank accounts will be provided a direct debit account card through Wachovia. Personnel liaisons have been encouraged to communicate this change and to begin enrolling all new hires now in direct deposit.

Ms. Carroll opened the floor to questions. A query was raised about continuing paper payroll advices; they will continue in the short run but may be phased out over time. Electronic versions are already available via the HR System's secure online Employee Self Serve; a marketing campaign to introduce Self Serve is planned after the start of the fiscal year. A concern was raised that not all employees may have ready access to computers to view their pay statements; various options are being weighed, such as providing computer access or allowing some employees to continue receiving a paper advice.

A question was raised about employees who were exempted from the 1991 mandatory direct deposit that applied to all new hires; those employees will be contacted directly and advised of their options. A query was raised about security of online payroll statements; additional measures are being implemented to strengthen security even further.

Ms. Carroll announced that the Office of State Personnel has issued an ambitious target date of March 2007 for career banding completion. The administrative support banding project is underway on campus, which includes approximately 1,300 positions, the largest SPA group on campus. The review and development phase begins May 1<sup>st</sup> and runs through the end of August. Once assignment has been completed, department heads will have the opportunity to review market salary ranges and compare competitiveness of current salaries with reference salaries. She noted that NC State senior leaders recognize the need for campus salaries to be more competitive and are “leading the charge” to help the UNC System, Legislators, and OSP understand the importance of competitive compensation (both salaries and benefits) in order to recruit, retain, and provide incentives for high quality, high performing employees. She recognized the efforts Chancellor Oblinger, Provost Nielsen, and Vice Chancellor Leffler to make a strong case to State decision-makers about salary disparities and the case for competitive market pay for campus employees. She encouraged the Senators to thank the campus’s leaders for their work on behalf of university staff.

Ms. Carroll announced that the open enrollment period for electing a health plan ends Friday June 30<sup>th</sup>, with a plan effective date of Oct 1. Materials were sent to employees, but are also available online from the State Health Plan, or from the Benefits Office. Several more campus info sessions will be offered on the new PPO plans prior to the deadline. She noted that while employees can switch plans during each annual open enrollment, interested employees should note that waiting to switch to the PPO in future years may require waiting periods or proof of prior insurance. Several comments were raised about specific aspects of coverage under the new PPO; employees were encouraged to become informed consumers and make the best choices for their own needs from among the various healthcare plan options.

#### **Committee Reports:**

##### **Chair:**

The Chair participated in the annual CALS Staff Senator luncheon on May 3<sup>rd</sup>.

The Chair attended the May 9<sup>th</sup> Committee on Committees meeting.

The Chair attended the regularly scheduled breakfast with the Chancellor, the Provost, and Faculty and Student Senate representatives to discuss common issues. Also on May 10<sup>th</sup>, she attended the CINC annual mixer. Numerous counties were visited and learning opportunities abound for all participants. Staff Senate Chair Elect Jon Boykin participated in this year’s tour.

The Chair attended a campus focus group discussing career banding; training should commence shortly.

The Executive Committee meeting was held on May 17<sup>th</sup>.

The Chair attended the Awards for Excellence Luncheon on May 22<sup>nd</sup>. Both EPA and SPA employees were honored for their outstanding contributions to the University.

The Chair assisted Governance Committee members with ballot counting. She expressed gratitude to committee members for their hard work with the recent elections.

The Chair received a letter from UNC System President Erskine Bowles sanctioning the forming of a UNC System Staff Assembly. Staff Senates will now be a recognized advising group to President Bowles and will be able to provide better constituent representation. Program particulars and definitive guidelines aren’t yet established. Each UNC System Staff Senate will provide representation to this assembly. The Chair expressed her amazement over the implementation of this assembly, recognized the willingness of Erskine

Bowles to listen and work with Senators, and expressed confidence in the increased voice of staff concerns being acted upon.

**Vice Chair:**

The Vice Chair reviewed the responsibilities of her position and the importance of having an outlet for staff members to voice their issues and concerns. She asked Senators to encourage their constituents to use the feedback tool in place at the website to bring forth their issues and concerns for review and response.

An Issue of Concern has recently been submitted regarding tuition cost for staff members. The issuer wasn't aware of the policy which waives the \$7.00 course fee for staff members for up to two courses per year. After some discussion, the Staff Senate left open the possibility of seeking an increase in the amount of courses staff members may take free of charge during an academic year.

An Issue of Concern was submitted regarding the lack of communication regarding considerable changes to the mental health benefit under the new PPO plan option. Senators held considerable discussion about the differences in current plan coverage and PPO plan coverage with mental health visits and substance abuse treatment and the perception that the new plan offers a panacea for current plan ill. Also noted were limit differences between Physical Therapy/Chiropractic care options. It was suggested by Associate Vice Chancellor Carroll that Senators attend and encourage their constituents to attend one of the health care plan workshops being held across campus throughout the month since individuals have different health care needs and must arm themselves with the coverage specifics of both plans to make the best decision for them and their families. The State Health Plan website has a feedback tool encouraging comments about plan coverage and suggestions for additions and/or revisions to the current offering; changes to the current PPO plan coverage could be made during 2007. GIBC Committee members have expressed concern about the differences in mental health coverage, will review this issue in depth and compile suggestions to enhance plan coverages. Staff Senate Executive Officers decided to keep this issue open and to unite efforts with GIBC members to review and recommend plan changes.

**Governance:**

The Committee Co-Chair congratulated, welcomed and acknowledged the attendance of newly-elected Senators. She expressed gratitude to hard working committee members who oversaw the recent election and to the Chair Elect and Co-Chairs of the Public Relations Committee for their retreat planning efforts.

Hard copies of a proposed by-law change were distributed. There will be a first reading of the proposed by-law amendment change that recommends realigning District 14 during New Senate business.

Hard copies of this committee's annual report were made available for review.

**Human Resources:**

The Committee Co-Chair reviewed duties of committee members and welcomed input from the newly-elected Senators. She reviewed goal obtainment, committee progress during the past year and their plans for follow-up and involvement throughout the next session.

Hard copies of this committee's overview were made available for review.

**Diversity:**

The Committee Co-Chair reviewed goal progression during the session for the development of a staff climate survey and changes to diversity-related training for campus employees.

He announced July 19<sup>th</sup> as the start date of the Opening Doors Program and recommended reviewing the Office of Diversity and African American Affairs website for information regarding this training program and upcoming campus and community events.

### **Public Relations:**

The Committee Co-Chair reviewed goal progression during the session and proudly announced every goal had been achieved. Clearer communication channels have been reached through development of more inclusive constituent contact information lists, successful organizing and overseeing the Open Forum and Annual Retreat, monthly composition of The One Pager and redesign of the Staff Senate website to include ADA access standards. The Staff Senate Chair recognized committee members for exceeding the standard and excelling beyond their stated goals. She graciously thanked and acknowledged committee members for their outstanding and exhausting efforts during the past year.

Hard copies of this committee's annual report were made available for review.

### **Resources & Environment:**

The Committee Chair reviewed duties of committee members and expressed gratitude to them for their hard work and dedication during the past year. She gave an overview of committee members' maintenance efforts with the computer loan program and their planning two humanitarian aid trips to the Gulf Coast. She reviewed the need for Senate funds to purchase software licenses for loan equipment. She gave an overview of the two recent Staff Senate resolutions: building liaison recognition and opposition to parking permit rate increases. She announced a slot has been added to the University's Physical Environment Committee for one Resources and Environment committee member.

Discussions ensued about generating additional publicity about the computer loan program. Efforts to inform constituents must factor in restrictions and hindrances to computer access for some employees. Program particulars will be included during New Hire Orientation.

The Chair recognized and thanked ad hoc committee members for their efforts with suggestion letter composition.

Hard copies of this committee's overview were made available for review.

### **Legislation Liaison:**

The Committee Co-Chair recognized the successful efforts of Andy Willis who organized the participation of local legislators in campus round table discussions and taught protocol to committee members.

The Committee Co-Chairs met with various legislators last week and reported legislators continue to cite the importance and influence of personal stories upon their decision-making process. Expenditure of surplus funds and new budget items led discussions. There are pressing concerns over preferential treatment of some groups during raise considerations and the possibility of not receiving retraining cost funds to counteract the effects of staff attrition during current budget talks.

### **Old Senate Business:**

The Staff Senate logo-embossed apparel order is due in shortly. An order form was placed in each retreat binder.

### **New Senate Business:**

There was a 1<sup>st</sup> reading of the District 14 realignment proposal. There were no queries or concerns raised. There will be a 2<sup>nd</sup> reading and vote for passage at the July 5<sup>th</sup> meeting.

An ad hoc committee will be formed and charged with better defining the organization of extension personnel and increasing their Staff Senate representation. Sheri Schwab will be asked to join this committee.

There was a 1<sup>st</sup> reading of the campus security and identification resolution. There were no queries or concerns raised. The 2<sup>nd</sup> reading will be at the July 5<sup>th</sup> meeting.

There was a 1<sup>st</sup> reading of the resolution to oppose parking permit rate increases. Ad hoc committee members were again thanked for their efforts. The 2<sup>nd</sup> reading will be at the July 5<sup>th</sup> meeting.

**Announcements:**

The Alumni Office will sponsor a cookout for Staff Senate members after the August 2<sup>nd</sup> meeting. RSVP will be required.

Order forms for Staff Senate apparel and group photograph flyers are in each retreat binder.

New Senate member Joseph Goodrow announced that as of June 1<sup>st</sup> Campus Police will be the primary recipient of 911 calls dialed from campus phones; this direct routing of the calls will facilitate quicker response time. Campus Police will maintain the former emergency phone number, 515-3333, for one year to ease the transition. Cellular phones could also be programmed to dial 515-3000.

Senate member Nicole Harrell has offered to compose an information sheet regarding class registration for employees. It will be forwarded to the Administrative Secretary for dispersal.

The Chair Elect and Public Relations Committee Co-Chairs were again recognized by the Chair and commended for their successful planning of this retreat. The Chair expressed comfort in the leadership and accomplishment capabilities of the Chair-Elect and expressed optimism for a well-run and productive 12<sup>th</sup> session.

**Remarks:**

There were no remarks.

**Adjournment:**

The 11<sup>th</sup> meeting of the 11<sup>th</sup> session was adjourned at 11:50am.

**Next Staff Senate Meeting:**

Wednesday July 5, 2006  
10:00am-12:00pm  
Faculty Senate Chambers  
DH Hill Library

**Next Executive Committee Meeting:**

Wednesday June 21, 2006  
10:00am-12:00pm  
Room 1115, Administrative Services I Bldg

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

Debbie Hunt, Secretary  
Staff Senate