

STAFF SENATE MEETING-APPROVED

Wednesday August 3, 2005

Faculty Senate Chambers

D.H. Hill Library

Attending: Shelia Ange, Jon Barnwell, Debbie Beach, Sherry Bowen, J.C. Boykin, Bob Brinson, Tracy Brown, Jeff Cable, Corrie Cadwallader, Barbara Carroll, Angie Chiatello, Randy Colby, Kathy Fuller, John Graeber, Susan Graham, Nicole Harrell, Janet Harris, Cathy Harvey, Michelle Healey, Willie Healy, Miriam Hines, Linda Honeycutt, Carol Horne, Charles Hunt, Debbie Hunt, Thomas Hunter, Carina Lockley, Laura Massengill, Tom Mease, Robin Nowlin, Richard Palmer, Samantha Parrett, Terry Price, Valerie Sameshima, Christy Scheid, David Serxner, David Setser, Brenda Shelton, Rob Stevenson, Mel Stoss, Dan Tucker, Rodney Vinson, Corrinna Watkins, Melissa Watkins, Leroy Wilkins, Gail Willis and Sandee Zechman

Absent: Chris Austin, Valerie Ball, David Beverley, Marie Blanchard, Kristina Coxe, Ted Devens, Judy Edmonston, Albert Genovesi, Diane Harper, Jamie Hinton, Jane Howe, Kathy Kelly, Carrie Levow, Lucy Mabry, Todd Marcks, Sherry Mosher, Trish Rollins, Patty Routh, Phyllis Royal, Marcella Simmons and Jim Wilder

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

Call to Order: Outgoing Chair Laura Massengill called the meeting to order at 10:07am.

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

Motion to Approve the Agenda: The agenda was approved as written.

Approval of July 13, 2005 Meeting Minutes: The minutes were approved with a title correction and inclusion of the newly elected Senators listed as guests.

Budget Report: Corrinna Watkins, Staff Senate Advisor

It is expected that the Staff Senate will receive the anticipated \$8,000 budget for the 05-06 session. Once allotted, expenditures for retreat and election materials will be deducted leaving a balance of \$7,675.77.

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

The 31st annual Service Recognition Luncheon will be held on Thursday August 25th at the McKimmon Center. Senator attendance was encouraged at this event which will honor seventy NCSU employees. Tickets are \$8.00 and available through campus ticket coordinators or at the University Benefits Office. The Human Resources website has listings of the honorees and ticket coordinators.

Employee Appreciation Week will be held October 3rd through October 7th. Employee Appreciation Day/Benefits Fair will be Thursday October 6th at the McKimmon Center. The Benefits Fair was moved from Wednesday to Thursday to coincide with the first day of Fall Break with expectations of more employees being able to attend and moved to the McKimmon Center for logistical and comfort reasons. Shuttle service to the McKimmon Center is being reviewed. Event Coordinator and Senator Rob Stevenson requested volunteers.

The State budget has yet to be approved.

Implementation of career banding for office support and institutional service groups has been stalled by the Office of State Personnel.

NCSU Administration, some academic deans and the consultant are continuing their efforts investigating child care options. Financial analyses and demographics are being studied. Ms. Carroll stated project updates will be given as available and there is strong commitment to bring this project to fruition.

Human Resources Committee Chair Gail Willis was recognized and applauded for her suggestion that timesheets be made available electronically to facilitate easier completion and storage. These forms are not a link into the leave system and are still in the testing stage. Ms. Carroll encouraged all staff members to use the electronic forms and provide feedback. Forms can be found on the HR website under the tab HR Information Management.

There will be a flu vaccine clinic held in October with eligibility restricted to campus medical personnel. Adequate vaccine supplies are expected to be able to offer clinics for Blue Cross/Blue Shield participants in November and December; details will be forthcoming.

Committee Reports:

Chair:

There was nothing new to report.

Vice Chair:

There was nothing new to report.

Governance:

Committee members are eager to begin working on goals set at last month's retreat. Electronic elections will be reviewed. 2005-2006 Committee Co-Chairs are Corrie Cadwallader and Bob Brinson.

Human Resources:

Committee members met to discuss and prioritize goals for the upcoming year. 2005-2006 Committee Chair is Gail Willis.

Diversity:

Committee members discussed their participation in International Housekeeper's Week which will include an introduction to and promotion of the Staff Senate. Committee members plan to attend the next International Housekeeper's Week planning meeting.

Committee members are awaiting a status report on the Campus Climate Survey.

Committee members are recommending that work plans include staff participation in campus activities. 2005-2006 Committee Chair is David Serxner.

Public Relations:

This committee will meet the last Wednesday of the month. 2005-2006 Committee Co-Chairs are Carina Lockley and Mel Stoss.

Resources and Environment:

This committee will meet following today's meeting to discuss upcoming goals. 2005-2006 Committee Chair is Sandee Zechman.

Legislative Liaison:

There has been a lot of interest generated in the activities of this committee. Committee goals include making contact and establishing good working relationships with Legislature members, holding on-campus open discussions with Legislators and promoting State employees as valuable resources. 2005-2006 Committee Co-Chairs are Valerie Ball and Jon Barnwell.

Old Senate Business:

Outgoing Chair Laura Massengill expressed gratitude to meeting guests Terree Kuiper and Dianne Sortini for their support during her tenure.

David Serxner is representing the Staff Senate on the University Master Planning Committee. Staff Senators were asked to inform their constituents about and encourage attendance at upcoming campus zone meetings designed to distribute information and solicit input about the Master Plan. The Master Plan may be reviewed at www.ncsu.edu/facilities/univ-arch/1-physical.htm.

New Senate Business: Recognition of Retiring Senators

Outgoing Chair Laura Massengill expressed gratitude and presented Certificates of Appreciation to retiring Senators. She also read a statement of thanks and appreciation to all Senators for their dedicated efforts and support during her tenure as Chair. She proudly reviewed the accomplishments of the 2004-2005 Senate and offered her successor unwavering support and assistance in continuing obtainment of goals and objectives for the betterment of the NCSU community.

Ceremonial Transfer of the Staff Senate Gavel and Plaque Presentation:

Outgoing Chair Laura Massengill acknowledged the dedicated efforts of incoming Chair Melissa Watkins during her tenure as Chair-Elect. Ms. Massengill also acknowledged her strong work ethic, commitment to both SPA employees and Staff Senate goal achievement and her natural leadership abilities while presenting the gavel to her.

Chair Melissa Watkins expressed gratitude to Past Chair Laura Massengill for her outstanding leadership and tutelage during her tenure as Chair Elect. She acknowledged her confidence and preparedness to assume this position is due in large part to their productive working relationship during the past year and presented her with a plaque which honors her tenure as 2004-2005 Staff Senate Chair. Ms. Watkins read a statement welcoming both new Senate members and new opportunities to enhance NCSU; her statements also stressed cooperation and communication of Senate members with each other and their constituents in order to obtain goals and meet objectives.

Election of Staff Senate Officers for the 2005-2006 Session:

Elections were held and the results were as follows:

Chair-Elect: JC Boykin, District 10B

Vice-Chair: Miriam Hines, District 16

Parliamentarian: Jon Barnwell, District 10A (ran unopposed)

Secretary: Debbie Hunt, District 16 (re-elected without opposition)

Committee members were given a short time allotment to meet as groups.

Announcements:

Senators were asked to inform their constituents that nominations are now being accepted for the Watauga Medals.

Office for Diversity and African-American Affairs brochures were made available for campus distribution.

Starting August 17th campus visitors will be charged \$2.00 per day for parking. Laura Massengill and Melissa Watkins agreed to inquire about free passes for Extension personnel to attend the monthly Staff Senate meeting.

Remarks:

Past Chair Laura Massengill urged Committee Chairs to promptly forward their end-of-year committee reports to enable her to compose the 2004-2005 Staff Senate end-of-year report for the Board of Trustees.

Constituent lists should be available for distribution at the September 7th meeting. Senators were asked to promptly set up their e-mail listserv for information dissemination.

Adjournment: The 1st meeting of the 11th session adjourned at 11:31am.

Next Staff Senate Meeting:

Wednesday September 7, 2005

10:00am-12:00pm

Faculty Senate Chambers

D.H. Hill Library

Next Executive Committee Meeting:

Wednesday August 24, 2005

10:00am-12:00pm

Room 220

Administrative Services III Building

Submitted by: Judith Strickland, Administrative Secretary

Debbie Hunt, Secretary

2005-2006 Staff Senate

