

NORTH CAROLINA STATE UNIVERSITY-draft version
Staff Senate Meeting
Faculty Senate Chambers, DH Hill Library
Wednesday December 6, 2006

Attending: Kay Anderson, Valerie Ball, Jon Barnwell, JC Boykin, Bob Brinson, Tracy Brown, Bessie Bukhay, Barbara Carroll, Shannon Carter, Randy Colby, Judith Daniels, Debbie Douglas, Kathy Fuller, Pat Gaddy, Joe Goodrow, Joe Gulick, Nicole Harrell, Janet Harris, Cathy Harvey, Michelle Healey, Willie Healy, Pat Hill, Miriam Hines, Carol Horne, Debbie Hunt, Thomas Hunter, DJ Lane, Carrie Levow, Todd Marcks, Laura Massengill, Ginger McGlamery, Jannette Mina, Richard Palmer, Bill Piper, Sara Reese, Carlos Sanford, Brenda Shelton, Jean Sigmon, Patty Spears, Melanie Storey, Lee Thayne, Brendan Thompson, Elbert Turner, Rodney Vinson, E'very Ware, Corrinna Watkins, Melissa Watkins, Floyd Williams, Gail Willis, Sandee Zechman, Kimberly Zugay

Absent: Gwen Bell, Dr. Marcia Gumpertz, Cheryl Howard, Felicia Mangum, Marty Moody, Patty Routh

Guests: Diane Baker, External Affairs; Frances Milks, Chancellors Office; Terree Kuiper, Yvette McMillan, Human Resources.

Call to Order: The 5th meeting of the 12th session was called to order at 10:00am.

Guest Speaker: C.C. Maurer, Energy Conservation Coordinator, Utilities and Engineering Services

Ms. Maurer expressed gratitude for the opportunity to address the Staff Senate regarding University energy conservation measures. She announced the University's long-term goal is to reduce energy consumption (adjusted for growth) by 20% and is committed to both reducing energy per square foot (adjusted for weather) by 4% and reducing water consumption by 10% over a ten-year period. She reviewed energy costs and usage for 2005-2006: total utility expenditure was \$29.4 million (\$3,350 per hour); total electricity consumed was 269 million kilowatt hours; and total water consumption was 458 million gallons. She also reviewed trends of campus energy and water consumption, conservation efforts and increase in utility costs (specifics are available for review at www.ncsu.edu/energy).

Ms. Maurer stated her department will measure utility consumption at each campus building in order to pinpoint and tailor conservation measures. She reviewed recent and upcoming conservation projects, including HVAC equipment "tune ups" and reprogramming of heat and air conditioning controls. She also reviewed numerous campus conservation awareness activities, including energy saving tips listed in the Technician, stickers on light switches and departmental participation in campus events.

Ms. Maurer reviewed the cost and energy savings statistics for last year's 10-day university holiday closing; \$185,000 reduction in utility costs, an 11% decrease in electrical and 12% decrease in gas consumption. She believes this year's university holiday closing (December 23rd through January 1st) could surpass those monetary and resource savings. She stated targeted buildings for considerable heat reduction include classrooms, offices and teaching labs; special room use considerations will be reviewed on an individual basis. She asked each staff member to assist with energy conservation goals by communicating with co-workers about energy conservation measures, turning off computers and office equipment, shutting windows and fume hoods, and report any water leaks or energy drafts to the building liaison. Year-round energy conservation can be accomplished by participating in the "switch it off" initiative (closing fume hoods, turning off equipment and lights when not in use), purchasing energy star office equipment, replace light bulbs with compact fluorescent lights, and the reporting of energy and water problems to building liaisons (faucet leaks, HVAC trouble, irrigation system leaks). Persistent problems should be reported to her office (save_energy@ncsu.edu).

Ms. Maurer enthusiastically announced the University's \$1,000,000 challenge; if each campus community member would save 15 cents in energy costs each day there would be \$1,000,000 in energy savings at the end of one year. Program brochures and a sign-up sheet were distributed.

Ms. Maurer again expressed gratitude for the time allotted and asked Senate members to help in communicating the importance of year-round energy conservation. She welcomed campus community members to contact her with questions or for advice with conservation (513-7492; ccmaurer@ncsu.edu). She reiterated that statistics and information presented here today is available on the department's website as well the University's strategic energy plan; www.ncsu.edu/energy. The Chair thanked Ms. Maurer for her time and efforts and presented her with a Staff Senate pin to represent staff commitment for the University's energy conservation goals.

A query was raised with regard to pay for those who must work during the University 10-day closing. The Associate Vice Chancellor of Human Resources fielded the question and responded that any campus employee who works with the consent of his/her manager during the University closing will be paid. A related query was raised about the usage of personal leave during the University's closing. In response, Ms. Carroll stated that the University shutdown has been planned for one year, that it was the responsibility of the supervisors to inform their employees in advance of the shutdown and that two days of annual leave/bonus leave/comp time would need to be used for December 28th and 29th. She mentioned a FAQ regarding the university closing was composed and is available for review on the HR website.

Guest Speaker: Kevin Howell, Assistant to Chancellor for External Affairs

Mr. Howell expressed gratitude for this opportunity to address and meet members of the Staff Senate on this, his fourth day on the job. He expressed agreement with Ms. Maurer regarding energy conservation being an important task for everyone to undertake. He expressed a belief that staff members are paramount to the running of this university, that every employee has an important role and that their questions and/or concerns must be respectfully and promptly addressed. He congratulated Chair JC Boykin on his election to Chair the UNC System Staff Assembly and expressed confidence in his abilities as witnessed in past leadership roles.

Mr. Howell reviewed his educational and professional backgrounds: he is a former NC State Student Body President, a law school graduate and a legislative lobbyist. He reviewed his job responsibilities and declared his dedication to and pride for this university. He expressed honor in being able to introduce former Staff Senator Diane Baker as his Administrative Officer and joked that it was her Staff Senate connection that "somehow" had his first scheduled campus address be at this forum. Mr. Howell expressed anticipation in meeting and working with Staff Senators and acknowledged the existence of some mutual goals. He also acknowledged the gracious welcome and settling-in assistance of both Terree Kuiper and Frances Milks. He expressed tremendous pride in possessing three traits which he deems vital to this new position: honesty, integrity and a personal vow to always provide accurate information.

Mr. Howell announced the General Assembly session will commence on January 24, 2007. There are fifteen new members in the House of Representatives. The first order of business of the House will be to elect a Speaker; this role is extremely important because the Speaker controls the agenda and committee appointments. There are also four new members in the Senate. He reviewed NC State's legislative agenda, in particular to seek monetary increases in need-based student financial aid, faculty salaries, and funding for research and recruitment efforts. He reported Chancellor Oblinger's priorities include funding for the Centennial Campus library, Terry Animal Hospital, College of Engineering and 4-H camps.

Mr. Howell again expressed gratitude for the opportunity to begin dialogue with the staff via this forum, stated he looked forward to working with members of the Staff Senate Legislative Liaison committee and expressed his goal to work hard for the betterment of NC State. Chair JC Boykin presented Mr. Howell with a Staff Senate "partnership pin" to commemorate his first campus address and to acknowledge and express thankfulness for his commitment to the hard-working NC State staff members.

Roll Call: A roll call was performed by Laura Massengill to ensure accurate attendance records.

Approval of November 1, 2006 Meeting Minutes: The minutes were unanimously approved with one name spelling revision.

Budget Report: Corrinda Watkins, Executive Assistant

There is \$7,312.94 remaining in the 2006-2007 budget.

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

Ms. Carroll reported an increase in the minimum wage to \$6.15 per hour for student and temporary workers would become effective January 1, 2007; all staff members receive above minimum wage.

Also effective January 1, 2007, NCSU Human Resources will participate in a federal program mandate for new hires which will check social security numbers against a federal database to assure eligibility to lawfully work. Hiring administrators in each department/unit will be responsible for participating in this mandate. Ms. Carroll stressed this does not replace the I-9 paperwork requirement, which remains in effect. County personnel are also subject to this mandate.

On March 1, 2007 all new hire and transfer employees will be subject to a criminal and registered sexual offender background check.

Ms. Carroll announced State Health plan participants will be eligible to receive free generic drugs and nicotine replacement patches to aid in smoking cessation for a period of ninety days beginning January 1, 2007.

There are two child care slots available at Bright Horizons Child Care; twelve campus community members have already taken advantage of the tuition discount. A sliding scale subsidy has been enacted at this facility which lowers the employee's monetary outlay in a proportional rate to salary.

University Benefits Advisory Committee members are working to strengthen 403B plans.

As previously mentioned, the Human Resources website features a Frequently Asked Questions section regarding the upcoming University closing. If your question is not included, please contact Terree Kuiper.

Vice Chancellor Charlie Leffler has offered box seats to Staff Senators at an upcoming ACC men's basketball game.

Terree Kuiper gave an update on career banding. Institutional Services banding training has been completed. Any salary increase adjustments will become effective on February 1, 2007.

Research positions banding training has been completed. There was a videoconference held for county personnel. Mandatory salary adjustments will become effective on January 1, 2007.

Any other discretionary salary increases will become effective on February 1, 2007. A complete listing of pay ranges can be found on the HR website. It was noted that the state did not provide funds for banding pay increases; rather the individual departments are responsible for providing increases in salary.

Banding training of skilled trades/operations and social research will be completed by February 1, 2007.

Committee Reports:

Chair:

The Chair attended the November 3rd NCSU homecoming parade and Georgia Tech football game.

The Chair attended the November 7th Faculty Senate meeting.

The Chair attended the University Liaison Committee and University Budget Advisory Committee meetings.

The Chair attended the November 9th and 10th Board of Governors meetings in Chapel Hill. He also attended an Awards Dinner honoring former UNC System President Molly Broad.

On November 15th, the Chair hosted the Staff Senate Executive Committee meeting.

The Chair attended and gave a report at the Board of Trustees' November 16th meeting. He also attended their morning meeting on November 17th.

The Chair gave a presentation about the Staff Senate's mission to Board of Governors President Jim Phillips during his November 28th tour of campus. He presented to President Phillips a Staff Senate information packet that included our mission statement, by-laws, prior resolutions and group photos.

The Chair participated in the November 29th UNC System Staff Assembly video conference.

The University Budget Forum was held on November 30th. This forum was co-hosted by the Staff and Faculty Senates. Provost Nielsen and Vice Chancellor Leffler addressed various budget topics and participated in a question and answer session. Hard copies of the agenda and slide show presentation were distributed.

Vice Chair:

There have been no recently submitted Issues of Concern. She requested that any constituent concern presented to a Senate member be forwarded to her attention so it may be promptly addressed by the Executive Committee.

Governance:

Hard copies of the proposed by-laws wording change were distributed. There was a second reading followed by a vote for approval. The vote to change the by-laws as directed in the handout was unanimously approved.

Nomination ballots have been counted in Districts 4 and 6. Committee members will continue their election efforts in these two districts.

Committee members are beginning to prepare for the annual election process which commences in January.

Human Resources:

Many committee members were able to attend the November 30th budget forum.

The Staff Senate Executive Committee supports the concept of creating a Faculty/Staff Campaign to support the textbook voucher program as well as other initiatives of interest to both faculty and staff. Committee members are waiting for communication from the Advancement Committee prior to further discussion.

GIBC Committee meeting included much discussion on optional retirement plans.

The pro-rated L/I salary increase issue has been resolved with the assistance of Sheri Schwab. The employee was entitled to the full L/I increase and received an adjustment in her October check retro to July 2006. The NCSU Human Resources department reviewed other part-time positions to ensure this was an isolated incident.

There is no timeline yet for career banding of CALS administrative support staff. HR is waiting for clarification from Tom Wright, Director of the Office of State Personnel, since classifications are determined by the OSP. There are many factors which impact the Extension positions such as county equivalency and salary market, county agreements, and what legal authority CALS has for the basis of classification decisions.

Diversity:

Committee members are trying to gain representation on the UDAC Committee.

Committee members will participate in the following upcoming campus events: video taping of campus community members reading the Universal Declaration of Human Rights, film series of Human Rights issues,

discussion series with the GLBTQQ group and the October 27th meeting of the Council on the Status of Women. Committee members are in discussion regarding campus lactation stations and self defense classes held in conjunction with the annual Take Back the Night event, and they look forward to Brett Locklear's presentation of campus Native American Affairs.

Public Relations:

Copies of the 2006-2007 Staff Senate group photos were distributed.

Committee members have reviewed the necessary tasks and have begun their planning efforts for the 2007 Employee Appreciation Day booth and the Open Forum.

Resources and Environment:

Committee members are researching a response for a recently submitted Issue of Concern regarding monetary charges for bio-medical waste removal. Bruce McDonald, Manager of Safety Programs and Bio-safety, and Nessa Stone, Operations Manager for Recycling and Waste Disposal, will be contacted for additional removal plan information and clarification.

Committee members are reviewing possible storage areas for computer loan equipment.

Committee members are drafting a letter regarding pedestrian safety concerns which will be forwarded to Andy Snead and Lisa Maune, Director and Assistant Director of Design and Construction Services. The two areas of concern are the intersection at West Lot and Varsity Drive and the cut-through to University Towers from Dan Allen Drive.

Committee members discussed the need for a timed traffic signal at the intersection of Sullivan and Gorman Streets. Slade McCalip, Assistant Director of Transportation, will be contacted.

Legislative Liaison:

Committee members have introduced themselves to Kevin Howell and anticipate a productive working relationship.

Committee members have drafted a letter of introduction for distribution to all newly-elected legislators.

The Committee Co-Chairs will arrange a meeting with the Associate Vice Chancellor of Human Resources to discuss pay and benefits issues.

During the campus visit of Jim Phillips, President of the Board of Governors, the Committee Co-Chairs were asked whether salary or benefits were the more important concern of NCSU employees to which the response was given that single employees are likely more concerned with salary and employees with families are more concerned with benefits. It was relayed to Mr. Phillips that additional monetary compensation was needed to help employees with increased cash outlays for benefits and cost-of-living expenses. The Co-Chair also added that many employees have personal ties to this University and there is a loyalty amongst some employees who feel a familial tie with their co-workers and the University as a whole. The Associate Vice Chancellor of Human Resources added a commendation to the members of the Executive Committee for their informative and professional presentation during President Phillips' campus visit and noted his response of being "impressed".

Old Senate Business:

The Human Resources Committee Chair thanked Senate members for their assistance advertising the constituent survey regarding the preferred locale for a campus child care facility. The locale near the McKimmon Center was preferred 3:1. The Associate Vice Chancellor of Human Resources added that the site survey results needs to be part of the information package for the University Master Plan and fundraising efforts.

New Senate Business:

There was no new Senate Business raised.

Announcements:

The University will be closed for winter holiday from December 23rd through January 1st.

Remarks:

District 10B Senators Rodney Vinson and Shannon Carter both tendered their resignations. Senator Vinson included a plea to please keep housekeepers in mind and for the Staff Senate to remain dedicated to low-paid employees' issues. Senator Carter included a similar plea to remind ourselves that every employee is a co-worker and should be equally respected.

The Chancellor's Open House celebratory event is December 21st from 11:00am-1:00pm. Staff members were encouraged to attend.

Commencement is Wednesday December 20th. Please keep in mind there will be an increase in pedestrian and vehicular traffic.

The Chair wished everyone a joyous holiday season and a happy and healthy New Year.

Adjournment:

The 5th meeting of the 12th session was adjourned at 11:40am.

Next Staff Senate Meeting:

Wednesday January 3, 2007
10:00am-12:00pm
Faculty Senate Chambers
DH Hill Library

Next Executive Committee Meeting:

Wednesday January 17, 2007
10:00am-12:00pm
Room 301, Admin Services III

Submitted by: Judith Strickland, Administrative Secretary

Laura Massengill, Secretary
Staff Senate