

NORTH CAROLINA STATE UNIVERSITY-approved version
Staff Senate Meeting
Faculty Senate Chambers, DH Hill Library
Wednesday March 7, 2007

Attending: Kay Anderson, Gwen Bell, JC Boykin, Bob Brinson, Tracy Brown, Barbara Carroll, Kathy Fuller, Joe Gulick, Nicole Harrell, Janet Harris, Cathy Harvey, Mark Haven, Michelle Healey, Willie Healy, Pat Hill, Miriam Hines, Carol Horne, Cheryl Howard, Thomas Hunter, DJ Lane, Carrie Levow, Felicia Mangum, Todd Marcks, Laura Massengill, Ginger McGlamery, Jannette Mina, Richard Palmer, Sara Reese, Patty Routh, Brenda Shelton, Jean Sigmon, Patty Spears, Melanie Storey, Lee Thayne, Brendan Thompson, Elbert Turner, E'very Ware, Corrinna Watkins, Melissa Watkins, Floyd Williams, Gail Willis, Kimberly Zugay

Absent: Valerie Ball, Jon Barnwell, Chastity Buehring, Randy Colby, Judith Daniels, Debbie Douglas, Pat Gaddy, Debbie Hunt, Marty Moody, Bill Piper, Carlos Sanford, Sandee Zechman, Kimberly Zugay

Guests: Benny Benton, News Services; Galen Jones and Deborah Wright, Human Resources; Frances Milks, Chancellor's Office; Sheri Schwab, College of Agriculture and Life Sciences

Call to Order: The Parliamentarian called to order the 9th meeting of the 12th session at 10:02am.

Roll Call: A roll call was performed by Laura Massengill to ensure accurate attendance records. At this time, a quorum was not present.

Budget Report: Corrinna Watkins, Executive Assistant

Ms. Watkins reported a balance of \$6,467.38 and requested timely submittal of invoices.

Committee Reports:

Governance:

The committee will meet tomorrow.

Human Resources:

The Committee Co-Chair reported Terree Kuiper will replace recently retired Dianne Sortini at committee meetings.

Committee Co-Chairs Michelle Healy and Carrie Levow will meet with Diversity Chair Valerie Ball to begin dialogue and research of the Issue of Concern pertaining to partner benefits.

There were two items from the recent Group Insurance and Benefits Committee meeting: Human Resources is updating their online system, after which employees may sign up for benefits online; Corrie Cadwallader has been named incoming Chair of this committee.

Diversity:

The committee did not meet this month.

Public Relations:

The Committee Co-Chair expressed gratitude for the hard work and dedicated effort of committee members in planning and staffing of the booth at Employee Appreciation Day. Numerous positive responses were received about the booth's banner. Most of the comment cards received were about the lack of e-mail communications from Senate members. Other concerns received will be forwarded to the appropriate person or committee for review and response. Each concern received will be addressed and the submitter notified (if known).

Resources and Environment:

There was no report given.

Legislative Liaison:

There was no report given.

Highlights of the March 21st Executive Committee Meeting:

Executive Committee members held a lengthy review of the attendance policy and the process for removing Senate members due to meeting absences and/or dereliction of duties. It was decided that Senate members must be notified prior to review by Executive Committee members in order for their response/explanation of poor meeting attendance to be considered. Patty Routh was reinstated upon discovery that her removal did not follow by-laws protocol. Her case and others who violated the attendance policy will be individually reviewed. Executive Committee members are also reviewing the policy for delegating voting rights to alternates when district Senator(s) is(are) not present.

It was reported that academic program departments within the College of Agriculture and Life Sciences are not fully represented. This district has unique representation difficulties due to having employees in all 100 counties and Native American tribal lands. It was recommended that all District 14 Senate members work together to assure full representation of and communication with all constituents.

With the arrival of some voting Senate members a quorum was reached.

Approval of February 7, 2007 Meeting Minutes: The minutes were unanimously approved as written.

Chair Report:

The Chair has attended the recent University Budget Advisory and Board of Trustees meetings.

The Chair is serving on the University PACE Initiative Committee. This committee was charged with identifying ways to increase both effectiveness and efficiency and developing campus initiatives towards those ends in order to allocate more campus funds to core functions. A copy of this committee's recommendation report was given to the Secretary. The Staff Senate website will include a link to this report, allowing online review.

The Chair will attend the annual UNC System Staff Senate meeting tomorrow at UNC-Greensboro.

Vice Chair:

The Chair read a recently submitted Issue of Concern regarding construction employee parking; the e-mail submission included previous correspondence between the submitter and NCSU Transportation. It may not be commonly known that construction personnel pay \$675 per parking spot located near their work site and the parking areas are monitored for safety and permit compliance. Past Chair Melissa Watkins, NCSU Transportation, offered to review the correspondence to see if any additional information could be provided to the submitter of the concern. Floyd Williams, Facilities Division, requested campus community members inform Facilities personnel if they observe dangerous situations and/or safety violations in construction areas. He stated Facilities Division has a zero tolerance for dangerous maneuvers and safety infractions by construction personnel. He added that the renovations of Daniels Hall and the 1911 Building mark the end of bond projects and large disruptions on main campus.

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

Ms. Carroll expressed gratitude to all the volunteers for the Employee Appreciation Day event and hoped that all employees had the opportunity to participate. She asked campus community members to submit suggestions for future events during Employee Appreciation Week; suggestions should be directed to either Ms. Carroll or Rob Stevenson.

Ms. Carroll acknowledged the recent retirement of Dianne Sortini and expressed gratitude for her support of and dedicated efforts on behalf of campus employees. Ms. Carroll introduced Deborah Wright, newly appointed as director of HR's Classification & Compensation unit, and Galen Jones, the new director of Employee Relations.

Ms. Wright's responsibilities include, for example, spearheading the NCSU career banding process and Ms. Jones's department consults with employees and managers on workplace concerns, and facilitates established disciplinary and grievance processes.

The open enrollment period for health care benefit plans ends March 31st.

Ms. Carroll suggested a review of the by-laws for clarity: specifically that only full-time permanent employees can serve on the Staff Senate but that part-time, benefit-eligible employees are eligible to vote in the election process. She also suggested a review of employee representation in order to ensure all SPA and eligible EPA employees are duly represented.

She opened the floor to questions; there were none.

Old Senate Business:

Parliamentarian Tom Hunter read aloud the section of the by-laws pertaining to Senate member removal from office. This by-laws section must be changed because open meeting laws do not allow for secret ballots. This issue was referred to the Governance Committee for review and wording change recommendation. Two issues that must be clarified are: what constitutes a Senate member's dereliction of duty; and who would make the decision that the constituents aren't being properly represented or that the work standard is derelict? There was considerable dialogue about these issues. In sum, it must be decided if lack of meeting attendance is synonymous with lack of performance and proper representation. Another consideration is whether the job of the Senate member will be considered when meeting attendance standards are violated.

During the discussion, one interpretation of the bylaws was that removal of a Senate member due to attendance violations requires the vote of the full Senate body rather than just a decision by the Chair or Executive Committee. The review of this issue was again charged to the Governance Committee. Committee Co-Chair Kathy Fuller invited all Senate members to attend their next committee meeting to review and discuss changes to the meeting attendance policy and the sections of the bylaws regarding removal from office. They will also discuss the ratio of Senate member to constituents.

Following a lengthy discussion, a motion was raised to suspend enforcement of the attendance policy and the provisions in the bylaws regarding removal from office for 30 days in order for the Governance Committee and guests to meet, discuss the issues and make recommendations for changes to those sections of the by-laws. The motion passed with three dissents.

A motion to form an ad-hoc committee to review this issue instead of referring this to the Governance Committee was rescinded prior to the vote.

The Governance Committee Co-Chair also announced committee members will review the process and protocols for census mailings from past elections. An information letter will be composed and sent to newly included constituents to inform them of the nomination process, eligibility for nomination and voting procedure. She requested assistance with preparation of election mailing materials.

New Senate Business:

A District 3 Senator requested dissemination of information about the career banding appeal process, specifically deadlines and approximate wait for appeal response. Barbara Carroll offered to review how career banding information was being disseminated and whether there are other options to help keep open the communication channels.

Announcements:

The Chair recognized and expressed gratitude to the Public Relations committee for their outstanding planning for the Staff Senate booth at Employee Appreciation Day. He also expressed his high regard for the banner which was designed by Senator Nicole Harrell. Public Relations Committee Co-Chair Willie Healy expressed gratitude to committee members for their dedicated planning efforts and for staffing the booth.

Remarks:

It was announced that 350 tote bags were set aside for extension employees. An online signup scheduled to end today was extended because some employees did not receive the e-mail that advertised the signup for the tote bag. It was suggested that next year Employee Appreciation giveaways be advertised on the extension homepage as well as distributed electronically via county administrative personnel.

Adjournment:

The 7th meeting of the 12th session was adjourned at 11:45am.

Next Staff Senate Meeting:

Wednesday April 4, 2007
10:00am-12:00pm
Faculty Senate Chambers
DH Hill Library

Next Executive Committee Meeting:

Wednesday March 22, 2007
10:00am-12:00pm
Room 301, Admin Services III

Submitted by: Judith Strickland, Administrative Secretary
Laura Massengill, Secretary of 2006-2007 Staff Senate