

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

Attending: Kay Anderson, Valerie Ball, Jon Barnwell, Gwen Bell, JC Boykin, Bob Brinson, Tracy Brown, Bessie Bukhay, Barbara Carroll, Shannon Carter, Debbie Douglas, Kathy Fuller, Joe Gulick, Diane Harper, Janet Harris, Cathy Harvey, Michelle Healey, Willie Healy, Pat Hill, Miriam Hines, Carol Horne, Cheryl Howard, Debbie Hunt, Thomas Hunter, Greg Jarvis, Carrie Levow, Felicia Mangum, Todd Marcks, Laura Massengill, Ginger McGlamery, Jannette Mina, Marty Moody, Richard Palmer, Bill Piper, Sara Reese, Patty Routh, Brenda Shelton, Jean Sigmon, Patty Spears, Melanie Storey, Lee Thayne, Brendan Thompson, Elbert Turner, Rodney Vinson, E'very Ware, Thomas Young, Corinda Watkins, Melissa Watkins, Floyd Williams, Sandee Zechman, Kimberly Zugay

Absent: Randy Colby, Judith Daniels, Pat Gaddy, Joseph Goodrow, Nicole Harrell, DJ Lane, Samantha Parrett, Valerie Sameshima, Carlos Sanford, David Serxner, Amanda Tuten, Gail Willis, Thomas Young

Call to Order: The 2nd meeting of the 12th session was called to order at 10:00am.

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

Guest Speaker: Chip Futrell, Office of Professional Development and Computer Training Unit

Mr. Futrell expressed gratitude for the opportunity to address the Senate. He gave an overview of the Computer Training Unit and its offerings: Microsoft Office classes, application courses, online courses, IT Certification training, customized group training. Classes are held at the McKimmon Center; there are also over 2,300 online, self-paced courses available. A tuition discount is offered to faculty and staff members. Course and registration information are available at www.ncsu.edu/ctu or by calling 515-8163.

Mr. Futrell gave an overview of the Office of Professional Development's event management services department, which manages both on- and off-campus events. Services are available to help plan, develop, coordinate and manage a full range of educational programmatic activities. Comprehensive program administration, integrated marketing services and complete program staffing assistance is available. The various services offered are priced "a la carte"; fees are based on services provided. Courses and seminars are regularly offered. Information is available at www.continuingeducation.ncsu.edu/eventsmgmt.html.

Guest Speaker: Chair JC Boykin for Debbie Beach, Transportation

The Chair described the mission of the Transportation Appeals Board, reviewed its process and outlined its board member makeup of one faculty member, one staff member and two students. The appeals board meets monthly; meetings are scheduled according to the academic calendar. Staff volunteers are needed to serve on this committee. Those interested in volunteering should contact Ms. Beach at 515-1470 or debbie_beach@ncsu.edu.

Approval of August 2, 2006 Meeting Minutes: The minutes were approved as written.

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

Ms. Carroll gave an update on the career banding process. Allocation lists were sent yesterday to Deans and Vice Chancellors; it is expected that units/departments will receive information shortly. Appeals applications need to be submitted to Human Resources by the end of the month; appeal process should be initiated by supervisor or manager. Requests for salary adjustments will be accepted beginning in January 2007; discretionary adjustments are likely in February 2007.

A benefits newsletter is due out this week and will include information about upcoming flu shot clinics, a graduated schedule for retirement health benefits for employees hired after October 1st, and the addition of a course to the tuition waiver program. It has been proposed to allow all three tuition waivers to be used in one semester.

Budget Report: Corrinda Watkins, Advisor

Ms. Watkins reported a balance of \$7,489 from the starting \$8,000 budget and reviewed the expenditures.

Committee Reports:

Chair:

The Chair met with each of the six standing Senate committees on August 9th. Meeting report protocol and committee goals/missions were discussed. He invited feedback on the new policy requiring written committee reports to be forwarded electronically for review prior to the monthly Staff Senate meeting.

The Chair reported the August 11th Staff Senate/Forum videoconference focused on planning the inaugural meeting of the UNC System Staff Assembly in October. It was decided the delegates for the inaugural meeting will be the Chair, Chair Elect and Past Chair. The Governance and an ad-hoc committee have begun working on composing by-laws for future NCSU representation in the UNC System Staff Assembly.

The Chair attended the August 18th University Council meeting; one topic discussed was inclusion of EPA employees in the Staff Senate.

The Chair attended the Chancellor's Budget Advisory Committee meeting; new initiatives set by UNC System President Bowles and NCSU efficiencies were reviewed.

The Chair reported that the guest speakers at the August 23rd Executive Committee meeting focused their discussions on the inclusion of approximately 1,018 new constituents to the Staff Senate. Changes in current districts are not currently planned; however potential changes in Senate membership/district allocation will be carefully reviewed.

The Chair attended the recent campus lecture about globalization by the Indian Ambassador to the United States.

The Staff Senate update report was submitted to the Board of Trustees. The Chair read aloud the letter he will present to the Board of Trustees in September.

On August 29th, the Chair attended the Faculty Senate meeting.

Vice Chair:

There was an issue of concern recently submitted regarding the high costs, albeit discounted, of the new Wolfpups program at Bright Horizons Child Care Center. The Vice Chair replied to the constituent with information gathered from Barbara Carroll at the August Staff Senate meeting in order to provide a better understanding of the current program and future initiatives. This issue was also discussed at the August Executive Committee meeting; the Human Resources committee was charged with reviewing and keeping abreast of this issue.

Governance:

Committee members discussed their organization, mission and goals for the upcoming session, including what this committee must do in order to prepare for EPA inclusion. They have also begun working on by-law changes and preparations for the next election.

Human Resources:

Committee members discussed their organization, mission and goals for the upcoming session; two predominant issues for review are the recently submitted child care concern and the changes in the mental health component with the new PPO health plan.

Diversity:

Committee members discussed their organization, mission and goals for the upcoming session. Members will participate in the International Housekeeper's Week festivities the week of September 11th through 15th; the

spotlight on Diversity will be September 13th. Members discussed how to help alleviate language problems with staff members. Diversity training and programs at other UNC System schools will be reviewed for possible adoption on our campus.

Public Relations:

Committee members discussed their organization, mission and goals for the upcoming session. They reviewed communication guidelines and constituent communication protocol. Staff Senate group photos will be taken at the conclusion of the October 4th meeting. Photo purchase price will vary depending on the amount of orders.

Resources and Environment:

Committee members will have their inaugural meeting later today.

Legislative Liaison:

Committee members will have their inaugural meeting later today; thank-you cards to local legislators will be composed.

Ad hoc committee:

There was a second reading of the resolution to amend the by-laws to reflect a division of District 14 into 14A and 14B. The motion to approve the resolution was unanimously passed.

Old Senate Business:

Appointments to University Standing Committees have been completed.

The Past Chair will provide a review of last year's Staff Senate initiatives presented to the Board of Trustees.

New Senate Business:

There was no new Senate business raised.

Announcements:

The Chair will speak about EPA inclusion into the Staff Senate at the upcoming annual Extension Secretaries conference in Pinehurst.

Farewell reception for Andy Willis will be held on September 12th from 9:30am-11:00am in the Chancellor's Conference Room. An announcement confirming the hiring of Andy's replacement is forthcoming.

Remarks:

The Chair expressed great pride in this university, the unique role NCSU has within the UNC System and having staff representation in all 100 counties.

Adjournment:

The 2nd meeting of the 12th session was adjourned at 11:03 am.

Next Staff Senate Meeting:

Wednesday October 4, 2006
10:00am-12:00pm
Faculty Senate Chambers
DH Hill Library

Next Executive Committee Meeting:

Wednesday September 20, 2006
10:00am-12:00pm
TBA

Submitted by: Judith Strickland, Administrative Secretary

Laura Massengill, Secretary
Staff Senate

