

North Carolina State University – approved minutes
Staff Senate Meeting
Talley Student Center, Walnut Room
Wednesday, August 5, 2009

Present: Erica Cutchins, Beth Simmons, Heath LaFevers, Susan Lankford, Para Tollison, Shane Jarvis, Marcia Bryan, Randy Colby, Chris Austin, Lynne Barbour, Mark Roberts, Mary Lee Mazarick, Catherine Reeve, Tuesday Cross, Sandra Gibson, Donise Benton, Pat Hill, Susan Colby, Steve Carlton, Marie Talley, Thelia Burrell, Shannon James, Melissa Watkins, Joan Lassiter, Jennifer Larkin Rowley, Julia Quick, Susan Vance, Edward Farmer, Elbert Turner, Douglas Lynn, Michael Ellison, Nikki Cofield, Ricky Hilburn, Steve Ratzlaff, Luke Hunt, Valerie Mirra, Heather King, Patty Fields, Bernice Campbell, Robert Davis, Christine Brownfield, Joy Smith, Joan Davis, Scott Enroughty, Patricia Holoman, Suzanne Hugus, David DeFoor, Tammy Cox, Ryan Hancock, Roger Winstead, Melissa House, Alice Taylor, Darren Fallis, Gail Rankin, Carrie Levow

Absent: Marquette Russell, Judy Cook, Shirley Jones, Jill Guzman, Peter Vanderpoel, DJ Lane, Adrienne Allen, Akilah Nutter, Emily Dell, Judy Daniels, Monica Watkins, Claudia Mello, Meg Smigielska, Fran Little, Sandra Kanupp, Regina Gardner, Chris Austin, Kent Rorem, Susan Buckley, Lisa Fiedor, Roger Sims, Valerie Jones

Guests: Barbara Carroll, Corrinna Watkins, Marcia Gumpertz, Deborah Wright

Roll Call: A roll call was performed by Nancy Phillips to ensure accuracy

Guest Speakers: Dr. Mary Bengtson, Student Health Service Medical Director/Physician
Mr. Marc Okner, Director of Employee Relations

Call to Order: Chair, Steve Carlton called to order the 2nd Meeting of the 15th Session and introduced Dr. Mary Bengtson.

Dr. Mary Bengtson began her presentation sharing the latest information on H1N1. Dr. Bengtson reported H1N1 is a new strain of influenza A. Since it is a new strain, the vaccine received for traditional flu will not protect a person from getting this flu. Most people younger than sixty have no immunity to H1N1. One-third of people over sixty might have some immunity. The H1N1 is a combination of swine, avian, and human. Dr. Bengtson explained the reason for all the attention is this is a new strain which may sometimes mean it is unpredictable. We also have seen an unusual high flu rate this summer and H1N1 will likely still be around when the “traditional flu” starts appearing.

Dr. Bengtson described the following symptoms:

- Fever over 100
- Body aches
- Headache
- Cough
- Sore throat
- Runny or stuffy nose
- Fatigue
- Vomiting and diarrhea

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The H1N1 severity can vary. We have seen mild cases that can be self-treated to more serious cases that require a visit to a medical provider and some deaths.

The incubation period is 1 – 7 days from exposure to symptoms. The flu spreads from a sick person or sick thing. A sick person to a well person by direct contact, kiss, sharing a drink or through the air from the sick person's sneezes or coughs, sending respiratory droplets to the nose or mouth of a well person as much as 6 feet away. Dr. Bengtson explained the "sick thing" means touching items contaminated with the flu virus. The flu virus can live minutes to hours on surfaces.

Dr. Bengtson stated if you are well, avoid sick people, avoid touching your mouth, nose, or eyes. Wash your hands often with soap and water or use alcohol-based hand sanitizer. Also, it is very important to take care of your space whether you are sick or well. Make sure you decontaminate your space periodically.

Dr. Bengtson stressed this is all new information and may change frequently. Dr. Bengtson suggested to Senators to please visit their web site for updates. The H1N1 vaccine will require 2 shots at least 3 weeks apart and should be available sometime in mid October or later. You will still need to get the traditional vaccine as well.

Dr. Bengtson indicated that the flu treatment is over the counter medicine for fever, cough and sore throat. Prescriptions of anti-viral meds (tamiflu or relenza) sometimes are given to shorten the course. If you are sick stay away from school and work for 7 days or 24 hours after symptoms are gone, whichever is longest. Dr. Bengtson shared that the 7 day guideline may be changed. The following precautions should be followed:

- Cover mouth and nose with tissue when coughing or sneezing
- Friends don't cough on friends
- Discard tissue
- Frequently wash hands with soap and water or sanitizer
- Decontaminate space

Dr. Bengtson ended her presentation answering questions from Senators. For more information please visit the Student Health Services website at: www.ncsu.edu/student_health

Chair, Steve Carlton announced guest speaker Mr. Marc Okner, Director of Employee Relations.

Mr. Marc Okner thanked the Senators for his invitation to speak and announced that he is very pleased to serve as an advisor for the Staff Senate. Mr. Okner introduced his team and shared employee relations partners with faculty, staff, and managers in order to promote a successful work environment in which individuals can succeed and realize their potential. Mr. Okner shared some of the most common services employee relations offers include:

- Helping you identify and evaluate options
- Facilitating interpersonal relations and communications
- Organizational interventions and retreats

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- Support in supervising others, including training programs
- Guidance on performance, conduct, discipline, and grievance/complaint concerns
- Interpreting policies and procedures
- Providing tools and resources to help address workplace problems
- Personal assistance resources (FASAP)
- Addressing separation/resignation needs

Mr. Okner shared information regarding mediation. He stated mediation is an informal, semi-structured process in which an impartial third party (a mediator) assists disputing parties in working through and resolving work-related problems or conflicts. It is a non-judgmental, voluntary process that focuses on helping parties find mutually satisfying resolutions to their problems, consistent with each of their interests and without formal grievance proceedings.

Mr. Okner also discussed grievances and disputes. He shared the University has established grievance procedures in order to ensure the fair, orderly, and prompt resolution of job related disputes that may arise between an employee and anyone who is in a position of authority. Barbara Carroll noted if any one on the Staff Senate would like to be on the grievance panel to contact Vickie Porter for further information.

Mr. Okner shared information on the faculty and staff assistance programs. He stated the Faculty and Staff Assistance Program (FASAP), is designed to provide no cost, confidential, professional assessment and referral services for employees who may be experiencing personal or work-related concerns. Examples of problems addressed are emotional, family, marital, alcohol, drug and other personal issues.

Deer Oaks EAP Services provides services and support to employees and their dependents 24 hours a day, 7 days a week and 365 days a year. You can contact Deer Oaks by calling 1-877-EAP-SOLV (1-877-327-7658) or by visiting their web site. The web site login and password for NC State participants is FASAP.

Mr. Okner ended his presentation answering questions from Senators. A question was raised if there is legal help from Deer Oaks. Mr. Okner responded through legal assist, participants have free access to vital legal information on the Deer Oaks website, including a library of legal documents (with legal information on eldercare, domestic violence and family health) and a small claims and consumer "self-help" series, as well as access to online document preparation. Participants also have access to telephone information and services from a full service legal and financial Consumer Resource Center. Program participants are entitled to free preparation of a simple will by an attorney, and professional review of many types of legal documents. To assist participants in avoiding lawsuits, up to three separate dispute resolution letters per year may be prepared for each participant. If a participant elects to retain the attorney who provided the free initial consultation, the attorney's hourly fees will be discounted.

North Carolina State University – approved minutes
Staff Senate Meeting
Talley Student Center, Walnut Room
Wednesday, August 5, 2009

Barbara Carroll reported HR also has a benefit called NC State legal services plan. NC State offers eligible employees a low-cost legal services plan through Hyatt Legal (A MetLife company). By participating in this plan, employees have access to a wide array of legal services to meet personal and family needs. Services and referrals are available through a network of providers at an affordable cost.

Approval of the Staff Senate Minutes of July 8th

The minutes were approved as written.

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

Barbara Carroll reported NC State has submitted its proposed budget to the University of North Carolina General Administration. The proposed budget contains a 10 percent reduction in state funding to cover an expected 6 to 7 percent cut and also allow for budget reversions if lower tax revenues force the state to take back funding during the fiscal year. President Erskine Bowles is reviewing each of the university submissions to make sure he is comfortable on how each of the universities have proposed to take their cuts, to ensure each university did not take a cross the board cut and were thoughtful on how they were going to approach these issues.

Barbara Carroll reported the Governor signed into law Senate Bill 202, The Appropriations Act of 2009 (Session Law 2009-451). A provision of the Act reduces the number of free courses full-time faculty and staff may enroll in per academic year from three to two courses, effective July 1, 2009.

Budget Report:

Corrinda Watkins shared she does not have a budget to report. We are currently waiting for approval for our budget.

Chair Report:

Chair, Steve Carlton reported he received a request for an explanation on meetings the Chair attends. First, the Budget Forum, even though this was not new to Staff Senators, we had some great questions from staff, students and faculty in which the Chancellor, Provost and Charlie Leffler answered. We had Chief Communication Officer interviews the week of July 14th and 16th. There were three meetings, and he was able to attend two of those meetings. Steve Carlton shared that there are some good candidates, and he is hopeful we will have a Chief Communication Offer in place soon. The Board of Trustee's meeting was a short meeting on July 14th; we brought in six new trustees. Apparently, this was the first time six new trustees were brought on all together. After that meeting, Steve attended the Chancellor's Search Committee, noting he is the only staff member on this committee. At the Chancellor's Search Committee, we met primarily to pick a search firm. A professional search firm to help us locate potential candidates and more or less draw them to the university to fill the Chancellor's seat. There will be public forums coming up on August 26th and 27th. The primary one will be on the 26th; he believe staff will be the first group to be brought in for the middle debate session. Steve will update us on the time and location, once he receives that information. Steve encouraged everyone to participate if you have the opportunity.

North Carolina State University – approved minutes
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The University Budget Advisory Committee was held on the 22nd. At this meeting, we talked about the UNC-CH Bain-led diagnostic report. This was an outside contracting group that analyzed the university to look at ways to cut costs. We will be reviewing this report in hopes of utilizing some of that information for NC State. UNC Staff Assembly's Chair Committee met on the final Friday in July. It was at this meeting where Steve heard for the first time about the tuition waiver number possibly being reduced.

Vice Chair:

Joan Lassiter discussed a concern regarding adverse weather. Joy Smith from the Resources and Environment Committee reminded the Senators of the concern regarding adverse weather e-mails that she received. Barbara Carroll indicated that this concern has been addressed and she agreed to send an email to this effect to Staff Senate Vice Chair Joan Lassiter. This email could then be shared with the constituent that expressed this concern.

Committee Meeting:

Chair, Steve Carlton announced to Senators to please break into their assigned committees.

Old Business:

Randy Colby and Marie Talley expressed the reasons they would like to be Chair-Elect. Voting ballots were distributed to Senators to vote for the Chair-Elect position. After the votes were counted, Chair, Steve Carlton announced that Randy Colby is the new Chair-Elect.

Joy Smith discussed a motorcycle concern she received from a constituent, and asked Senators for their thoughts. After a long discussion, it was tabled to be further discussed at the next Staff Senate meeting. Joy Smith asked Senators to please send her any concerns they may have.

New Senate Business:

Concerns regarding list serves were discussed. Chair, Steve Carlton reported our guest speaker next month will be from the OIT group. They will provide information regarding these concerns.

Announcements:

Reminder: Travel the Triangle FREE with GoPass! [Capital Area Transit \(CAT\)](#) and [Triangle Transit Authority \(TT\)](#) partner with NCSU Transportation to provide GoPass to NC State students, faculty and staff as a free transit alternative to the single occupancy vehicle. Pick up your GoPass in mid-August by visiting NCSU Transportation at 2721 Sullivan Drive. GoPass is free to all current NC State students, faculty and staff (renewed yearly at the beginning of each academic year). GoPass users **do not** have to be WolfTrails participants, **nor are they required to give up their parking permit**. To make sure campus transit riders have time to pick up their new GoPass card, valid NC State ID will be accepted on board CAT and TT buses until **August 26, 2009**. Need help planning your transit trips? Visit gotriangle.org or call (919) 485-RIDE (7433).

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Adjournment: The 2nd Meeting of the 15th Session was adjourned at 12:30 p.m.

Respectfully submitted by: Nancy Phillips, Staff Senate Administrative Secretary