

**North Carolina State University – approved minutes  
Staff Senate Meeting  
McKimmon Center  
Wednesday, July 8, 2009**

**Present:** Marquette Russell, Erica Cutchins, Beth Simmons, Heath LaFevers, Susan Lankford, Para Tollison, Shane Jarvis, Marcia Bryan, Randy Colby, Lynn Barbour, Mark Roberts, Judy Cook, Catherine Reeve, Tuesday Cross, Donise Benton, Marie Talley, Thelia Burrell, Shannon James, Melissa Watkins, Jill Guzman, Joan Lassiter, Julia Quick, Susan Vance, Edward Farmer, Peter Vanderpole, Elbert Turner, Nikki Cofield, Ricky Hilburn, Steve Ratzlaff, Akilah Nutter, Luke Hunt, Ashley Chadwick, Valerie Mirra, Heather King, Patty Fields, Bernice Campbell, Christine Brownfield, Joy Smith, Judy Daniels, Robert Davis, Suzanne Hugus, Patricia Holoman, Meg Smigielska, Fran Little, Regina Gardner, Chris Austin, David DeFoor, Lisa Fiedor, Ryan Hancock, Tammy Cox, Valerie Jones, Carrie Levow, Darren Fallis, Laura Massengill

**Absent:** Christopher Austin, Mary Lee Mazarick, Shirley Jones, Natalie Worth, Susan Colby, Pat Hill, Jennifer Larkin Rowley, DJ Lane, Douglas Lynn, Michael Ellison, Adrienne Allen, Joan Davis, Claudia Mello, Monica Watkins, Scott Enroughty, Emily Dell, Sandy Kanupp, Kent Rorem, Susan Buckley, Roger Simms, Melissa House, Roger Winstead, Alice Taylor, Gail Rankin

**Roll Call:** Chair, Steve Carlton announced an attendance roll call change. He stated we will now be taking attendance by districts.

**Committee Reports:**

**Chair:**

Chair, Steve Carlton reported on events that he would be focusing on. One of which is the budget forum that will be meeting tomorrow. The board of trustee's meeting will meet next week. At the trustee's meeting, we will be inducting 6 new trustees for the coming year, which has never happened. Shortly after that, I will be attending the Chancellor's search committee.

**Vice Chair:**

No report was given

Chair, Steve Carlton asked committee members to explain their committee to new Senators and Alternates.

**Governance:**

Carrie Levow reported the committee shall accept proposed changes to the Bylaws, study the proposals, and prepare a recommendation to the Senate in accordance with ARTICLE IX of these Bylaws. Additional issues for the Committee may include inquiries regarding the archives, legal, or other related issues directed by the Chair of the Staff Senate and the

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Executive Committee. The committee shall collaborate with any University standing committee or other committees necessary to carry out its duties and to fulfill its obligation to the Staff Senate and its constituents.

**Human Resources:**

Vicky Merritt shared the duties of the Committee shall be to make recommendations to the Staff Senate regarding: Salary, Benefits, Privatization, Budget, Flextime, Training, Job Classification, or other related issues as directed by the Chair of the Staff Senate and the Executive Committee. A committee chair or designee will serve on the University Group Insurance and Benefit Committee. The committee shall collaborate with any University standing committee or other committees necessary to carry out its duties and to fulfill its obligation to the Staff Senate and its constituents. The Director of Employee Relations is an advisor to the Human Resources Committee.

Vicky Merritt reported the following concerns from constituents: bi-weekly payroll for SPA, tuition waiver for family members, winter holiday, state health plan, bumper sticker issue, community service, and commuter benefits, etc.

**Diversity:**

Marcia Bryan shared the duties of the Committee shall be to make recommendations to the Staff Senate regarding diversity on NC State's campus. These recommendations include working with the University to develop its "Diversity Initiative" by: helping to further define diversity on campus; developing methods to measure the University's progress toward the achievement of its goals and objectives; receiving employee concerns regarding diversity in their area or throughout the campus and making recommendations to the Staff Senate; and periodically reviewing the University's Diversity Initiative for areas which can be improved upon. The committee may also make recommendations to the Staff Senate in respect to proactive steps the Senate can take to help the University achieve its goals and objectives related to Diversity. The committee chair or designee will serve on the University Diversity Steering Team. The committee shall collaborate with any University standing committee or other committees necessary to carry out its duties and to fulfill its obligation to the Staff Senate and its constituents. The Assistant Vice Provost for Faculty and Staff Diversity is an advisor to the Diversity Committee.

Marcia Bryan shared the following accomplishments:

Continued with the "brown bag lunch" series viewed the "Last Chance at Eden" This documentary explored how racism and sexism affected the lives of nine women and men. After viewing the film we had a brief discussion of our reactions to the film.

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We also viewed the “Color of Fear” is a documentary about 8 North American men from a variety of ethnic backgrounds discussing racism.

Invited Amy Circosta from the NC State Office of Equal Opportunity to discuss the Lilly Ledbetter fair pay act that was past in February 2009 and how it impacts NC State.

We played a small part in encouraging university architects to include lactation room with all new buildings and renovations. ASCII will get a lactation room as soon as funds are available.

Had several guest speakers attending meetings:

NCBI –National Coalition Building Institute overview of program and participating in Staff Retreat today

Marcia Gumpertz – African American Status Report

Justine Hollingshead, Coordinator of BGLA (Bisexual, Gay, Lesbian, Allies) group on campus spoke to our committee on “Project Safe”.

**Public Relations:**

Christine Brownfield shared the duties of the Committee shall be to plan and coordinate activities at which University employees can meet their senators and learn about Senate activities; to serve as the public relations agent of the Senate and work with the News Services Office and Division of Human Resources to publicize the Senate and its activities; and generally to promote staff issues as opportunities arise. The chair of the Committee shall serve as the public information officer of the Senate. The chair shall approve public notices concerning the Senate or its activities and seek advice from officers or other Senate members as appropriate to insure consistency and accuracy of information. Areas of communication should include the newsletter, brochures, press releases, and web page management. The committee shall collaborate with any University standing committee or other committees necessary to carry out its duties and to fulfill its obligation to the Staff Senate and its constituents.

Christine Brownfield also shared her thoughts on how the public relations committee could advertise events, etc. for the Staff Senate in the Technician.

**Resources and Environment:**

Joy Smith reported the Resource and Environment Committee has been busy this year. We had three speakers at our meetings, we administered and made some improvements to the computer loan program, we served on the University Physical Environment Committee and we fielded several concerns from constituents.

Joy Smith shared the duties of the Committee shall be to make recommendation to the Staff Senate regarding: campus environment, parking, transportation, safety, work environment, building and equipment repair, air quality, or other resource and environment concerns of the campus community. The committee chair or designee will serve on the University Physical Environment Committee. The committee shall

**North Carolina State University – approved minutes  
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McKimmon Center  
Wednesday, July 8, 2009**

collaborate with any University standing committee or other committees necessary to carry out its duties and to fulfill its obligation to the Staff Senate and its constituents.

Joy Smith reported the Staff Senate Computer Loan Program is probably the most time consuming job this committee has. The computers must be kept in running order and checked in and out. This year we have removed many old computers from our inventory. They were replaced by newer and superior computers that were donated. We also received several flat screen monitors and have replaced all of the older monitors in the program. We now have a site license for Windows XP and Office 2007. We have upgraded all of the computers except for a few that are still on loan. We currently have 17 computers on loan and a few that we are preparing for use. Staff Senator, Carrie Levow, and her group at OIT have been very helpful with this!

**Legislative Liaison Committee:**

Beth Simmons shared the duties of the Committee shall be to interact and develop positive working relationships with members of the North Carolina General Assembly. Other duties include scheduling round-table discussions with various legislators in an effort to educate them on a variety of employee and workplace-related issues, including compensation and benefits. This may include addressing, through the development and delivery of formal policy and position statements, issues that are under consideration and implementation by the legislature

**Elections Committee:**

Laura Massengill shared the duties of the Committee shall be to handle all Staff Senate nomination and election procedures.

**Executive Committee:**

Chair, Steve Carlton shared the executive committee is made up of the officers, the Chair, Chair-Elect, Vice Chair, Parliamentarian and the Chairs of the committee.

The duties of the Executive Committee shall be to consider all matters presented to them by the Chair, the University Chancellor or designee, the Senate, standing committee chairs, or others, and to make recommendations; to assist the chair in setting the agenda for Senate meetings; to recommend to the Senate the establishment and termination of standing committees; to review periodically the purpose and membership of each standing committee to assure it is functioning as intended by the Senate; to assist the Vice Chair in appointments to the standing committees; to appoint, considering volunteers first, ad hoc committees as needed; to recommend to the Senate such special committees as it deems necessary; to resolve questions related to the Senate elections process; to make recommendations to the Senate regarding the removal from position of Senate members.

**North Carolina State University – approved minutes  
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**Old Senate Business:**

A question was raised regarding motorcycle parking in a normal space. It will be addressed at the next Staff Senate meeting. A concern was addressed about doing the best job to reach all of our constituents.

Chair, Steve Carlton stated to please get in your nomination with your supervisor's approval if you would like to run for Chair-Elect.

**New Business:**

None

**Announcements:**

The next Staff Senate meeting will be August 5<sup>th</sup> at the Talley Student Center, Walnut Room 10:00 – 12:00 p.m.

**Remarks:**

Committee selection was discussed.

Adjournment: The meeting was adjourned at 3:45 p.m.

Respectfully submitted by: Nancy Phillips, Staff Senate Administrative Secretary