

NORTH CAROLINA STATE UNIVERSITY – approved version
Staff Senate Meeting
Talley Student Center, South Gallery
Wednesday, May 6, 2009

Present: Christine Brownfield, Thelia Burrell, Lynn Burris, Steve Carlton, Susan Colby, Tuesday Cross, Erica Cutchins, Joe Darkoh, Robert Davis, Joan Davis, David DeFoor, Emily Dell, Michael Ellison, Michelle Healey, Pat Hill, Joy Holland, Melissa House, Shannon James, Sandy Kanupp, Christine Klein, Fran Little, Douglas Lynn, Laura Massengill, Jane McDaniel, Claudia Mello, Catherine Reeve, Marquette Russell, Jill Schmitter, Beth Simmons, Joy Smith, Donna Stewart, Marie Talley, Elbert Turner, Peter Vanderpoel, Melissa Watkins

Absent: Paul Adams, Ron Aman, Chris Austin, Donise Benton, Tracy Brown, Marcia Bryan, Randy Colby, Judy Daniels, Regina Gardner, Mary Harrell, Kenneth Holland, Shirley Jones, Valerie Jones, David Ladrie, DJ Lane, Carrie Levow, Dale Mackey, Mary Lee Mazarick, Vicky Merritt, Kent Rorem, Rob Stevenson, Dana Temple, Gail Willis, Natalie Worth, Mary Yemma

Guests: Barbara Carroll, Terree Kuiper, Corrinna Watkins

Guest Speakers: Marc Okner – Director, Human Resources-Employee Relations
Torsha Bhattacharya, Transportation Planner

Mr. Marc Okner began his presentation distributing information regarding employee relations and provided his telephone number to the Staff Senate. Mr. Okner discussed the 2008 – 2009 performance appraisal evaluations. He stated NC State maintains a system in which every university SPA employee participates in a work planning and performance appraisal program. Supervisors and managers direct this program while promoting active employee involvement. The performance management process begins on June 1 of each year, and concludes the following May 31.

Mr. Marc 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.

Access to management related services (including management referrals, fitness-for-duty evaluations and critical incident support) is available through [Employee Relations](#) at 919-515-6575.

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Any questions, suggestions and/or concerns about the FASAP should be referred to [Employee Relations](#) or 515-6575 for resolution.

Mr. Marc Okner ended his presentation expressing gratitude to the Staff Senate, and stated he will return to the Staff Senate with a full presentation soon.

Ms. Torsha Bhattacharya began her presentation discussing the SmartCommute Challenge. Ms. Bhattacharya stated the SmartCommute Challenge is an annual non-profit public service campaign that works to reduce traffic congestion and improve air quality in the Triangle. Taking the challenge is as simple as making an online pledge to carpool, vanpool, bike, walk, ride the bus, or work from home at least once before May 30. Everyone who takes the Challenge will be entered into a drawing to win one of several [PRIZES](#), including \$2,500 cash! For more information, or to register, visit the Smart Commute Challenge [Web site](#).

Ms. Torsha Bhattacharya reported in 2008, 997 North Carolina State employees used 11,130.75 hours for volunteer service and mentorship at worthy organizations in the community. In a 2009 project survey, 90.2% of the State employees questioned did not use all of their community service hours. However more than 80% of the respondents said that they were very interested in using their community service hours, and more than 80% believe that a state approved volunteerism marketplace “Hands for the Heart” would create a positive option for those involved and those they seek to serve. Organizations such as schools, military, scouting, 4-H, fostering orphan children and pets, food pantries and meals-on-wheels, etc.... are currently benefiting from some State employee community service hour involvement. Imagine the change that could occur if the 221,784 Community Service leave hours available to State employees were utilized annually for nonprofits or the 332,676 hours if they mentor! What a difference this could make for organizations and even one person's life! For more information visit websites containing volunteer opportunities such as: www.handsfortheheart.org/ and www.volunteermatch.org/

Ms. Bhattacharya ended her presentation by distributing SmartCommute Challenge pledge cards to Senators to fill out. Senators who entered the SmartCommute Challenge and filled their pledge card were entered in a drawing to win a basket. Senator Beth Simmons was the winner of the gift basket.

Approval of the Staff Senate Minutes of April 1, 2009

Minutes were approved as written

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

Barbara Carroll discussed furloughs questions with the Staff Senate.

What is the program?

The Flexible Furlough Program reduces all teachers and state employees' paychecks in May and June of this year by an annualized amount equivalent to 0.5% over the remainder of the fiscal year. Full-time employees will be credited with 10 hours flexible time off.

What do I receive in return for the money being deducted from my pay in May and June?

In return, each employee will receive 10 hours of flexible time off that can be taken between June 1, 2009 and December 31, 2009. When an employee takes their time off, their pay will not be deducted any further beyond the .5 percent taken this fiscal year.

**June 3, 2009 Staff Senate meeting update: Flexible Time off may be taken May 15, 2009 – December 31, 2009.

When does the pay deduction start? When does it end?

It will start May 1 and end June 30, 2009.

How long do I have to use the ten hours of time off?

You have from June 1, 2009 through December 31, 2009, with supervisory approval, to schedule and use this time off.

Will this reduce my base salary?

No, it will not reduce your base salary. The deduction will be made only from your May and June 2009 paychecks during the period of the program. Once the program ends, the deduction will no longer be made.

Will this affect my leave earning ability?

No, you will continue to earn leave at the rate you do now.

Can I use vacation leave or bonus leave or comp time to cover the deduction in May and June?

No, you cannot substitute other leave to offset the pay deduction.

How much money will be deducted from my paycheck?

Example: An employee's annual salary is \$40,000 and is paid monthly. The amount of the annualized .5% is \$200. The amount coming out of the employee's May and June paychecks is \$100 each month. For an employee paid bi-weekly, there would be a \$50 deduction for 4 bi-weekly paychecks.

NORTH CAROLINA STATE UNIVERSITY – approved version
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Can I take my time off whenever I want? Does my supervisor have to approve my request to take this time off?

Your supervisor must approve any request for time off.

What happens if I don't request time off?

Your supervisor is responsible for monitoring your use of time off, and will schedule you for time off if you do not request it.

What if I don't like the time the supervisor schedules. Can I file a grievance about it?

No, supervisory decisions about approving or scheduling time off are not grievable.

What happens if I don't request the time off and my supervisor doesn't schedule me for time off? Will I get the ten hours of pay back?

No, if you do not request time off and your supervisor does not schedule it by December 31, 2009, then you will lose the ability to take this time off.

How will this affect my ability to earn overtime?

Supervisors will be strongly encouraged not to allow overtime in any week in which time off is scheduled. The total of leave, comp time, and work time should not exceed the hours of work normally scheduled.

What happens if I leave state service before I use the time off? Will money still be deducted from my paychecks in May and June?

Yes, if you leave state service before you use the time off, monies will still be deducted from your May and June paychecks.

Will the Flexible Furlough Program affect my benefits?

The Governor has asked the General Assembly to enact legislation that would protect employees' retirement and health insurance benefits for the duration of this program.

Can I use the 10 hours of Flexible Furlough time off for the same purpose as vacation or sick leave?

Yes, with prior approval of the supervisor; however the 10 hours may not be used to make up for current adverse weather balances.

Can I use the 10 hours of flexible furlough time off to make up for adverse weather leave?

No.

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How will my agency/university track my use of this time off?

Each agency/university will be responsible for tracking the use of leave under this program

I work for the NC Educational Lottery. Am I included in the Flexible Furlough program?

Yes, Lottery employees are included.

I work for the Department of Transportation. In what pay periods will I see the deduction?

The deduction will occur in the last two paychecks in May and the two paychecks in June.

If I am paid for any overtime during May or June, how will my pay be impacted?

The hourly overtime rate will likely be slightly less during the months of May and June because the hourly overtime rate is, in part, based upon the money earned in those months.

If I am paid Shift Pay during May or June, how will my pay be impacted?

Shift premium pay will not be impacted by the Flexible Furlough program.

How many hours of time off do I get if I work part-time?

The number of hours of time off that part-time employees receive is proportional to the number of hours worked. For example, employees working 20 hours a week will earn 5 hours of time off for May and June, those working 25 hours a week will earn 6.25 hours of time off, and those working 30 hours a week will earn 7.5 hours time off.

Will employees who are being separated in a RIF either May 31 or June 30 have the .5% deducted from their paychecks?

Yes, employees receiving a pay check in May and/or June will have the appropriate deduction made.

Will employees who are being separated in a RIF either May 31 or June 30 be able to use the Flexible Furlough time off prior to being separated?

Flexible Furlough time off is not available to be used until June 1. Persons separated before June 1 cannot use Flexible Furlough time off.

Is the salary continuation (injury leave) for law enforcement officers subject to the .5% reduction in May and June?

Yes.

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Will this program affect the amount of longevity I am supposed to receive?

No. The Flexible Furlough program will only affect your paychecks in May and June, 2009. It will not affect your base salary which is used to calculate longevity

Barbara Carroll reported they are currently updating the web leave system to create a new category for the flexible furlough time.

Budget Report – Corrinda Watkins, Advisor

Corrinda Watkins reported we have a balance of \$2,485.11, which we can no longer spend due to the budget constraints. Our operating budget for 2009 – 2010 has been reduced from \$8,000 to \$5,017.

Committee Reports:

Chair:

Chair Laura Massengill attended the following:

- University Awards for Excellence Selection Committee
- Executive Board Meeting

Vice Chair:

Michelle Healey discussed a constituent concern regarding parking their motorcycle in a “C” parking space that they currently pay for. Michelle Healey forwarded this concern to the resources and environment committee.

Governance Committee:

Chair-Elect Steve Carlton reported the following:

The Governance Committee continued to work on the Procedures Manual, focusing on District names, Alternates voting procedures, duties of Officers, and responsibilities of committees. An email was sent out requesting updated duties and information from current Officers and committee Chairs about their responsibilities.

Diversity:

Jill Schmitter reported the following:

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Marcia Gumpertz – will present at our June 3rd meeting on the African American Status Report. This report will encompass the findings for students, staff and faculty on the NC State campus.

We communicated with the Chair Elect of the Staff Senate to see if we have a mini NCBI workshop added to the annual retreat agenda. The feedback was promising. We need to coordinate with NCBI for facilitators.

Update: Marcia Gumpertz informed the group that a lactation rooms were approved for Administrative Services Center II as soon as funding is available. The university architects have drawn up plans and are ready to proceed

Robert Davis announced that he would be heading up the “Group Insurance and Benefits Committee” for the upcoming year if we had any suggestions to contact him:
rldavis5@unity.ncsu.edu.

Public Relations:

Nothing new to report

Resources and Environment:

Nothing new to report

Legislative Liaison:

Nothing new to report

Old Senate Business:

A question was raised on the status on tuition waver.

New Senate Business:

None.

Announcements:

The Staff Senate Retreat will be July 8th at the McKimmon Center.

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Hillsborough Street Project Groundbreaking

Wednesday, May 20, 2009 — 12:00 noon - The ceremony marking the beginning of the Hillsborough Street project that help revitalize one of Raleigh's historic corridors is planned for 12:00 noon, Wednesday, May 20 in front of the NCSU Memorial Belltower

Susan B. Komen Race for the Cure sponsorship information.

This year's event is Saturday June 13, 2009 at Meredith College, Raleigh.

Please join us by donating in support of our participation in the Race or by joining us on Race Day. The NCSU **Pink Pack** Team will be participating in the Recreational Coed 5K (3.1 mile) walk at 9:00. We'd love for you to join us too. Can't make it on Race Day? Consider registering as a Sleep-In participant!

Adjournment:

The meeting was adjourned at 12:00 p.m.

Next Staff Senate Meeting: Wednesday, June 3, 2009

10:00 a.m. – 12:00 p.m.

Talley Student Center, Room 4115 (Walnut Room)

Respectfully submitted by: Nancy Phillips, Staff Senate Administrative Secretary