

NORTH CAROLINA STATE UNIVERSITY – approved version
Staff Senate Meeting
Talley Student Center, Walnut Room
Wednesday, November 5, 2008

Present: Paul Adams, Ron Aman, Chris Austin, Tracy Brown, Christine Brownfield, Billy Bryant, Marcia Bryan, Thelia Burrell, Lynn Burris, Steve Carlton, Randy Colby, Susan Colby, Tuesday Cross, Judy Daniels, Joe Darkoh, Robert Davis, Joan Davis, David DeFoor, Michael Ellison, Regina Gardner, Mary Harrell, Michelle Healey, Pat Hill, Shirely Jones, Valerie Jones, Sandy Kanupp, David Ladrie, Carrie Levow, Fran Little, Amy Lubas, Douglas Lynn, Dale Mackey, Laura Massengill, Jane McDaniel, Claudia Mello, Vicky Merritt, Catherine Reeve, Marquette Russell, Jill Schmitter, Beth Simmons, Joy Smith, Marie Talley, Elbert Turner, Peter Vanderpoel, Melissa Watkins, Mary Yemma

Absent: Donise Benton, Corrie Cadwallader, Erica Cutchins, Randy Davis, Emily Dell, Melissa Godwin, Joy Holland, Kenneth Holland, Shannon James, Christine Klein, DJ Lane, Mary Lee Mazarick, Cynthia Payne, Consuelo Rodriguez, Kent Rorem, Missy Seate, Rob Stevenson, Donna Stewart, Dana Temple, Ann Turner, Christie Vann, Gail Willis

Guests: Barbara Carroll, Corrinda Watkins, Terree Kuiper, Sheri Schwab

Call to Order: Chair Laura Massengill called to order the 4th Meeting of the 14th Session

Guest Speakers: Dr. Joe Zublena, Director of County Operations for the Cooperative Extension Services
Dr. Jim Zuiches Vice Chancellor for Extension, Engagement, and Economic Development

Dr. Joe Zublena began his presentation by distribution information on North Carolina Cooperative Extension. He shared North Carolina Cooperative Extension partners with communities to deliver education and technology that enrich the lives, land and economy of North Carolina. Extension professionals in 100 counties and the Cherokee Reservation provide education and technical assistance based on research from the state's land-grant universities: NC State university and NC A&T State University. There are more than 55,000 volunteers contributed 664,063 hours, valued at \$12.4 million.

Dr. Joe Zublena shared when the needs of people, communities, the environment and the economy change, so does Extension. Extension is dynamic. We use the latest technology to provide relevant, practical programs and technical assistance. Extension is multi-faceted. Our lives, our land and our economy are interdependent. Extension's programs and professionals work together to meet today's complex challenges.

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North Carolina Cooperative Extension is focusing its efforts on nine major goals implemented by county field faculty and supported by university-based specialists.

- North Carolina will have profitable, environmentally sustainable plant, animal and food systems that support thriving communities and provide all North Carolinians access to safe, nutritious food.
- North Carolina's natural resources and environmental quality will be protected, conserved and enhanced, and ecosystem benefits will be optimized.
- The economic, social and environmental welfare of North Carolinians will be improved through the generation, conservation and use of clean, sustainable, efficient and reliable energy.
- North Carolinians will be prepared for and better able to recover from disasters and other emergencies.
- Adults and children of all ages and abilities will make healthy food choices and be physically active to achieve or maintain a healthy weight and prevent chronic disease.
- North Carolina residents at all stages of life use effective parenting and life skills to create stable, safe and secure environments.
- Youth and adults will achieve educational success through intentional nonformal and formal educational opportunities that expand and enhance skills and knowledge.
- North Carolina will excel in the global marketplace as a result of growing a competitive workforce and a diversified economy.
- North Carolinians will be civically engaged within their communities.

Dr. Joe Zublena ended his presentation by asking if there were any questions on Cooperative Extension. A question was raised on how Extension employees could participate on employee appreciation day. It was noted Extension employees did receive some gifts given from the previous employee appreciation day. Dr. Joe Zublena shared they would like for this outreach to continue and expressed gratitude to Senators for their concern to make sure Extension employees are acknowledged.

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Dr. Jim Zuiches began his presentation by distributing handouts. Dr. Jim Zuiches explained the Office of Extension, Engagement & Economic Development provides leadership and vision for University partnerships with external communities in the land-grant tradition. We engage our departments and partners to extend knowledge resources and capabilities to improve North Carolina's economy and quality of life.

NC State faculty, staff, and students work together with business, industry, government, other universities, individuals, and groups to address a wide range of issues and challenges facing our state and the world.

Dr. Jim Zuiches ended his presentation asking Senators if there were any questions. He thanked the Staff Senate for having the opportunity to speak on the Office of Extension, Engagement, and Economic Development.

Approval of the Staff Senate Minuets of October 1, 2008

The minutes were approved as written.

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

Barbara Carroll shared Annual Enrollment is extended to November 6th midnight due to technical problems. Barbara Carroll spoke on the short fall of the State Health Plan and how it will affect us all. It was noted that there are still openings in the child care facility. Barbara Carroll also discussed the Awards and Recognition Program.

Budget Report, Corrinna Watkins, Advisor:

Corrinna Watkins reported we started our balance with \$7453.61. We had expenditures of \$200.66 in travel and phone expenses. Our current balance is \$7252.95. Corrinna Watkins reminded Senators to please send invoices to her office.

Committee Reports:

Chair Laura Massengill attended the following:

- Budget Advisory Committee - October 1, 2008
- University Council Meeting – October 6, 2008
- Staff Assembly Meeting in Chapel Hill - October 9th and 10th
- University Advisory Budget Meeting – October 20, 2008
- Participated in Night Walk – October 21, 2008
- Budget 101 Open Forum – October 22 and October 23, 2008
- Liaison Committee – October 22, 2008

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- Video Conference – October 24, 2008
- Board of Visitors Meeting – October 24, 2008

Vice Chair:

Nothing new to report.

Governance Committee:

Chair-Elect Steve Carlton read the following report.

Old Business: The committee picked back up with review of the bylaws from where it left off at the last meeting. The last section being discussed was Article IV: Officers and Elections. Topics discussed were as follows:

1. Information about Officer duties in the bylaws should only include parliamentary responsibilities.
2. Other Officer responsibilities should be moved to working papers.
3. The positions of Officers themselves are not voting positions.
4. Discussed making a new section under Article III: Representation and Membership that defines “Advisor” positions, which would include HR advisory personnel and the past Chair. Those positions specifically would not be able to vote, make motions or second motions unless they were also serving in a full senate seat.
5. Information about the Staff Senate – paid Secretary was also brought up, as to how to keep the position listed or defined in the article.

Remarks: Due to some confusion, some members thought the committee was supposed to meet before the regular Staff Senate meeting. As a reminder, the Governance Committee will meet after the regular Staff Senate meeting in a location close by the regular meeting location for the day.

Human Resources:

Chair Vicky Merritt reported the following:

Vet School Bumper Sticker - Marc Okner, Director of Employee Relations, NCSU Human Resources joined us and provided an update on the Vet School bumper sticker issue. After discussion, the Committee recommended that we send an email to the constituent explaining the results of our research into the issue.

COSS Pay Class – Refer to Rules & By-Laws Committee to be sure the COSS classification is included in the update process.

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Tuition Waiver Update – this issue is being tabled until the Spring/pending UNC President Erskine Bowles action.

Employee Recognition – continuing to get feedback from the Extension county centers and request committee members to submit their recommendations at the next meeting

Comp Time/Winter Holiday – pending results of GIBC discussions

Bi-Weekly Payroll – review of position paper submitted to committee & will continue discussions at next meeting

Community Service – new constituent concern emailed to committee members prior to meeting – will be discussed at next meeting

Change in meeting time for the December meeting – we will meet at 12:00 (or right after the Staff Senate meeting) in the Boardroom (if available) or Walnut Room

Diversity:

Chair Jill Schmitter reported the following:

Geoffrey Hunter – Vice Chair from the Student Diversity Advisory Council (SDAC) gave a brief speech to our group.

Jo-Ann Robinson- Advisor to SDAC

Notes on presentation:

SDAC was formed 3 years ago

The goal of the council is to form a better interaction with student groups.

This is achieved by giving money to other student organizations for projects. Student organizations give SDAC a proposal. The proposal is reviewed and approved or denied. SDAC offers an easier way for groups to get money vs going through student government. The SDAC process is not a tedious.

The caveat is SDAC must be featured in the publicity.

Some events and groups SDAC has sponsored:

Ma Familla

Asian Student Association

Latino Student Association – Business Training Seminar

SDAC also works with issues on campus: ie KKK Chalk on the brickyard incident, noose incident.

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Other Business:

Meeting room change – beginning in December we will meet in the conference room on the 1st floor at the First Year College – next to the Carmichael Gym.

Thanks Marcia for the suggestion

Lunch and learn seminar Monday Nov 10th, in Tally Student Center. We will show 20 minutes of the film “The Color of Fear” – documentary on racism, then discuss the film.

Action Items:

Dale will write a blurb on diversity fact sheet so we can send to our constituents.

Gather a list of Diversity Directors/Assistant Directors from each college and send the list to Geoffrey and Jo-Ann

Help Marcia Gumpertz find representation for her upcoming group – Task Force on Staff Diversity.

Public Relations:

Chair Claudia Mello announced Christine Brownfield is working on updating the Staff Senate Web. The Voice has been reassigned. Claudia Mello will be working on the Voice.

Resources & Environment:

Chair Joy Smith reported the following:

At our last committee meeting:

- 1) Shirley Jones agreed to serve as chair elect of this committee. She will serve as backup for Joy Smith on the computer loan program.
- 2) Chris Austin will invite Tina Nelson, the new Program Manager at the Environmental Health and Safety Center, to speak with us at our next committee meeting.
- 3) The next committee meeting will be 1 hour before the next Staff Senate Meeting.

Computer Loan Program

- 1) There are currently 16 computers on loan.
- 2) We have 5 people on the wait list.

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- 3) We would like to have 20 computers in the loan program, so we plan to work on getting 4 more computers ready and loaned out.
- 4) We would like for all the computers to have Microsoft Office 2007 and we need to purchase the licenses for this. Permission was granted at the Executive Board Meeting to purchase this software.
- 5) 8 of the computers we are using are all-in-one Gateway computers and they are good, but they need updated software when they are returned.
- 6) Jim Hansen at Surplus has given us one more all-in-one, and this will be the next computer that we work on.
- 7) Jim is also willing to give us flat screen monitors, but he does not have the adapters for them, so we would have to buy these. The adapters would be around \$25 each. We probably would like to have 6-10 of these monitors. We will get these monitors from him and research how we would get the adapters when we need them.
- 8) The committee sincerely appreciates the help of Carrie Levow and Nancy Phillips with the computer loan program!

Legislative Liaison:

Nothing new to report.

Old Senate Business:

None

New Senate Business:

None

Announcements:

Board of Trustees will be held November 20– 21, 2008.

Remarks:

None

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Adjournment:

The 4th Meeting of the 14th Session was adjourned at 12:00 p.m.

**Next Staff Senate Meeting: Wednesday, December 3, 2008
Talley Student Center Room 4115
(Walnut Room) 10:00 a.m. – 12:00 p.m.**

**Next Executive Board Meeting: Wednesday, November 19, 2008
Williams Hall, Room 4401
10:00 a.m. – 12:00 p.m.**

**Next Video Conference: Friday, November 21, 2008
Tel Pylon Conference Room
10:00 a.m. – 12:00 p.m.**

Respectfully submitted by: Nancy Phillips Staff Senate Administrative Secretary