

North Carolina State University – approved minutes
Staff Senate Meeting
Talley Student Center, Walnut Room
Wednesday, September 2, 2009

Present: Marquette Russell, Erica Cutchins, Beth Simmons, Heath LaFevers, Susan Lankford, Para Tollison, Shane Jarvis, Kate Ryan, Marcia Bryan, Randy Colby, Chris Austin, Lynne Barbour, Mark Roberts, Judy Cook, Catherine Reeve, Tuesday Cross, Sandra Gibson, Donise Benton, Shirley Jones, Susan Colby, Steve Carlton, Thelia Burrell, Melissa Watkins, Jill Guzman, Joan Lassiter, Jennifer Larkin Rowley, Julia Quick, Susan Vance, Peter Vanderpoel, Elbert Turner, Michael Ellison, Nikki Cofield, Steve Ratzlaff, Luke Hunt, Valerie Mirra, Heather King, Patty Fields, Bernice Campbell, Robert Davis, Emily Dell, Christine Brownfield, Judy Daniels, Joy Smith, Joan Davis, Scott Enroughty, Patricia Holoman, Suzanne Hugus, Monica Watkins, Meg Smigielska, Lisa Fiedor, David DeFoor, Roger Sims, Ryan Hancock, Roger Winstead, Melissa House, Darren Fallis, Gail Rankin, Carrie Levow

Absent: Mary Lee Mazarick, Pat Hill, Marie Talley, Shannon James, Edward Farmer, DJ Lane, Douglas Lynn, Adrienne Allen, Ricky Hilburn, Akilah Nutter, Claudia Mello, Fran Little, Sandra Kanupp, Regina Gardner, Chris Austin, Kent Rorem, Susan Buckley, Valerie Jones, Alice Taylor

Guests: Corrinda Watkins, Marcia Gumpertz,

Call to Order: Chair, Steve Carlton called the 3rd Meeting of the 15th Session and introduced Mr. Stan North Martin from the Office of Information Technology.

Mr. Stan North Martin introduced his guests Sarah Noell, assistant director of outreach, communications and consulting and John Martin, technical communicator, information and news services department. Mr. Martin asked Senators if any one is part of the campus communicator's group, noting Roger Simms is currently on this group. A question was raised for more clarification regarding the campus communicator's group. Mr. Martin explained there is a group on campus, creative services or the public affairs group which works to disseminate information. Usually there is a representative in each college or each unit that has a roll to provide information on new services. There is a mailing list in which public affairs maintains. Mr. Martin discussed his plan on what he would like to accomplish in the next 30 – 45 minutes, noting this will be more of a discussion meeting. Mr. Martin shared discussions in which Steve Carlton and the Chief Information Officer had regarding how the Staff Senate can use information technology to improve some of the communication mechanisms with their constituents.

Mr. Martin noted as he reviewed the Staff Senate web site, one of the Staff Senate goals this year, is to explore ways to enhance communication with EPA, SPA as well as County Extension constituents. The problems that have been noted are: inconsistencies among the way the districts disseminate information and the need for a more efficient way to share information with staff without losing personal contact.

Mr. Martin asked Senators the following questions:

- How often do you disseminate information?
- Is there time sensitivity to your dissemination of information?
- Do all senators use the same methods of communication, for example, e-mail lists?

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- Do you disseminate information in varying formats? (e.g., spreadsheets, work document, images, extraordinarily large attachments, etc.)
- Do you disseminate the same information or are there times when you filter the information you disseminate? If you filter, what criteria are used to determine when this should be done and how it should be done?
- Do you feel overwhelmed with having to keep track of and disseminate information, and what percentage of your position description is devoted to your participation as a Staff Senator?
- Have you polled your constituency to discover their preferred method of communicating?
- Vehicle (e.g., e-mail, web)
- Initiative (“push” or “pull”)
- How often do you solicit or receive feedback from your constituency? What method is used?

Mr. Martin discussed e-mail lists.

- How is e-mail currently implemented?
- Who is responsible for creating them?
- How are they created?
- How do constituents subscribe/unsubscribe to them?
- How are the lists kept up-to-date?
- Anything else about the way the e-mail lists work that would be helpful to know?
- What are some specific problems with the current implementation?
- Any ideas from the group on what might improve the use of e-mail lists?

Mr. Martin shared communicative considerations:

- Consistency in mailings by using OIT’s centralized list services
- District-wide mailing lists, could potentially be automatically created
- Constituents subscribe/unsubscribe automatically
- Regular digests of information: sent to all districts

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- If the information is not time-sensitive, would a regular mailing work? (Bi-weekly or monthly maybe?)
- Structure the mailing to have titles/one sentence about the topic, with a URL they could then visit for more information if relevant/interested
- The Bulletin is a good example of this method
- Senators could use their district mailing list to push out information or update to just their constituents
- Further evaluating goals for web presence and increasing ease of maintenance
- Social networking possibilities to not only share information without losing personal contact, but to build community.

Mr. Martin reported he had conversations with HR on ways to update the list for Staff Senate that are similar to OIT updates. Mr. Martin explained OIT has a nightly batch that runs updates OIT wide mailing lists but then mailing lists for each of the OIT individual units as well. This is based on people soft data coming from HR. In other words, if you leave the organization your name gets taken off, or if you come in to this organization your name gets added. This is based on the preferred e-mail address that shows up on the campus directory. So everything is based on that information.

Mr. Martin discussed ways to reach constituents that may not have computer access. Mr. Martin suggested strategically placed computers throughout campus to provide access to the internet, web-based mail services, and websites. Joy Smith shared the computer loan program may be able to help with providing these computers.

Mr. Martin shared it sounds like that the majority would like to potentially have the list updated automatically by districts. Mr. Martin shared we will be able to work with small groups and also the concerns regarding Facilities. Steve Carlton shared he will be asking for volunteers to join an Ad Hoc Communications Committee that would be working on these concepts throughout the year. Mr. Martin also discussed web updates making it easier to update the web and suggested to post the Staff Senate agenda on the Staff Senate web site.

Mr. Martin ended his presentation thanking the Staff Senate, and stated he looks forward working with the Staff Senate.

Staff Senate Minutes of August 5, 2009

The minutes were approved as written.

Administrative Report:

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No report

Budget Report, Corrinda Watkins, Advisor

Corrinda Watkins reported our new budget is \$5,017.00 (which was cut approximately \$3,000). We had expenditures of \$247.47 for office supplies and phone usage. We also reimbursed the cost of the plaque for the outgoing chair. Our balance is \$4,532.38. Corrinda wanted to mention, we tried to figure out a way on how we can pay for the expense of travel for 14B Senators. We calculated about \$1,000 a month to bring the four Senators here, which would wipe out our budget in a couple of months. So as it was suggested before, we could look in the possibility of teleconferencing them in or phoning them so they can be included in the Staff Senate meetings.

Committee Reports:

Chair:

Chair Steve Carlton reported he attended the University Council meeting which discussed the Hillsborough Street renovations. He stated they are two – three months ahead of schedule and should be completed by next September. Steve suggested visiting the Hillsborough Street web site at www.hillsboroughstreet.org for updates. Steve Carlton met with the Honoring Naming Committee regarding the naming of the courtyard (grassy knoll) area. The University Budget Advisory Committee met to review the bain-led report, this report was a 100 page document that UNC received from an outside contracting firm for their cost effectiveness, noting NC State may be able to utilize some of this information for its own purposes. Steve Carlton expressed his appreciation to those who attended the Chancellor's public forum, noting we had the largest group. If you could not attend, he suggested going to their website and submitting a feedback form. Steve Carlton announced the Staff Assembly Chair's Committee is in need for another delegate and asked if anyone is interested. Melissa Watkins shared she is very familiar with this committee and would like to volunteer, Steve thanked Melissa.

Vice Chair:

Joan Lassiter reported the adverse weather concern was resolved and closed.

Governance:

Melissa Watkins reported the following are a list of goals for our committee:

- Clarify how to assign alternate voting at the Senate meetings
- Resolve the issues of proxy seats
- Clarification of Senator and Alternate committee roles
- Fostering more district interaction
- Clarification of Alternate roles in elected positions

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Human Resources:

Jennifer Larkin-Rowley reported the following.

- Met with Staff Senate HR Committee on 9/2/09 from 11:00-12:00, and discussed potential goals for the 2009-2010 year. Goals included the following:
 - Continue project from last year of ensuring Employee Appreciation events are extended to county employees
 - Boosting employee morale – perhaps accomplished through Wellness programs or making additional resources available such as stress-reduction tips
 - Tuition waiver – want to keep this on the radar, but are waiting for response from GA
 - Healthcare facility for employees on campus – this was addressed by GIBC last year; will continue to monitor new developments (if any)
- Attended Wellness Committee as Staff Senate Representative on 9/2/09
 - Wellness Committee representatives are on the agenda to present at the October Staff Senate meeting
 - In the process of further defining wellness program. Due to upcoming changes in the State Health Plan, implementing wellness initiatives on a smaller scale to ensure employee have an opportunity to make necessary changes before SHP amendments take effect
 - Wellness website available at www.ncsu.edu/hr/benefits/wolflife
 - Benefits and Wellness Expo will be held on Tuesday 9/29/09 at McKimmon Center
- Attended Group Insurance and Benefits Committee (GIBC) meeting as Staff Senate representative on 9/14/09
 - Annual Enrollment will take place from 10/5/09 to 10/31/09
 - NC State's Childcare Center changes include: Centennial Partners are now allowed to use the facilities and provisions have been made to allow for part-time care

Diversity:

Robert Davis reported the Diversity Committee held their monthly meeting immediately following the September 2nd Staff Senate meeting in Talley's Walnut Room. The committee elected Robert L. Davis and Marcia Bryan as co-chairs. It was the committee's conclusion that having co-chairs would provide for a more active committee. Marcia and Robert will alternate attendance at the Executive meetings and will coordinate with each other all committee business/issues and events. The committee plans to work cooperatively with Dr. Marcia Gumpertz, the Interim Vice Provost for Diversity and Inclusion and with Diversity Officers in the various colleges.

Marcia will schedule space for future committee meetings (as last year) at 9:00 in the FYCV Commons Building, 2751 Cats Avenue.

Committee plans will be developed over the coming weeks. However, the Diversity Committee is urging all Senators to participate in the upcoming activities of Hispanic Heritage Month.

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Public Relations:

Christine Brownfield reported the following:

The PR committee met after the last staff senate meeting and discussed ways to help improve communication between not just Senators and constituents, but also between committee members and other senators. Several members decided to volunteer to serve on the Ad Hoc committee looking into this problem. A poll was also taken as to what different multimedia skills member of the PR committee possessed so as to be utilized in accomplishing our goals. Several ideas were bandied about as to ways to improve communications, but many of them were more high tech than what may actually be needed, since it seemed to most that the problem was reaching people who did not have easy access to computers, cell phones and other mobile devices etc. Para Tollison, who is an alternate suggested using a blog site and set on up for the PR committee, It can be found at this url:

<http://moodlepilot.ncsu.edu/mod/forum/discuss.php?d=16658>

Resources and Environment

Shirley Jones reported the following:

The committee met after the Staff Senate meeting. We introduced ourselves and stated our job location. Confirmed that I, Shirley Jones, am the Chair and Susan Langford, is the Vice-Chair. We elected a secretary, Tuesday Cross, who will take notes during our meeting. We discussed the issue if recycling of Styrofoam is necessary on campus. We will put a committee together, after the Facilities building is completed. We also discussed the issue of the local fraternity houses being NCSU property and if they should have a weekly pick up of recyclables, instead of them having to pay an outside source.

We spoke briefly about how to communicate with one of the committee members who works in district 14B. Right now, email is our only avenue to keep her abreast of our discussions.

The following will be discussed by the committee before the next Staff Senate meeting. It was brought to my attention some buildings are being gassed, with fumes from NCSU trucks, left running while the drives are inside the building conducting business. Should this be tolerated?

Legislative Liaison:

David DeFoor reported the committee will be contacting Kevin Howell to discuss issues the committee would like to address.

Elections:

Susan Colby reported the following:

The Elections Committee met Wed., Sept. 2 at 8:15am. Susan Colby was nominated and elected to be chair of the committee, Heather King is vice-chair. Each committee member selected a district with either an open senate seat or open alternate seat and will contact the current senator(s) in that district and work with these senators in answering questions regarding the filling of these seats.

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Members decided they wanted Senate Chair, Steve Carlton, to attend the next meeting to answer questions about the committee's role in working with the Governance committee to handle the movement of units from District 5 to District 10A which affects at least 2 current senators and an alternate.

The committee will meet Wednesday, October 7 at 9:15am prior to the general staff senate meeting.

Old Senate Business:

Joy Smith reported the following:

The constituent concern about staff not being allowed to transfer their vehicle stickers to motorcycles was discussed. Tom Kendig, Transportation Director, and Greg Cain, Transportation Assistant Director for Parking Services were present to answer questions.

There was significant discussion, as the Staff Senate members expressed their opinions and tried to fully understand the current policy. A few senators shared what they had learned from conversations they had with motorcyclists in their work areas. There seemed to be minimum concern about this issue. When there was concern it seemed to be “the principal” more than anything else, because in most cases motorcycles can park closer with their motorcycle permit than they could with their vehicle permit.

The only action the Staff Senate could take would be to draft a resolution proposing a change in the current policy. This resolution would have to be reviewed and sent to the Chancellor. There did not seem to be majority support in the Staff Senate for drafting such a resolution, so a motion was made to take no action and end this discussion. This motion passed unanimously.

New Business:

Erica Cutchins shared the clarifications below are assumed and are not clearly defined in the Bylaws and Policy & Procedure Manual leaving room for individual interpretation.

1. Qualifications to be an staff senate officer?
 - be on staff senate for at least one year (either as a senator or alternate)
 - be a current senator not an alternate
2. Senators represent only the district they work in/elected in?

Note: These concerns were delegated to the Governance Committee.

Chair Steve Carlton asked for volunteers for the Communications Ad Hoc Committee.

Announcements:

The 2009 NC State Campaign began September 1, 2009. These funds will greatly benefit the people of North Carolina and beyond. There are over 900 charities.

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Remarks:

None

Adjournment:

The 3rd Meeting of the 15th Session was adjourned at 11:30 a.m.

Respectfully submitted by Nancy Phillips, Staff Senate Administrative Secretary