

NORTH CAROLINA STATE UNIVERSITY – approved version
Staff Senate Meeting
Faculty Senate Chambers, DH Hill Library
Wednesday, September 3, 2008

Present: Ron Aman, Chris Austin, Donise Benton, Tracy Brown, Christine Brownfield, Marcia Bryan, Billy Bryant, Thelia Burrell, Lynn Burris, Corrie Cadwallader, Steve Carlton, Randy Colby, Susan Colby, Tuesday Cross, Erica Cutchins, Judy Daniels, Joe Darkoh, Robert Davis, Joan Davis, David DeFoor, Emily Dell, Wrennie Edwards, Michael Ellison, Regina Gardner, Melissa Godwin, Mary Harrell, Michelle Healey, Joy Holland, Kenneth Holland, Shannon James, Shirley Jones, Sandy Kanupp, Christine Klein, David Ladrie, DJ Lane, Carrie Levow, Fran Little, Douglas Lynn, Dale Mackey, Laura Massengill, Jane McDaniel, Claudia Mello, Vicky Merritt, Cynthia Payne, Catherine Reeve, Consuelo Rodriguez, Kent Rorem, Marquette Russell, Jill Schmitter, Missy Seate, Beth Simmons, Joy Smith, Rob Stevenson, Dana Temple, Elbert Turner, Peter Vanderpoel, Christie Vann, Melissa Watkins, Gail Willis, Mary Yemma

Absent: Paul Adams, Gwen Bell, Randy Davis, Pat Hill, Valerie Jones, Amy Lubas, Mary Lee Mazarick, Donna Stewart, Marie Talley, Ann Turner

Guests: Terree Kuiper

Call to order: Chair, Laura Massengill called to order the 2nd Meeting of the 14th Session

Guest Speakers: David Rainer, Associate Vice Chancellor Environmental Health and Public Safety
Tom Younce, Director, Campus Police

David Rainer began his presentation distributing Wolf Alert information. He shared emergency notification and communication strategy with Senators. David Rainer and Tom Younce discussed the North Carolina State University policy for responding to violence. Tom Younce shared most crime at NC State happens during the day. The number one area of theft is the Library. The second area is the Dan Allen Parking Deck followed by the Talley Student Center. David Rainer announced Tina Nelson would be the new case manager for Environmental Health and Public Safety starting the week of September 22, 2008.

A presentation was shown to Senators on how to respond to an active shooter on campus. An active shooter is a person or group who intends to harm or kill as many people as possible through the use of firearm and/or other weapons. The intent of the active shooter is to kill. Your response to an active shooter may be different from the response to other violent crimes such as robbery or a fleeing suspect. A fleeing robbery suspect, for example has the intention of escaping apprehension, not necessarily the intention of actively seeking persons to kill. The video Responding to Active Shooter can be shown to individual departments on campus. Requests for the presentation can be directed to Steve Carlton in the Crime Prevention unit at 515-5963.

NORTH CAROLINA STATE UNIVERSITY – approved version
Staff Senate Meeting
Faculty Senate Chambers, DH Hill Library
Wednesday, September 3, 2008

David Rainer and Tom Younce ended their presentation by answering questions from Senators. They also thanked the Staff Senate for having the opportunity to discuss these important issues.

Guest Speaker: Nancy Whelchel, Ph.D., Assistant Director for Survey Research

Nancy Whelchel, Ph.D. began her presentation thanking the Staff Senate for the invitation to talk about the Staff Well-Being Survey. Nancy L. Whelchel encouraged the Senators (and the entire NC State University community!) to look over the results available online at <http://www2.acs.ncsu.edu/UPA/survey/staff/>

Nancy Whelchel explained from the above link you would find a report on the research methods and response rates, an executive summary of the overall results, and a copy of the questionnaire that includes frequencies and percents, and when relevant, mean ratings for responses to all questions.

Results are also available online for each NC State division and college, and for those departments/units with 50 or more staff in the survey population. For divisions/colleges and departments/units with 50 or more survey respondents, results are further broken down by academic profile (EPA or SPA, number of years working at NC State, supervisory status) and by demographic profile (gender, race/ethnicity, age). [You will need your Unity ID and password to access these reports.]

The web site also includes a link for providing feedback on the results and/or the survey itself, recommendations for responding to the results, and suggestions for further analyses and reports. Nancy Whelchel encouraged the Senators to share their thoughts.

Finally, the web site will include links to presentations and special reports on survey results as those become available. Nancy explained a copy of the September 3rd presentation is available at [Highlights from Overall Results](#).

Nancy Whelchel suggested the best strategy would be to first familiarize yourself with the questionnaire. In the reports results are organized by the 12 topical categories covered in the survey, with tables of results for each question presented in the order in which they appeared on the questionnaire.

Nancy Whelchel mentioned when looking through the results and trying to interpret them, remember that everything is relative! Some things to think about include:

- Do responses/ratings meet pre-defined expectations and goals?
- How do responses/ratings for some questions compare to those for other questions?
- How do responses/ratings from one group of respondents compare to those from another group?

NORTH CAROLINA STATE UNIVERSITY – approved version
Staff Senate Meeting
Faculty Senate Chambers, DH Hill Library
Wednesday, September 3, 2008

Nancy Whelchel ended her presentation answering questions from the floor and thanked everyone who participated in the Staff Well-being Survey.

Roll Call: A roll call was performed by Nancy Phillips to ensure accurate attendance records.

Approval of the Staff Senate Minutes of August 6, 2008.

Minutes were approved with revisions.

Administrative Report:

Terree Kuiper announced the NC State's Child Care Center, located in close proximity to Centennial campus, opened its doors on August 4th to all full-time faculty, staff and post-docs. The center, managed by Bright Horizons, accommodates ages ranging from infants to five year-olds. The university offers a subsidy reduction in the established rates based on household income. Openings available for infants – preschool.

Chair Report:

Chair, Laura Massengill read the following Board of Trustee Report.

The Staff Senate held the first meeting of the 14th session on August 6, 2008. Officers for the 2008 – 2009 year are:

Laura Massengill, Chair
Steve Carlton, Chair-Elect
Michelle Healey, Vice-Chair
Carrie Levow, Parliamentarian

Primary goals this year:

1. Reexamine our internal processes and procedures. As part of this, we plan to update the bylaws and explore ways to enhance communication with our constituents.
2. Understand the current and proposed parking and transportation situation on campus and the impacts of this policy on staff.
3. Historical files to be accessed through the Staff Senate homepage.
4. Safety on campus.
 - Construction, parking, walking, escorts, bicycles, personal safety

NORTH CAROLINA STATE UNIVERSITY – approved version
Staff Senate Meeting
Faculty Senate Chambers, DH Hill Library
Wednesday, September 3, 2008

A Staff Senate retreat was held on June 4 as an orientation for new senators. The agenda for the retreat included the review of history and contributions, Duties of Staff Senators, Duties of Officers, Selecting a Committee, Goal Proposals.

The Executive Committee met on August 27th to make plans for the upcoming year and to prioritize goals.

I look forward to serving the Staff Senate this next year in the office as Chair for a second term and will continue to work with the Chancellor, Provost, Administrative officers, faculty, staff, and students to support the mission of North Carolina State University.

Vice Chair Report:

Michelle Healey discussed a concern on garbage removal. Michelle Healey asked the Chair of Resources and Environment to further investigate.

Governance Report:

DJ Lane shared there will be a special meeting to discuss the Bylaws of the Staff Senate as a whole. He will report back to the Senate their findings at the next Staff Senate meeting.

Human Resources:

Vicky Merritt shared the first meeting of the Human Resources Committee for 2008-09 was held on August 6, 2008 during the monthly Staff Senate Meeting. Committee members elected Vicky Merritt as Chair and Mike Ellison as Co-Chair. Sandy Kanupp will serve as HR Committee Secretary. The Human Resources Committee will meet at 9:00 a.m. prior to the Staff Senate Meetings at a location to be determined. Mike Ellison will work on securing a location, preferably in the DH Hill Library for our meeting. Email addresses were obtained from those present and we discussed briefly some items of interest for the committee to review this year.

Diversity:

Jill Schmitter shared the goals for next 12 months. Jill Schmitter explained they would like to set up 3-4 goals to conquer for the next year.

1. Diversity awareness modules for Staff Senate for each quarter – starting in October with partial viewing and discussion of the “Color of Fear” – Documentary by Lee Mun Hah
Date: October 14th, Talley Student Center, brown bag lunch

NORTH CAROLINA STATE UNIVERSITY – approved version
Staff Senate Meeting
Faculty Senate Chambers, DH Hill Library
Wednesday, September 3, 2008

Discussion:

Brainstormed ideas for upcoming modules:

Physical disabilities – ADA sessions – possibility of Cheryl Branker to talk

Music Theory

Learning activities - being in a blind fold and guided around?

Handicapped vs. physically challenged - perception of the terms what is the difference?

Learning disabilities

Disabilities services – looking at the lack of services for disabled people on campus

Open communication – what’s going on campus

Student diversity groups on campus - as senators attend student meeting and invite students to present at our committee meetings.

OEO – Study Circles

GLBT – “Project Safe” Training

Continue working with Dr. Gumpertz on diversity issues focusing on EPA Staff

Discussion:

Action item: Each team member to take an area of diversity interest and bring ideas back to the group.

Public Relations:

Claudia Mello shared the Staff Senate pictures will be taken after the meeting for the Staff Senate Web. Christine Brownfield is the Co-Chair and also the web person for updates to the Staff Senate page. Robert Davis will be working on the Voice. Claudia shared we are still waiting on conclusions of the “Open Forum”.

Resources & Environment:

Joy Smith shared the Resource and Environment Committee is small and would benefit from a few more members. The committee especially needs a few members with IT skills to help with the Computer Loan Program. Laura Massengill will work on getting more members for the committee.

There are 16 computers in the computer loan program that are good enough to use another year or more if necessary. All but one of these computers is currently loaned out. There are three staff members on a waitlist for a computer. Joy Smith will reload and check the one computer that is available and get it to the first staff member on the waitlist as soon as possible.

There are 3 older computers loaned out at this time and several in storage that need to be sent to surplus because they are broken or too old for continued use. The Staff Senate EC authorized Joy Smith and Nancy Phillips to surplus these computers. Newer computers are needed because technology changes rapidly and most of the computers currently used in

NORTH CAROLINA STATE UNIVERSITY – approved version
Staff Senate Meeting
Faculty Senate Chambers, DH Hill Library
Wednesday, September 3, 2008

this program do not meet the minimum specifications needed to be easily maintained and truly useful. The minimum requirements for computers in this program should be something like Windows XP, 1GB RAM, and 40GB Hard Disk space. Of course, these minimum standards will change with the rapidly changing computer standards. Corrinda Watkins will check to see if it is ok for us to send a letter to the Deans explaining the program and requesting that they consider transferring their surplus computers to the Staff Senate for use in this program. Maintaining the loan program computers requires someone with computer skill and is time consuming. An IT support person to help with this program is needed. Corrinda Watkins will discuss these needs with Barbara Carroll and report back to Laura Massengill.

Legislative Liaison:

Ron Aman discussed the goals for the current year (2008-2009)

- 1) Coordinate a Treasurer Candidate Fireside Chat (or town hall meeting..etc) on or near campus.

Candidates are:

- Janet Cowell (D)
State Sen., Ex-Raleigh City Councilwoman & Businesswoman
- Bill Daughtridge (R)
State Rep. & Gas Company CEO

Ron Aman explained this needs to happen in mid October to be effective. The lead point of contact is Rob Stevenson. Rob and I will meet with Kevin Howell (External Affairs Guru) early next week to facilitate this.

- 2) Update the voter information sheet and distribute to the staff via Staff Senators. Rob has sent the current version to Ron for updating, it will be forwarded to the committee for feedback by Thursday September 4th. The final version needs to be out around the middle of September.
- 3) Get a clear understanding of the current parking situation on campus and the plans for the university over the next 5-year. Understand how this affects staff and distribute this information to constituents. (Another committee is currently working on this, so we may be in a support role here)

Ron Aman shared their meetings will be 9:00-10:00am on the first Wednesday of the month in the presentation practice room in the DH Hill Library (top of the stairs, make a right into the Learning Commons and make a left – follow the wall to the back left corner of the room - see <http://www.lib.ncsu.edu/learningcommons/index.php>).

NORTH CAROLINA STATE UNIVERSITY – approved version
Staff Senate Meeting
Faculty Senate Chambers, DH Hill Library
Wednesday, September 3, 2008

Old Senate Business:

None

New Senate Business:

Chair, Laura Massengill shared the updated constituents list will be distributed shortly. Laura also reported she is currently working on providing the Staff Senate with a Senator for district 12 & 13.

Announcements:

Chair, Laura Massengill and Chair-Elect, Steve Carlton will be attending the NC Cooperative Extension Secretaries Association annual state meeting Friday, September 19, 2008. This meeting will be held in Wilmington, NC.

The Student Government meeting will be held Wednesday, September 10th at 7:30 pm. Chair Elect Steve Carlton will attend.

Former U.S. Sen. Bill Bradley will speak at North Carolina State University's Millennium Seminar Series with a presentation to students, faculty, staff and the public at 6 p.m. on Monday, Sept. 8, in Stewart Theater. His remarks will focus on Russia's place in international affairs and the current conflict in Georgia.

NC State Employees should take advantage of prime-seat tickets at discounted prices! RBC Center December 10-14, 2008. Come experience a magical Disney fantasy on ice!
<http://www.groupticketsplus.com/raleigh/ncstate.pdf>

Remarks:

None

Adjournment:

The meeting was adjourned at 11:50 a.m.

>Next Staff Senate Meeting: Wednesday, October 1, 2008
10:00 a.m. – 12:00 p.m.
Faculty Senate Chambers of the DH Hill Library

NORTH CAROLINA STATE UNIVERSITY – approved version
Staff Senate Meeting
Faculty Senate Chambers, DH Hill Library
Wednesday, September 3, 2008

>Next Executive Committee Meeting: Wednesday, September 17, 2008
10:00 a.m. – 12:00 p.m.
Williams Hall Room 2223

>Next Staff Senate Video Conference: Friday, September 26, 2008 from 10:00 a.m. to
12:00 p.m. in CVM
Room 103

Respectfully submitted by: Nancy Phillips, Staff Senate Administrative Secretary