

NC State Staff Senate

Wednesday, July 14, 2021

Zoom Meeting

Leading Together During a Time of Change

"We Are the Change" - Staff Senate

Present: Amanda Franklin, Adam Bensley, Adrienne Ellis, Adrian Harris, Alan Porch, Alicia James, Alison Edwards, Allen Thompson, Amanda Grayboff, Annaka Sikkink, Ardis Watkins, Arlene Mabry, Brittany Bell, Birtena King, Bradley Davis, Brigitte Perry, Bryce Clodfelter, Casey Sandmeyer, Charles Hall, Christenna Hutchins, Christina Pucci, Christopher Resh, Cathy James, Emily Gower, Freha Legoas, Godshen Pallipparambil, Gwen Rubio, Gwendolyn McKeever, Helen DiPietro, Ivan Garcia, Jacqui Roth, Jameco McKenzie, Jeff Sackaroff, Jeremy Christie, Jill Cofer, Jill Phipps, Jim Price, John Roth, John Freund, Joshua Green, Katie Sapko, Keta Williams, Kim McAllister, Lance Newsome, LaShanda Warren, Latoya Giles, Lori Davis, Lydia Warpoole, Maksymilian Ewendt, Margaret Erickson, Maria Limmen, Mark Dearmon, Mattie Webb, Meghan Metcalfe, Michael Domeracki, Michelle Healey, Monica Smith, Michelle Ray-Davis, Neko Everett, Nicole Nelson, Nicole Robelo, Pamela Gilchrist, Pat Gaddy, Peter Dickerson, Ranjani Rajagopalan, Robert Pope, Rhonda Raynor, Rodney O'Neal, Roy Baroff, Ruthie Fairbanks, Sarah Willis, Sheila Powell, Stephen Tucci, Tracy Brown, Verna Little, Vincent Potter, Wendy Shearon, Whitley Grant, Zachary Rumph

Excused: Adriana Lanzas, Angela Brisson, April Jones, Charisse Rogers, Elizabeth Baker, Ernest Harrell, Javier Lopez-San Juan, Jamie Warner, Jennie Dilger, Joe Sutton, Joel Bristol, Mandy Blackmon, Pam Bunce, Patrick Porter, Shannon Chiera

Transfer Staff Senate Leadership, Pat Gaddy

- Chair Pat transferred the leadership to the new incoming chair Helen DiPietro – Pat shared that she looks forward to Helen's leadership and wished continued success to the Chair and the Staff Senate body.

Recognize Past Chair, Helen DiPietro

- Chair Helen expressed gratitude to Pat and spoke about her accomplishments as chair, during this time of change.
- Chair Helen presented a plaque to past chair Gaddy, which read - "For Her Service as Chair of the North Carolina State University Staff Senate July 2020 – June 2021" ● Past Chair expressed gratitude and shared that even though her role has changed her passion and drive for the Staff Senate will remain, and encourage everyone to grab hold of Helen's vision and remember as Pat shared a year ago that we are the leaders, the one voice for our constituents, if not us then who, if not now than when?



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Administrative update, Margaret Erickson, AVC for HR Operations

Flexible Work Policy

- An initial draft has been completed and right now we are in the feedback session, so it is being reviewed with a couple of different university constituent groups, i.e., the How We Work taskforce, which is a separate task force, other feedback groups within the University as well as HR leads for each of the college units.
- Once the feedback sessions are completed, they will go back through the senior leadership for review and approval. The goal is to have the policy ready to go in the fall.

Covid-19 Leave Provisions update:

- <https://hr.ncsu.edu/wp-content/uploads/2021/06/COVID-19-Leave-Provisions-July1-2021.pdf>
- Effective July 1, 2021, paid administrative leave will be limited to employees who:
 - Experience adverse reactions from the COVID-19 vaccine.
 - Are subject to a quarantine order.
- New Provision does not provide paid administrative leave for the actual Covid-19 illness - Employees under COVID-19 isolation orders and those exposed to someone who has tested positive for COVID-19 will no longer be eligible for paid administrative leave. Employees must use accrued personal time for these absences. (Margaret shared this new provision has been sent to the UNC System Office to see if changes could be made.)

COVID-19 Special Voluntary Shared Leave

- NC State will discontinue the use of the special COVID-19 Voluntary Shared Leave Bank on June 30, 2021. The university will return any unused donations to the donors on a prorated basis.

COVID-19 Community Service Leave

- Expired – as of June 30, 2021, the use of the 80 hours of community service leave granted for COVID-19-related volunteering has expired. They will forfeit any unused portion of those hours after June 30, 2021. These hours are not part of the annual allotment of community service hours given to employees.

Roll Call, Peter Dickerson, parliamentarian

- Peter Dickerson reported there is quorum and that we are ready to move forward.



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Welcome - Chair, Helen DiPietro

- Motto for this year – Working together to make the impossible possible – collaborate innovate-transform.
- Staff Senate Retreat will be Wednesday, August 11, 2021, at the Hunt Library (in person). We will also be streaming it live with Charles Hall and his team. Over 75% wanted to attend in person from the survey that was previously sent to all.

How to communicate with your constituents, Charles Hall

There are two main ways to communicate with your constituents.

- Newsletter - which contains events or opportunities, etc. that is sent out by the communications committee monthly. There is a deadline of when your committee can submit the information to the newsletter, but this will be covered at the Staff Senate Retreat.
- Monthly report - sent out to each district. An individual in each district, who is the designated communicator for that district will send out the monthly report to their district (one voice coming from the district) a spreadsheet for information on how to send this to your constituents will be provided). The language in this report is drafted by the communications committee and is based on the Staff Senate meeting, contributions from the executive committee, etc.
- Email - on behalf of the Staff Senate (Nancy will ask you to forward information to your constituents that already has been approved by the chair and leadership). Each district will have a mailing list unless there were protocols already in place, those will not be changed. More information can be viewed here:
<https://staffsenate.ncsu.edu/about/senator-resources/communicating-with-constituents/>
- Flyers, social media or anything that is communicated out from your committee will come from the communications committee to ensure branding compliance, messaging are correct, etc. (more information at our Staff Senate Retreat).

Appointment of Senators, Helen DiPietro

- District 1 - Charisse Rogers
- District 1 - Jim Price
- District 11 – Pam Bunce
- District 11 NC – Gwen Rubio
- District 13 – Mandy Blackmon

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- District 19 – John Freund

Peter Dickerson, Parliamentarian

Senators Sworn In

- [NC State Staff Senate Oath](#)

Bylaws

- <https://staffsenate.ncsu.edu/about/bylaws/>
 - This is the primary source document by the Senate, which is reviewed every two years by the Governance committee.
 - Any Senator is allowed to propose an amendment to the Bylaws to be reviewed by the Governance committee – which must be passed by a two-third vote. **Procedures for the Senate – (just passed last year)**

- <https://drive.google.com/file/d/1WIFRN4McFCI2RSs33HxQr9Roych7O0nT/view?usp=sharing>

Robert's rule of order

- <http://www.rulesonline.com/index.html>

Approval of June 2, 2021, meeting minutes Peter Dickerson, parliamentarian ● Peter

Dickerson, parliamentarian, asked for a motion to approve the June 2, 2021, meeting minutes. First Michelle Healey, second – Vincent Potter; all were in favor and the minutes were unanimously approved.

Roy Baroff, Certified Organizational Ombuds Practitioner

- <https://facultyombuds.ncsu.edu/>

Committee Reports:

Communications, Charles Hall

- While no committee meeting occurred in July 2021 during the transition of committee

rosters, the transition of various elements progresses.

- The **Mailing List** project continues to activate—all districts are in ListMinder and automated, with documentation posted on the Staff Senate site. Each District's full senators will be provided with access in August, with additional documentation following.
- The migration project of content to the **Shared Drive** has been an adventure. While OIT finally granted Christenna permission to move folders into the Drive, that still isn't

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functional. Therefore, rather than continuing that route, we've found we can bypass that by effectively archiving and moving the content manually. I've done now for the Comms committee records, and I propose to request access from each committee chair to their current folder, and simply move the content over that way, so everyone can be working out of the official Shared Drive.

- We have requested and will setup a Google Group that contains all **active Staff Senators**—Nancy and I can then use that when emailing info out to senators, in lieu of BCCing, as well as that group can be simply given read access to the Staff Senate Shared Drive, meeting invites, etc. (so only one set of information needs to be kept up to date).
- **Website** content continues to be updated, with new officers and chairs updated. Further work will continue with the new committee.
- Staff Senate email account and elections account have been updated in Web Registry, and have been moved to **Get2Factor**, the campus' two-factor tool, to ensure future access.
- Once committee rosters have been finalized, future projects and planning will progress.

Community Service & Engagement, Arlene Mabry

- The Community Service and Engagement Committee's role is to promote a university wide culture of service and engagement. Events and plans are made which promote partnerships that are beneficial, innovative, collaborative and accessible to the diverse community that NC State Staff Senate serves. Some of these events include Toys for Tots, Feed the Pack Food Drive, Winter Coat Drive and Send A Smile campaign. We also plan a variety of Lunch and Learn sessions such as the Jenkins MBA Program, Wolfpack Wellness, Admissions and Scholarships, plus many more.
- If you'd like to be part of a busy group that can transform and have an impact not only on the NC State Community, but also on you, please consider joining the Community Service and Engagement Committee. We can work together to transform the

impossible to the possible.

Computer Loan Program, Alan Porph

- Alan Porph gave an overview of the program since Joe Sutton was not present. The program puts computers in the hands of employees that meet specific eligibility requirements to help them with professional development. The committee accepts computers from departments instead of surplus, so reach out to the program if you have any computers you would like to donate.

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Diversity & Inclusion, Pamela Gilchrist

- Provides resources and opportunities to promote diversity of staff and awareness on campus as well as creating an inclusive space. This year the committee has really worked hard to look at each month, how can we highlight various cultures and inform our university community of the richness here within our campus and create an opportunity for members to connect and learn about the rich diversity we have on campus.
- It was noted that Pamela accepted a position outside the University, so Chair Helen asked Senators, if you are a full-fledged senator, and are interested in chairing the Diversity & Inclusion Committee please send Helen an email and copy Nancy Phillips and Bradley Davis.

Employee Experience & Relations, Annaka Sikkink

- The Employee Experience and Relations Committee focuses on responding to the needs of constituents and advocating for things that will improve the employee experience for staff at NC State. Some projects that we were working on in 2020-2021 and hope to continue with in the coming year include: educating staff about professional development opportunities available to them on campus; developing resources for greater digital access and literacy for staff who don't use computers regularly; and encouraging the university to update the Alma Mater lyrics to better reflect NC State's values around inclusion and equity.

External Affairs, Alicia James

- The External Affairs committee raises consciousness of university staff as to how they are affected by public policy actions at the state, federal, and international levels. ●

Monitor policy issues of interest such as ongoing guidance around COVID-19, anything involving the Legislature -- especially when they're in session and during budget development, and events at our constituent institutions within the UNC System. • We discuss and share information around current events and how it affects NC State and the greater university community.

Governance, Bradley Davis

- The Governance/Elections Committee gave a description of the committee for our new incoming senators. As stated on the Staff Senate webpage, The Governance/Elections

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committee reviews proposed changes to the bylaws, preparing recommendations as deemed appropriate; accepts nominations for the Staff Senate elections; creates, disburses, and tallies ballots; and renders the final election results to the elected and Senate body. Senators were encouraged to consider joining the G/E committee to really learn the nuts and bolts of the Staff Senate as well as ensuring a fair and efficient election process.

Resources & Environment, Vincent Potter

Events:

- No scheduled events at present.
- We will use some of our time in the Retreat and prior to the September general body meeting to do some event planning. We aspire to match the attendance we saw last year (642 attendees over all events).

Policy:

- The REC, in partnership with Sustainability, is planning a meeting with Transportation to begin to understand vehicle use patterns on campus.
- We will lend support to the new "Campus as a Classroom" initiative and partner with Energy Management to compile cost/benefit information regarding electric vehicle alternatives.

SEANC Presentation Mark Dearmon and Ardis Watkins

- SEANC is an organization made up of over 46,000 state employees.
- They have staff that works hard to represent you in the General Assembly. They provide low-cost insurance programs to members. Members have access to thousands of discounts through Perks Connect. They offer scholarships for members and their family.

Highlights:

- [Representation in the General Assembly](#)
- [Low cost insurance programs](#)
- [More than 3,000 member discounts](#)
- [Scholarships and more](#)
- <https://www.seanc.org/>
- SEANC Membership Guide: <https://www.seanc.org/membersguide>
- SEANC Insurance Guide: <https://www.seanc.org/insuranceguide>

EMPAC <https://www.seanc.org/empac>

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- Dedicated to support state employees' and retirees' interests
- An effective tool to make your voice heard in Raleigh
- State employees organized to raise money for candidates who support quality public services

Old Business

Onboarding, Michael Domeracki

- Michael shared back history on why they created an Ad-Hoc Senate Onboarding Committee. The committee compiled a list of questions to help incoming Senators prepare and asked Senators to complete the short questionnaire form. They are currently collecting the data with the intent to help better equip new Senators for success in their roles and confidence in their responsibilities. Michael reported that he will have a presence for some introductory material at the Staff Senate Retreat.

New business

- None noted.

Adjourn:

- 11:49 a.m.

