

CALENDAR OF EVENTS

MAY 9

Final grades due

Waste Management Certificate Ceremony, Memorial Student Union-Exhibit Hall, 2 p.m.

An Evening with Bill Cosby, Sheraton Four Seasons-Guilford Ballroom, 7 p.m., \$

MAY 10

Commencement, Speaker: Bill Cosby, Greensboro Coliseum, 8:30 a.m.

Residence halls close for graduating students, 5 p.m.

MAY 12

Tuition, fees and room and board due for dual and first summer session and intersession, \$

MAY 14

Staff Senate Spring Forum, Memorial Student Union-Stallings Ballroom, 11 a.m.-2 p.m.

EPA Salary Administration Workshop, Merrick Hall-Room 125, 2-5 p.m., F

MAY 19-JUNE 25

First Summer Session

MAY 19-AUGUST 4

Dual Summer Session

MAY 20

Minority Vendor Fair Showcase, Memorial Student Union-Stallings Ballroom, 9 a.m.-4 p.m., F

MAY 26

Memorial Day University Holiday



JUNE 3

"Men's Health Disparities: Implications for Research and Intervention," 14th Annual Summer Public Health Research Institute and Videoconference on Minority Health, 2-4 p.m.

JUNE 11-25

Summer Intersession

JUNE 16-27

Student Support Services Summer Bridge Employment Program

JUNE 19

Tuition, fees and room and board due for second summer session, \$

JUNE 26-AUGUST 4

Second Summer Session

The N.C. A&T Ticket Sales Office is located in Brown Hall, corner of Laurel and Bluford streets. For information, call (336) 334-7749.



THE AGGIE REPORT

A Biweekly Newsletter for Faculty and Staff of North Carolina Agricultural and Technical State University

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Use Student Summer Employment Policy as a Guide

Departments that hire students for summer employment should be familiar with the policy that addresses payroll authorizations for student summer employment.

This policy provides guidance in the preparation of student employment authorizations (graduate, undergraduate and foreign nationals). This policy applies to current students who have registered for the fall 2008 semester. Students who have graduated must follow the new hire procedure and will be considered temporary employees.

In addition, this policy applies to students who are performing a service for the University or who may be in a program that requires research as part of their coursework. These students may also receive regular tax reportable stipend payments that do not involve Payroll.

A **student employee** is an individual who is enrolled with North Carolina A&T State University whose employment by the University is secondary to their status as a student. The undergraduate student employee is not subject to (SPA) or exempt from (EPA) the provisions within the meaning of the State Personnel Act. Thus, the student employee does not receive leave, total state service credit, health benefits, retirement credit, severance pay or priority reemployment consideration.

A **temporary employee** is an individual whose employment by the University is primary and is for a definite, finite or specified period of time. The temporary employee is not subject to (SPA) or exempt from (EPA) the provisions within the meaning of the State Personnel Act. Thus, the temporary employee does not receive leave, total state service credit, health benefits, retirement credit, severance pay or priority reemployment consideration.

In all cases, employed students must have the required documents on file with Human Resources (including EPA Salary Administration) or Payroll, i.e. I-9, W-4, NC-4, etc.

Students are allowed to work a maximum of 40 hours per week for summer employment; however, they are not permitted to work during class time when they are enrolled in classes. Foreign national students enrolled in summer classes are only permitted to work 20 hours per week.

An **enrolled student** is enrolled in at least one course at N.C. A&T during the summer. Students who are not enrolled during the period of employment – and those who work more than 20 hours per week – are subject to FICA withholding, and the departmental budget will be charged.

Student funding should be charged to 61450 in the following situations:

- Students employed and enrolled for spring 2008 and registered for fall 2008;

- Students enrolled for spring 2008 and enrolled for fall 2008;
- Students registered for summer school at N.C. A&T.

Temporary funding should be charged to 61410 in the following situations:

- Students – undergraduate or graduate – paid by the hour who are not enrolled in at least one summer session and are not registered for fall semester 2008;
- Students who are not enrolled for spring 2008 nor employed for spring 2008, however, are registered for fall 2008;
- Students who are not N.C. A&T students;
- Students not registered for fall 2008;
- Students who have graduated or withdrawn from the University.

Graduate students and foreign national students follow the normal process for establishing continued employment during the summer. Internal Salary Authorization forms should be submitted for enrolled graduate students charging object code 61112.

The procedure for hiring students paid via 1450 funding is outlined below.

- Complete the HR-Student Form.
- Obtain authorized departmental signatures and submit the form to the Student Employment Office in Human Resources.
- The Student Employment Office will verify the student is enrolled and submit the HR-Student Form to the Office of Budget and Planning/Contracts and Grants.
- The Office of Budget and Planning/Contracts and Grants will determine if funding is approved and submit a copy with signatures to the Student Employment Office.
- The Student Employment Office will submit a copy to the hiring department.

For further assistance about student summer employment, contact Angela Mahoney, student employment manager, at 334-7863; Sharon Neal, EPA salary administration, 334-7967; Tammie Thomas, foreign national administrator, 334-7862, or Ruby Jayne Carlson, temporary staff employment manager, 334-7862.



Legislators to Assemble at A&T

In recognition of the city's bicentennial celebration, the North Carolina General Assembly will hold a session in Greensboro on the campus of North Carolina A&T State University Thursday, May 22, in Harrison Auditorium.

This session marks the first time that the General Assembly has met at a historically black university.

Rep. Alma Adams, who represents the 58th district, suggested the legislators hold a special session in Greensboro in honor of its bicentennial. Adams is a resident of Greensboro and an alumna of N.C. A&T.

The session at A&T will be the third time the General Assembly will meet in a location other than the N.C. Legislative Building in

Raleigh, the second session held at one of the 16 member institutions of the University of North Carolina, and the first session held in Greensboro.

For other details, contact Wendell Phillips, special assistant to the chancellor for community outreach and special projects, at (336) 334-7940 or wphillip@ncat.edu.

notes

FACULTY & STAFF



Regina Brooks Artis has been appointed interim assistant director of The Center for Academic Excellence. Artis has worked as an academic advisor/lecturer for the last five years in the Center with a portion of that time spent as an advising coordinator.

As a member of the National Academic Advising Association, Artis attends local and national conferences in the field of academic advising and retention. She most recently participated in the Advising by Design: Planning the future of Academic Advising on Your Campus conference held in San Diego, Calif.



Andrea Johnson, an adjunct professor of the department of sociology and social work, and a doctoral candidate in the leadership studies program, will present a paper at the International Conference on Social Stress Research in Santa Fe, N.M., May 31-June 2. The paper is titled "Risk Factors Associated with Depression among African American and White Adolescents."



Cathy Kea, a professor in the department of curriculum and instruction, along with Diane Rodriguez from East Carolina University, conducted an invited all-day preconference workshop titled "How Do We Infuse Diversity and Home Learning Activities in Lesson Plans" at the 2008 Council for Exceptional Children Convention in Boston, Mass. In addition, Kea and Stan Trent, an associate professor at the University of Virginia-Charlottesville, co-presented "Home on the Range: Including Families in Differentiated Instruction," during the Diversity Strand.

At the 12th Annual Closing the Achievement Gap Conference that was held recently in Greensboro, Kea and four special education MAT teacher candidates – Yolanda Anderson, Lucheia Graves, Sharonda Green and Khanya Johnson – conducted a workshop session, "Preparing Culturally Responsive Lesson plans Inclusive of Home Learning Activities."



Timothy A. Minor has been appointed associate vice chancellor for development and university relations, effective March 3. Minor has over 14 years of experience in institutional advancement. He most recently served as director of development for centers and institutes at the University of

North Carolina at Chapel Hill, his alma mater. In the mid 1990s, Minor worked as director of annual giving/telefund programs at Emory University.



Judy Rashid, dean of students, has been invited to join the faculty at the Association of Student Judicial Affairs (ASJA) Don Gehring Academy for Student Conduct Administration this June at the University of Utah in Salt Lake City. Rashid will teach in the Senior Seminar, an exclusive program

reserved for experienced, management-level student conduct officers, their supervisors, and senior student affairs administrators. She recently was appointed to a four-year term on the ASJA Ray Goldstone Board of Directors as a Legacy Founding Member.



ROTC cadets participate in the Memorial dedication for slain Aggies (April 29).

AGGIE BITS

The Staff Senate will hold its spring forum Wednesday, May 14, 11 a.m.-2 p.m. in Stallings Ballroom. Lunch will be served. Angaza Laughinghouse of the N.C. Department of Administration and president of the N.C. Public Service Workers Union will deliver the keynote address.

Hap Giberson is chairman of the Staff Senate. For more information about the forum, contact Greta Carter, chair of the special events committee, 334-7992 or carterg@ncat.edu.

To better serve students, The Center for Academic Excellence (CAE) is implementing an automated response telephone system. Now, students can reach their advisors and access information regarding academic advising, tutorials, supplemental instruction, peer mentoring and student athlete programs with the simple touch of a button.

Although the main CAE number remains (336) 334-7855, the extensions of all staff members have changed. To reach a specific person in CAE, use the dial by name prompt. This telephone system is easy to navigate and will simplify the process of accessing all the services that CAE offers by maintaining a stable and dependable form of communication.

The Purchasing Department is sponsoring its annual Minority Vendor Fair Showcase, May 20, 9 a.m.-4 p.m. in Stallings Ballroom. The campus is invited to meet minority business owners as they feature their goods and services. For other information, contact Wendelin Douglas, (336) 334-7555 or wdouglas@ncat.edu.

On April 30, the Department of Sociology and Social Work, Joint Master of Social Work Program, and the Sociology/Social Work Society held its 29th annual honors program. Students were inducted into Alpha Delta Mu National Social Work Honor Society, Alpha Kappa Delta National Sociology Honor Society, and Phi Alpha National Social Work Honor Society.

Special recognition was given to Christine Barrett, a 79-year-old senior sociology major who is on track to graduate this May, and Jean Williams, a 73-year-old senior sociology major who is on track to graduate in December.

Retired professor James C. Johnson presented the James C. Johnson Outstanding Student Award, and a special memorial was dedicated in recognition of the late Will Scott, first chairman of the department of sociology and social work (1967-1976).

EPA and SPA human resources functions have been consolidated into a centralized human resources (HR) division, headed by Linda R. McAbee, vice chancellor. This alignment supports a unified approach to recruitment and retention strategies, employee relations, training and organizational development – including performance management, compensation and benefits administration – and the establishment of a Human Resources Information Service Center for personnel data management.

The reorganization of the HR functions is based on the following objectives: to provide excellent, timely services to internal and external customers; to enhance the value-added services of HR through improved process efficiencies and staff competencies; to create alignment of HR services across the University; and to provide an HR matrix to track and monitor service level agreements with customers and compliance with all regulatory requirements.

Summer hours for the Aggie C-Store are 8:30 a.m.-4 p.m. The C-Store is located in Brown Hall. For information, contact Donna Morris-Powell, director of the University Bookstore, (336) 334-7593.

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