

UNIVERSITY of NORTH CAROLINA  
**P E M B R O K E**

**Meeting Minutes**  
**UNC Pembroke Staff Council**

January 20, 2015 – 1:00 p.m.

UC 233

**Call to Order**

The meeting of the UNC Pembroke Staff Council was called to order at 1:00PM.

**Roll Call**

Attendees: Terry Locklear, Nicolette Campos, Robert Canida, Angela Russell, John S. Lerma, Kimberly L. Locklear, Mark Hunt, Natasha J. Kinto, Sharon Blue, Kindra Locklear, Timothy N. Hunt, Tony G. Lewis

Absent:

Ed Locklear, Lori Carter, Mike Severy, Teresa Bryant

**Introduction of Guests**

Nicolette introduced the following guests:

Dan Kenney, Chief of Staff; Sandy Williams, HR Representative; Chris Davis, Assistant Director of Development

Nicolette introduced Mr. Dan Kenney. Mr. Kenney discussed the importance of the Staff Council to UNC Pembroke. Mr. Kenney presented Mr. Terry Locklear with a certificate of appreciation on behalf of Chancellor Carter and the Staff Council.

**Founder's Day Giving Event – Chris Davis**

Chris Davis, Assistant Director of Development, gave a presentation the SC regarding the Founder's Day Giving Event. He stated that the goal is to encourage 128 alumni and friends to give back on 3.9.15. He would like SC to spread the word about the campaign. He noted that this campaign is in conjunction with the Faculty/Staff Campaign.

**Chair's Report – Nicolette Campos**

Nicolette thanked the outgoing member for their service to Staff Council.

Nicolette welcomed the new members and gave an overview of Staff Council and expectations while serving on the Council. Nicolette gave the vision of Staff Council and noted that Staff Council is something that all Staff should inspire to. She stated that it is very important for members to be present at meetings as -much as possible. She stated that the committees are hands on, but they are for staff all across campus, not just members of the Staff Council. She stated that it is important for members to network with staff and bring issues/concerns to the council. She noted that an important goal of the council for this year is communication.

### **ERC Report – Natasha Kinto**

Natasha reminded the Council of the first annual chili cook-off.

### **Treasurer’s Report – Kimberly Locklear**

Kim noted the following items:

- Last year’s Staff Bash was \$3,150.00;
- We have not received our deposit from the Chancellor. Therefor we are in the negative (-\$2,338.00).
- We have \$2,402.00 in state-funds
- Kim also noted that the newly elected chair will need to sign the Fund Manager form for the Budget Office.

### **Old Business**

Natasha noted that Staff Council will hold a planning meeting for the Chili Cook-off January 21 at 3PM (DF Lowery) for those who are available.

### **New Business**

#### **Election of Officers**

Terry Locklear conducted the officer elections. Terry gave an overview of officer’s responsibilities according the bylaws. He opened the floor for nominations for Officers. The following officers were elected unanimously by the Council:

- Chair: Nicolette Campos
- VC – Natasha Kinto
- Parliamentarian – Tim Hunt
- Chair-elect – Robert Canida
- Secretary – Kindra Locklear
- Treasurer – Kimberly Locklear

## Election of Committee Chairs

Terry gave an overview of committees and opened the floor for nominations for Committee Chairs. The following Committee Chairs were elected unanimously by the Council:

- ERC Chair – Tony Lewis
- Constitution Chair – Sharon Blue
- Publications and Information Chair – John Lerma
- Personnel Chair – Mark Hunt
- Sustainability Committee – Robert Canida
- Traffic Appeals Committee – Mark Hunt
- Election Chair – Kindra Locklear

## Chancellor Cup

Kindra Locklear, Volunteer Chair, gave an overview of the Chancellor's Cup Committee video conference meeting.

- Golf Tournament will be in April, 2015 in Greenville, NC
- February will be the "Push" to campus chairs to get info out to campus and sponsors.
- Also need to push for prizes on campus and sponsors too.
- Chairs will be encouraged to provide volunteers from campus Staff Council.

## **Sponsor information**

Last year - (we will need the same this year)

\$25,000.00 from UNC-GA Naming level sponsor

\$10,000.00 BCBS - Presenting level sponsor

\$1,500.00 sponsor hole

\$5,000.00 Golf cart sponsor

\$2,500.00 Putting/Driving sponsor

Committee stated that the campus who gets any of these sponsors noted above will receive a \$1000.00 bonus for the Naming & Presenter sponsors and 15% for the other sponsors. This will go back to the Campus Staff Council's fund. Budget committee may want to check on how we will need to distribute the funds to the campuses for these rewards.

There will be a web pay page that will be set up by NC State that all registration, t-shirt sales, and any other items that will need to "pay" will be set up to pay by check or credit card (I think that is what they said). We will hear more on this later.

## Star Employee and Employee of the Year

Natasha gave an overview of Star Employee and Employee of the year. She stated that the Employee of the Year is Alesia Cummings (AIS). She stated that we need to make an announcement, as well as come up with a date to inform Alesia of her nomination. We will need to inform Alesia's supervisor and meet as a group and go to Alesia's office to present her with a certificate. We need to discuss a gift and date. Staff council should wear black and gold. This will be a photo-opt with Alesia.

Nicolette reminded SC of the Campus Conversations and noted that SC should submit questions as soon as possible.

### **Adjournment**

The group made a unanimous decision to adjourn the meeting. The meeting adjourned at 3.10 p.m.

### **Tasks**

- Confirm website and staff council email updated – John Lerma
- Discuss Developing Procedures
- Employee of the Year Announcement – Alesia Cummings (AIS) - (Determine gift, date to announce, complete photo form online for photographer, develop certificate, and SC to wear Black and Gold) – Date TBD
- Staff Bash – March 5<sup>th</sup>, 2015 – Tony Lewis, ERC Committee to organize
- Everyone please email Kim your T-shirt size and title, by February 21.
- Invite Dr. Cammie Hunt in March to discuss Incubator – Nicolette Campos
- Invite Jay Blauser in April to discuss Earth Day – Nicolette Campos
- Research and contact our sister institutions and request their policy/paperwork for their popcorn machine. Develop a policy/paperwork for our snow cone machine, talk with legal, and implement. – Responsible person TBD (**implement before April 2015**)
- Explore the option of distributing scholarships to dependents of employees. Tony Lewis, ERC Committee to discuss and report to Council (March meeting)
- Schedule an annual social for the group with the star employees (2015) Tony Lewis, ERC Committee to organize

