

UNIVERSITY of NORTH CAROLINA
PEMBROKE

Meeting Minutes of the Staff Council

February 20, 2018 – 2:00 p.m.
Chavis University Center – Room 213

1. Welcome and Call to Order

The meeting was called to order at 2:00 p.m.

2. Roll Call by Mary Baynes – (Mary Baynes entered at 2:01 p.m.)

Present: Jean Marie Coleman, Keats Ellis, Engle Revels, Mary Baynes, Sheila Hardee, Tina Rodgers, April Whittemore Locklear, Patricia Lewis, Dalton Hoffer, Charles Chavis, Jessica graham Locklear, Mary Parker, Lauren Metzger

Absent: Parker Watson, Kelly Koch, Qi Liu, Johnny Cummings, Winter Locklear, Qi Liu, Evelyn Cheek

3. Approval of Agenda & August 15, 2017 Minutes

February Agenda and January Minutes approved upon motion by Dalton and second by Mary.

4. Treasurer's Report –

Jean Marie reported for Kelly that Staff Council Scholarship Fund is currently negative (\$-100.00).

5. Reports from Administrators and Guests

a. Angela Revels, Assistant Vice Chancellor for Human Resources

Ms. Revels provided updates on several topics. She stated that as of yesterday 52% of our employees completed the UNC System Employee Engagement Survey. Modern Think will share the survey results in late March or Early April. Ms. Revels reported that 90 service awards were given with over 900 year of total state service during the Annual Service Awards Luncheon. The faculty service awards will be held in April. The last day to submit nominations for the staff Governors Award to HR is March 16th. If a UNCP employee is selected they will be recognized during Brave Kickoff.

b. Kenny Spayd, Senior Associate Vice Chancellor for Finance and Administration

Ms. Jean Marie Floyd provided an update for Kenny Spayd in his absence on several topics. She stated that the new School of Business had raised 9 million dollars so far and that 4 million was still needed. West Hall renovations are on schedule and should be ready

for DoIT to move in this fall. She reported that the DOT is currently relocation fiber optic cables to make room for the new Prospect Road construction. DOT has reported that more funding is needed because the project will cost more than anticipated. The project will not be completed in August as originally scheduled with the current projection for completion to around the end of the year.

Ms. Floyd reported that Lumbee Hall will undergo renovations on the first floor in May to make room the Lean Hub Project which is a one-stop shop for student services. This will displace some first floor office such as the Bursar temporarily. The projected date for completion is to have everything operating in time for fall classes. Ms. Floyd reported the DoIt is currently looking for a capital lease to upgrade their cabling and wiring across campus.

Ms. Floyd reported that Chrome River, the new travel portal, should rolled out to campus by the first part of April. It is currently in the testing stage.

6. New Business/Committee Reports

- a. *Publication and Information Committee:* Mary Baynes stated that more information is need for the newsletter. Dalton Hoffer stated that he can do the newsletter formatting in MS Sway but needs content sent to him. He also reported that he is working on identifying social media accounts on campus.
- b. *Human Resources Committee:* Sheila Hardee stated that EAP training will be offered in March.
- c. *Executive Committee:* No Updates
- d. *Scholarship Committee:* Jean Marie Floyd reported the scholarship fund budget is looking bleak.
- e. *Campus Safety and Health Committee:* Jessica Locklear reminded everyone of the importance of hand washing especially with the currently flu season.
- f. *Sustainability Committee:* April Locklear reported that the committee is working on getting recycling bins for student recycling across campus. She also reported that they are looking for a hammock area for students to relax.

9. Chair's Report – Jean Marie Floyd

Ms. Floyd discussed the upcoming Staff Council Chili Cook-off Fundraiser, which raises money for the book scholarship this Friday. She asked for council members to encourage more participation in their departments.

Ms. Floyd reported the GA Staff Meeting is March 26th and 27th. Dependent Assistance for Tuition will be on the agenda. She reported that the Staff Council Golf Tournament is Mary 17th at the Tobacco Road Golf Club in Sanford, NC. Sponsorship is \$1, 500 per sponsor. More sponsors are needed.

Ms. Floyd reported delegation changes. Trish Lewis is leaving UNCP and Jonny Cummings has declined. This leaves one delegate and one alternate position open. She reported that there

will be three more dates for Coffee with the Chancellor. She reported that the verbiage on university documents will change from him/her to them. She reported that she is trying to raise the money to pay for the SC shirts and name tags for new council members. Finance and Administration have purchased them for us in the past.

Ms. Floyd reported the SC still needs to decide on a date for Campus Conversations and participants are needed on the Staff Recognition Committee. SC need fund raising ideas. SC discussed another Pie in the Face contest, 5K race, and MM tubes as ways of raising money.

10. Announcements

Next meeting: Jean Marie will send that out to SC.

11. Adjournment

Dalton Hoffer made a motion to adjourn the meeting. Trish Lewis seconded, unanimously approved. The meeting of the Staff Council was adjourned at 2:50 p.m.

Respectfully submitted by,

Mary Baynes
Staff Council Secretary