

UNIVERSITY of NORTH CAROLINA  
PEMBROKE

**Meeting Minutes of the Staff Council**

March 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**

**Present:** Jean Marie Coleman, Keats Ellis, Engle Revels, Mary Baynes, Sheila Hardee, Parker Watson, Tina Rodgers, April Whittimore Locklear, Qi Liu, Dalton Hoffer, Charles Chavis, Jessica Graham Locklear, Mary Parker, Cheryl Rodgers

**Absent:** Kelly Koch, Winter Locklear

**3. Approval of Agenda & August 15, 2017 Minutes**

March Agenda and February Minutes approved upon motion by Charles and second by Dalton.

**4. Treasurer's Report**

Sheila reported for Kelly that the balances for the Staff Council Gifts and Awards is \$981.80 and the Staff Council Scholarship is \$305.00. Treasurer report approved upon motion by Dalton and second by Mary.

**5. Reports from Administrators and Guests**

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

Mr. Spayd asked Council members to email him on what they would like to hear about regarding Finance and Administration. He reported that West Hall renovations are on schedule and should be ready for DoIT to move in this fall. He reported that the One Stop Shop for students is scheduled to be completed fall 2018. He reported that Chrome River is on pace to roll out in April. He reported that the AMEX card is being eliminated and will be replaced with a procurement card just for travel. He reported that due to the passage of the new Tax Code Act parking is no longer pre-taxable and will not come out of you pay post-tax, this came into effect January 1, 2018. He reported that the bookstore remodel was completed during spring break.

b. Angela Revels, Assistant Vice Chancellor for Human Resources

Ms. Revels provided updates on several topics. She reported that SHRA Performance Evaluations are due in HR on May 4<sup>th</sup> and EHRA Performance Evaluations are due in July. She reported that the retirement celebration is on May 8, 2018 and 20 employees are retiring. Ms. Revels shared that there are two more “Coffee with the Chancellor” events this semester, April 24 and May 22. Seats are still available.

Ms. Revels reported on several HR initiatives being implemented. Banner is being upgraded to Banner IX and the HR portion will be implemented in fall 2018. Performance Appraisals are going online next year. Skillsoft will be implemented as a new learning management system that will replace some face-to-face training. More modules will be added and it will replace face-to-face compliance training by using mandatory training modules. As co-chair, Ms. Revels proposed that the compliance sessions be moved to Skillsoft. If Skillsoft is ready to be launched by August, it was suggested that Braves Kickoff only be ½ day as it was the 1<sup>st</sup> year. This proposal has not yet been approved, it was only discussed with Jodi Phelps and HR.

## **6. New Business/Committee Reports**

- a. *Employee Recognition Committee:* Keats reported that he completed Qualtrics Survey for Employee of the Quarter with a rolling link. Currently solicitation prizes for award.
- b. *Publication and Information Committee:* Dalton Hoffer reported that he thinks that he may have a contact on identifying social media accounts on campus. He would like a message from the Chair, Employee of the Quarter photos, Women’s Conference Photos. Dalton suggested newsletter be published once a quarter instead of monthly.
- c. *Constitution Committee:* No updates.
- d. *Human Resources Committee:* No updates.
- e. *Executive Committee:* No updates.
- f. *Election Committee:* No updates.
- g. *Scholarship Committee:* No updates.
- h. *Budget Committee* No updates.
- i. *Campus Safety and Health Committee:* Charles reported that one person wants to move the fall class start date up a week.
- j. *Homecoming Committee.* No updates.
- k. *Sustainability Committee:* No updates.

## **9. Chair’s Report – Jean Marie Floyd**

Jean Marie recapped the Chili Cookoff made \$310. Last year’s Pie throwing contest made double that amount. She asked for council members to encourage more participation in their departments.

Ms. Floyd reported the GA Staff Meeting is March 26<sup>th</sup> and 27<sup>th</sup>. Dependent Assistance for Tuition will be on the agenda. She reported that the Staff Council Golf Tournament is May

16<sup>th</sup> at the Tobacco Road Golf Club in Sanford, NC. Sponsorship is \$1, 500 per sponsor. Chapel Hill asked to be the home sponsor this year. Volunteers and sponsors are still needed. She will reach out to a past sponsor, NWN.

Jean Marie reported that Dustin Winaf from Campus Recreation wants to start a staff team. Jean Marie reported the following delegation changes, Cheryl Rodgers is replacing Trish Lewis and Johnny Cummings position is not filled yet. She shared that Lauren Metzger wanted her to remind everyone about the “24 Hours of Giving” campaign.

Jean Marie reported that Campus Conversations will be on June 28<sup>th</sup> and December 3<sup>rd</sup>. Staff Awards will be presented on June 28<sup>th</sup>. She is looking into having an Ice Cream Staff Social on June 5<sup>th</sup> in the UC Annex. She reminded everyone to ask their departments to participate in the staff awards Qualtrics survey.

## **10. Announcements**

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

## **11. Adjournment**

Dalton Hoffer made a motion to adjourn the meeting. Keats Ellis seconded, unanimously approved. The meeting of the Staff Council was adjourned at 3:10 p.m.

Respectfully submitted by,

Mary Baynes  
Staff Council Secretary