



Meeting Minutes of Staff Council

Thursday, March 14, 2023

12:00 PM-1:00 PM

Student Center Room 233

1. Call to Order

- a. Meeting was called to order at 12:02pm by Chair, Timothy Sampson

2. Roll Call by Secretary (Shakisha Davis)

- a. **Present:** Timothy Sampson, Shakisha Davis, Whitney Locklear, Sarah O. Hunt, Devan Britt, Shawnda Cummings, Kristie Hunt, Shania McMillian, Concetta Bullard, Penny Oxendine, Lindsey Rhyne, Phyllis Smith, RaMonda Crosby

3. Absent: Asa Lowry, Jocelyn Graham, Phillip Bullard

4. Approval of Agenda

- a. Approved
 - i. Motion: Devan Britt
 - ii. Second: Whitney Locklear

5. Reports/Remarks from Guest

- a. Kyle Smith, Associate Vice Chancellor for Student Affairs & Dean of Students
 - i. Explained that his role is to truly establish a true Dean of Students position. He is one month in, and main goal is to connect students with resources and navigate processes. He is closing working with Hillary Locklear and Meg Dutnell for student conduct. Also, he will advise the Student Government Association to ensure they align with Dean of Students' requirements. Lastly, he will help students navigate academics, support resources, and help staff understand why he is here.

6. Chair's Report

- a. Timothy Sampson thanked all committee members and executive board for their hard work over the past few weeks. He shared the following updates:
 - i. Welcomed all new members to staff council and encouraged them
 1. Stressed the importance of signing up for a committee. He stressed the importance of being a working committee.
 2. Devan has been working on updating the website and a new staff council photo will be added to the website soon.
 3. Shared 3 absence policy and the enforcement of that policy. Please communicate your absences in advance
 - ii. Staff Concern Form Update
 1. Online form is in process. Tim talked to Ray from IT and the form will be pushed back until Summer. Will use a google form as an alternative. We did receive our first submission regarding using DocuSign for new signature policy on campus and streamlining that on campus. Council shared their concerns and agreement in implementing this process. Tim stated that immediate submissions will go to Sarah in HR and then distributed to necessary committee.
 2. New Facilities Delegate
 - a. Reached out Courtney Page was nominated. Staff Council will vote for her membership

3. Updates Coming for UNCP:
 - a. Proposal SHRA Exempt Employees become EHRA Members House Bill S195-is proposed
 - b. Legislation Bill S239-HR Commission will Review Minimum Education requirements to only require a High School Diploma-
 - c. Bill H270-Change Death Benefit change from \$50,000 flat rate
 - i. Will have Sarah pull those bills and send those out to Staff Council
 - d. New Grievance Policy-Effect April 2023-
 - i. New policy for Law Enforcement and National Guard to file grievance
 - ii. Extended length of harassment cases from 60-90 days
 - iii. Reiterated timelines for grievance policies.
 - iv. No mediation is recorded unless required by the Chancellor.
 - e. Devan, Jocelyn, Rebecca and Tim-April 2-4: Meet with UNC System Staff Council (17 Campuses)
 - f. Shared updates on Flex Scheduling

7. Committee Chair Reports

- a. Budget Committee (Shakisha Davis)
 - i. No changes and will provide an updated report at the next meeting.
 - ii. Shared funds are self-generated. Currently on books to get \$5000 annually
 1. Shared activities/events previously conducted that funds were needed for. Biggest fundraiser was the “You’ve Been Mugged”
 2. The Chancellor's Office provides food, and we use funds for our employee recognition gifts as well.
 - iii. Still need Budget Chair
- b. Publications & Information (Devan Britt)
 - i. Rough draft of newsletter is currently working on
 - ii. Created QR code for grievance form until new form is uploaded on website
 - iii. Shared updates for website are working on.
- c. Constitution (Tim Sampson)
 - i. New constitution will not be approved today due to Jocelyn’ absence.
 - ii. Next meeting will approve new constitution.
 - iii. New members please review old constitution
- d. Scholarship (Devan)
 - i. The Endowment Scholarship has closed. Penny and Phyllis are working with her on this. Had a good number of applications come through. It will be \$200 and for the employee or spouse of the employee. Discussed how the scholarship could be used and expanding that.
- e. Election Committee (Shakisha Davis)
 - i. Almost full. Have secured our final alternate for Facilities. Still need 2nd alternate for the following:
 1. 2nd Alternate-Finance & Admin
 2. 2nd Alternate-Advancement/Chancellor
- f. Human Resources (Sarah Hunt)
 - i. Met with Angie twice regarding the following:
 1. Flexible Work Schedule-Will present to Cabinet
 - a. Year round rather than summer
 - b. Better serve nontraditional students
 2. Compensation Beyond Contract
 3. Transition Period Policy Update-staff needing to provide notice to current department before transition to a new job within the college. Reached out to HR for their guidance on implementing this internal hiring policy.

4. EHRA Salary Review-only campus using career banding
5. Market Compensation-SHRA was also discussed; will recommend funds to be set aside to bring everyone up to market range
- g. Employee Recognition (Timothy Sampson)
 - i. Currently in need of a Chair, and suggested Asa Lowry to assist in this role. Asa hasn't approved to take on this role at this moment but will provide an update later. Jocelyn was also suggested to assist the chair in this matter.
- h. Health & Wellness (Whitney Locklear)
 1. March-
 - a. Sports Empowerment Program-March 23 8:30-1pm-Volunteers needed and can sign in through UNCP Serve
 2. April
 - a. Special Olympics-April 4th-volunteers to assist (9-2pm)-sign up through UNCP Serve
 - b. Initiative for Walking club-for staff to walk 1-2 miles during lunch (pending)
 3. May
 - a. Sodexo-Nutritional Lunch event (pending)
 - i. Possibly teach health recipes, classes, or interactive event
- i. Events (Timothy)
 - i. Planned Scavenger Hunt around Easter
 1. Weeklong event with gift cards given as prizes.
 2. Getting stakeholders involved.
 - ii. Sit Down with Staff Council
 1. Quarterly event where conversations can be had and relaxed environment. Currently looking for great locations
 2. Shania suggested using talking circles format as a way to tie in colleges cultural background and to help build trust and safe environment

8. Old Business (Timothy Sampson)

- a. No old Business (all covered in committee reports)

9. New Business

- a. Facilities Operation Delegate Vote
 - i. Approval of Courtney Page- **Approved**
 1. Motion-Shakisha
 2. Second-Whitney
- b. Revision for Constitution will be completed at the next meeting.

10. Announcements

- a. No Announcements

11. Adjournment

- a. Tim Adjourned meeting at 12:53pm