

UNIVERSITY of NORTH CAROLINA  
PEMBROKE

**Meeting Minutes of the Staff Council**

March 15, 2016 – 2:00 p.m.  
University Center, Room 213

**Welcome and Call to Order**

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

**Roll Call**

**Present:** Robert Canida, Mark Hunt, Angela Russell, Valerie Turnmire, Kim Hunt, Annette Straub, Tara Hunt, Gordon Byrd, Christie Poteet, Kay Strickland, Patti Dees, Christy Dearden, Cynthia Oxendine, Tawanna Locklear, Willis Glasgow

**Absent:** Sharon Blue

**Approval of Agenda**

Annette Straub made a motion to approve the March 15<sup>th</sup> agenda. The motion was seconded by Christie Poteet and unanimously approved by the council.

**Approval of January Minutes**

Annette Straub made a motion to approve the February 16<sup>th</sup> minutes. The motion was seconded by Christie Poteet and unanimously approved by the council.

**Reports from Administrators**

- a. Mr. Carlton Spellman, VC for Finance and Administration. Jenna Freeman attended on behalf of Mr. Spellman and informed the group of the following updates:
  - Copier Management Project- UNCP is in the process of replacing its existing copier fleet which consists of 75 machines.
  - Jones Wireless access was upgraded successfully over Spring break. Students, faculty and staff will now enjoy reliable WiFi connectivity in the Jones Center.
  - Purchasing department is assisting Campus Police with Campus Surveillance Camera Replace-Existing Vendor will be used and assessment performed. This project will be handled in phases.
  - The Bookstore began offering Textbook Reservations for the spring semester in January 2016. Processed 572 reservations. Last semester and this semester, we've set record numbers in processing reservation orders for textbooks.

- The Office of the State Auditor issued a clean audit opinion on the University's 2015 financial statements.
  - Sustainability Office successfully hosted 2016 Appalachian Energy Summit Mid-Year—160+ from the UNC system attended.
  - Sustainability staff represented UNCP as panel speakers at the 2016 Clean Energy Summit, Fayetteville
- b. Ms. Angie Revels, AVC Human Resources. Ms. Donna Strickland attended on behalf of Ms. Revels and did not have any updates.

### **Treasurer's Report – Kay Strickland**

Non-state - \$1,710.65

State - \$521.00

SC Gift - \$1,026.40

### **Former Business**

- a. UNC Staff Assembly's visit on February 29<sup>th</sup> went very well, visitors were impressed with the campus and the community. Most of the discussion from the meeting was related to personnel issues.
- b. General Staff Meeting, March 2<sup>nd</sup>. Staff Council Secretary did not attend and no notes were taken.

### **New Business/Committee Reports**

- a. Employee Recognition: 1) There were 20 nominees for EOQ, 2 names with more than one vote. Group consensus to re-evaluate the process for choosing a winner. 2) The Employee Bash will be held in the summer and will have a Carnival theme. There is discussion of giving away 4-5 large prizes rather than t-shirts for everyone. Third, shift facility workers continue to feel "left out", so Robert was nominated to talk with this group of people to determine how we can overcome leaving them out.
- b. Publication and Information Committee: New chair is needed for this committee.
- c. Constitution Committee: The 3 committee members met and there will be changes in division names.
- d. Personnel Committee: Mark Hunt briefly met with Ms. Angela Revels and she agreed the Personnel Committee needed and would receive a permanent HR representative as an annual member of this committee. It is advised this person be written into our Constitution. Selection of this representative should be done just after mid-month.
- e. Election Committee: n/a
- f. Executive Committee: Met on February 24<sup>th</sup> regarding the proposed diversity statement. The Council approved the proposed diversity statement as presented by the committee. Robert will forward the proposal to the University Oversight Committee for approval.
- g. Adverse Weather Committee: n/a
- h. Festival @ Old Main Event Committee: Celebrating Community Event, April 23<sup>rd</sup>, 1:00pm – 7:00pm.

### **Chair's Report – Robert L. Canida, II**

- a. Braves Kick-off, Aug 10-11, in planning phases.
- b. President Spellings' visit, March 18<sup>th</sup>.
- c. Shared Governance Re-signing, April 6<sup>th</sup>, 3:15pm, UC.
- d. Chancellor's Installation Volunteers, April 8
  - ✓ Ceremony 3pm in GPAC
  - ✓ Reception 5-6:30pm
- e. Festival @ Old Main: Celebrating Community Event (April 23, 1-7PM)
- f. Scam presentation on April 13<sup>th</sup>, by Carol Young, Department of Justice
- g. Teambuilding Workshop/Exercise: Mr. Mark Gogal, HR Consultant, Sampson 237, May 11<sup>th</sup>, 9-11.
- h. Community Service: Ms. Annette Straub, Vice Chair, we all have 24 hours of Community Service time that can be used for time off dealing with education (i.e. to chaperone a school event for your child, attend a program at the school, etc.) Make sure to take advantage of the time, most time goes unused.
- i. Fundraising Ideas, keep on agenda.

### **Announcements**

- a. Chancellor's Installation Ceremony, Friday, April 8<sup>th</sup>, 3:00pm, GPAC
- b. Inaugural Staff Awards and Recognition Ceremony on April 5, 2pm, GPAC.

### **Adjournment**

Meeting adjourned at 3:13pm.

Next meeting: Tuesday, April 19, 2016, 2PM in UC 213

Respectfully submitted by,

Tara R. Hunt  
Staff Council Secretary