

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

**Meeting Minutes of the Staff Council**

January 23, 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 – (Tina Rodgers entered at 2:02 p.m.)**

**Present:** Gordon Byrd, Jean Marie Floyd, Mary Baynes, Evelyn Cheek, Keats Ellis, Sheila Hardee, Dalton Hoffer, Kelley Koch, Patricia Lewis, Qi Liu, April Whittemore Locklear, Jessica Graham Locklear, Mary Parker, Engle Revels, Tina Rodgers

**Absent:** Parker Watson, Charles Chavis, Johnny Cummings, Winter Locklear, Lauren Metzger

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

None

**4. Treasurer's Report –**

Gordon Byrd asked that the council forego a Treasurer's Report as there was no business to discuss.

**5. Reports from Administrators and Guests**

a. Angela Revels, Assistant Vice Chancellor for Human Resources

Ms. Revels provided updates on several topics. She stated on January 25, all employees will receive an email with a link to an employee engagement survey from the UNC System Office. Ben Simmons and Sheila Hardee spearheaded opening a computer lab for those employees who do not have access to computers. She stated the System goal was 50 percent participation. She encouraged the council to complete the survey and spread the word among their coworkers.

Ms. Revels reported the Annual Service Awards Luncheon will recognize over 90 employees, both SHRA and EHRA non-faculty. Employees with excess vacation leave will have that time roll over to sick leave by the end of Jan. Ms. Revels also stated OHR is working with DoIT to encourage employees to update their emergency contact information, as well as check their pay stubs and deductions to ensure information is correct. OHR is developing a new SHRA disciplinary policy and workshops for supervisors will begin in Feb. As a reminder, Braves Kickoff will be Aug. 8-9, 2018.

- b. Megan Ulrich, Assistant Director of Health Promotion  
Ms. Ulrich provided an update from the Worksite Wellness Committee. She stated the committee is looking to implement strategies to reemphasize workplace wellness programs, such as time flexibility to allow employees to work out during the workday and recognizing Workplace Champions within divisions/departments who will encourage the wellness of their coworkers.

## **6. Welcome to New Delegates and Alternates**

Mr. Byrd welcomed the new members and invited everyone to briefly introduce themselves.

## **7. Election of Executive Officers**

Mr. Byrd opened the floor for nominations for the Executive Committee. The following nominations and motions were made:

Chair: Gordon nominated Jean Floyd and there were no other nominations. Upon motion by Sheila and second by Mary Baynes, the Staff Council unanimously approved Jean Floyd as chair.

Vice Chair: Dalton nominated Keats Ellis and Jean nominated Tina Rodgers. There were no other nominations. A motion was made to vote on the nominations, and by majority, the Staff Council approved Keats Ellis as vice chair.

Chair-elect: Jean nominated Patricia Lewis and Engle nominated April Whittemore Locklear. Patricia respectfully declined the nomination. Jean then nominated Keats Ellis as her replacement. A vote was conducted and April Whittemore Locklear won the seat of Chair-Elect.

Secretary: Jean nominated Mary Baynes and there were no other nominations. Upon motion made and properly seconded, the Staff Council unanimously approved Mary Baynes as secretary.

Treasurer: Dalton nominated April Whittemore Locklear and Tina nominated Kelley Koch. There were no other nominations. A motion was made to vote on the nominations, and by majority, Kelley Koch was approved as treasurer.

Parliamentarian: Jean nominated Parker Watson in absentia and Jessica nominated Engle Revels. There were no other nominations. A motion was made to vote on the nominations, and by majority, Engle Revels was approved as parliamentarian.

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

- a. Human Resources Committee                      Sheila Hardee stated supervisory training will be offered March 13 for those supervisors who have not taken it
- b. Executive Committee                                      No Updates
- c. Scholarship Committee:                                  Chair Floyd reported the scholarship fund received money from the Cabinet bringing the current total to \$608. The Staff Scholarship application deadline is April 28. All applications will be received by Financial Aid Office.

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

Chair Floyd discussed the upcoming Staff Assembly meetings and events, and encouraged the new members to attend as they could. She then asked for suggestions regarding the Staff Council Chili Cook-off Fundraiser, which raises money for the book scholarship. It was proposed that it take place the week of Feb. 19-23 from 12-2 p.m. A consensus was reached for the cook-off to occur Friday, Feb. 23. Chair Floyd stated she would confirm the UC Annex was available during that date and time. Chair Floyd encouraged the council to submit ideas and stories for the Staff Council newsletter

## **10. Announcements**

Next meeting: February 20, 2018, at 2pm in University Center, Room 213.

## **11. Adjournment**

Mary Parker made a motion to adjourn the meeting. It was properly seconded, and unanimously approved. The meeting of the Staff Council was adjourned at 3:05 p.m.

Respectfully submitted by,

Tina Rodgers  
Staff Council Acting-Secretary