



AGENDA

Tuesday December 5, 2023

11:45 AM-1:00 PM

Chancellor's Dining Room

1. **Call to Order: Timothy Sampson @ 12:00**
2. **Roll Call by Secretary: Timothy Sampson for Devin Britt**
 - a. Members Present: Timothy Sampson, Phyllis Smith, Phillip Bullard, Paula Cummings, Kristie Hunt, Sarah Hunt, Steven Locklear, Penny Oxendine
 - b. Members Absent: Devin Britt, Jocelyn Graham, Concetta Bullard, Shawnda Cummings, Tara Hunt, Whitney Locklear, Shania McMillian, Enka Oxendine
3. **Timothy made a motion to add 'Employee of the Month' to New Business**
 - a. 1st Motion: Phillip Bullard
 - b. 2nd Motion: Sarah Hunt
 - c. Motion Approved
4. **Approval of Agenda**
 - a. 1st Motion: Kristie Hunt
 - b. 2nd Motion: Phillip Bullard
 - c. Agenda Approved
5. **Reports/Remarks from Guest**
 - a. Angela Revels, AVC for Human Resources – Not Present
 - b. Gabe Eszterhas, VC for Finance and Administration – Not Present
6. **Chairs Report: Timothy Sampson**
 - a. Announced that Courtney Page is no longer at UNCP
 - b. No updates regarding active resolutions: will be meeting with Angela Revels on December 11th to discuss Resolution 004
 - c. Last meeting for 2023 with Chancellor Cummings will be later this week
 - d. Board of Trustees meeting sessions have ended for 2023
7. **Committee Chair Reports**
 - a. Budget Committee: Phyllis Smith
 1. Monies have started posting to non-state fund from Christmas Ornament sales
 - b. Publications & Information: Timothy Sampson for Devin Britt
 1. Website has been updated with most recent agendas and meeting minutes
 - c. Constitution: Jocelyn Graham – No updates
 - d. Scholarship: Timothy Sampson for Devin Britt – No changes / already awarded for the year
 - e. Election Committee: Timothy Sampson
 1. Nominations closed on December 1, 2023
 2. Discussed current members (Delegates & Alternates) status
 3. Discussed departmental changes
 4. Indicated that 8 positions will be vacant as of January 2024
 - f. Employee Recognition: Timothy Sampson for Shawnda Cummings – No changes
 - g. Human Resources: Sarah Hunt
 1. Reminder to review paycheck for 2024 payroll deductions to ensure amounts posted correctly

- h. Health & Wellness:** Whitney Jackson – Not present; skipped this section
- i. Events:** Timothy Sampson
 - 1. Christmas Ornament Fundraiser
 - As of today, a total of 24 Christmas Ornaments have been sold
 - Alicia Jiles has sent out a campus-wide email to promote the fundraiser
 - 2. Jail-a-thon
 - Scheduled for February 29, 2024
 - Phillip Bullard will be assisting with coordination and set-up
 - ❖ Charge is \$25 per 30 minutes / \$50 per hour
 - ❖ Bail money must match amount paid to have individual arrested

8. Old Business

- a. Elections Update (Closed Session on Dec 1st) discussed previously in chairs report

9. New Business

- a. Elections Approval – skipped
- b. Employee of the Month
 - 1. Nominations are currently one month behind; October has not been done
 - 2. In November there will be (2) EHRA and (2) SHRA employees nominated

10. Open Discussion

- a. Penny Oxendine asked for update regarding status of Flex Scheduling resolution
- b. Timothy Sampson indicated that the following actions have/will occur:
 - Tabi Cain has completed the draft document for Flex Scheduling
 - Draft document is awaiting review process in the HR Office for content and language
 - Draft document will be returned to Tabi Cain for any corrections
 - Then forwarded to Chancellor Cummings for review and finalization
 - Timothy will also assist with review and finalization
 - When agreed upon and finalized a campus-wide email will be sent out to faculty and staff
- c. Steven Locklear asked for details regarding Flex Scheduling; how it would work
- d. Steven Locklear suggested selling Christmas ornaments at both graduating commencements
 - 1. Timothy Sampson to reach out to Dr. Scot Billingsley for possible approval
- e. Timothy Sampson indicated that his next project on the list will be the Transition Resolution

11. Adjournment: Timothy Sampson @ 12:46

Visiting Faculty/Staff Member on UNCP Campus: No visitors in attendance