

## MINUTES

### UNC PEMBROKE STAFF COUNCIL MEETING

University Center - Room 233

August 7, 2001

**Call to Order:** Mr. Randall Blue called the meeting to order at 3:00 p.m.

#### **Roll Call:**

**Members Present:** Randall Blue, Cynthia Oxendine, Carol Hunt, Marla Locklear, Gary Strickland, Roger Killian, Valerie Deese, Debbie Jacobs, Linda Chavis-Hunt, Melissa Vance, Sharlene Locklear, Vivian Oxendine, Sharon Campbell, Carlene Cummings, Amelia Elk,

**Members Absent:** Webster Smith, Vonda Graham, Lawrence Locklear

**Approval of Minutes:** It was reported that the minutes from July 17, 2001 were not recorded due to an equipment malfunction.

#### **Agenda Item: Treasurer's Report:**

Marla Locklear reported Staff Council account (1-17089) has an available balance of \$2,402.00 with no activity. The Restricted account (6-67003) has a balance of \$44.07 with a donation of \$130 and \$57.60 to printing for the dessert break and \$28.35 for information booth for balloons for employee of the quarter award.

#### **Agenda Item: Committee Reports**

**Scholarship Committee:** It was reported by Ms. Carlene Cummings that the Gift Agreement needed to be signed. The money from the television fund-raiser and the sales from the sno-cones were presented to Dr. Meadors and Dr. Burnett in the amount of \$1,509 for the staff council scholarship fund. An additional \$859.63 will be transferred to the scholarship fund in the middle of August as it had to be placed in an account where state taxes could be paid and then transferred to the scholarship fund. Applications will be submitted starting in March 2002. Carlene stated that Dr. Burnett stated that there is a budget for postage, letters, printing, etc., to support the raising money for the scholarship fund. It was suggested that staff members be made aware that they could donate their money to the scholarship fund as opposed to sending it through the combined campaign in order to avoid the fee charged for channeling it through the combined campaign. Carlene is to report at next meeting the proper procedure for this as the Combined Campaign is coming up in October.

#### **Agenda Item: Committee Reports**

**Budget Committee:** It was reported by Carol Hunt the committee did not meet.

#### **Agenda Item: Committee Reports**

**Constitution Committee:** It was reported the committee did not meet. Cynthia Oxendine reported that Tony Chavis was asked to come to the meeting to explain to staff council the proper procedure of maybe adding a department to the constitution so that Advancement would have representation on staff council since that department is now separate from the Chancellor's office. Tony Chavis reported that Advancement was still under the direction of a Vice-Chancellor who reports to the Chancellor. He stated that there were two positions that are selected by the Chancellor to correct any imbalances that

may occur from the election. It was voted by staff council to leave the constitution as it is or to give Advancement their own representation. It was voted unanimously to leave the constitution as it stands except for a name change to include Advancement. The constitution committee will meet to make this amendment.

#### **Agenda Item: Committee Reports**

**Election Committee:** It was reported by Cynthia Oxendine that the committee meet and Staff Council election will be held on November 6, 2001 from 8:00 a.m. - 3:00 p.m. Academic Affairs will have two positions, Business Affairs 3, Student Affairs 0, Chancellor's Office 0, and the Chancellor will be informed that we need his two appointees by December 31, 2001. Cynthia stated that it would be discussed with the Chancellor the situation with Advancement having representation and maybe he would appoint someone from that office. Randall Blue is going to come out and be available for staff members on 2<sup>nd</sup> and 3<sup>rd</sup> shift to be able to vote on election day. Cynthia stated that the following people terms would expire in December 2001: Randall Blue, Sharon Campbell, Webster Smith, Roger Killian, Vivian Oxendine, Sharlene Locklear and Carlene Cummings. It was noted that since Sharlene and Carlene will filling for people who resigned, that they could be re-elected to staff council.

#### **Agenda Item: Committee Reports**

**ERC Committee:** It was reported the committee did meet and the dessert break was canceled due to low participation. ERC decided that instead of having an ice cream social, that maybe there will be a cookout in October for staff members.

#### **Agenda Item: Committee Reports**

**Publications Committee:** It was reported the committee did not meet. It was suggested to Amelia Elk who serves on the committee that the web-site be updated. Also, a brochure was passed around that Kate Locklear was given at a meeting of Appalachian State University Staff Council that included information for staff members. It was suggested that it might be of value to have a hard copy of what staff council is about. Publications committee is to research this to see what the proper protocol would be to be able to get this brochure published.

#### **Agenda Item: Committee Reports**

**Personnel Committee:** It was reported the committee did not meet. Valerie stated that she did have two letters that she was supposed to bring to the meeting but a virus was in her computer and she has been unable to retrieve the letters. One of the letters addressed educational classes and the other letter addressed the new position in human resources. Randall Blue stated that the new position has top priority according to Chancellor Meadors but with the budget on stand still in Raleigh, there is not a date set for hire. Valerie stated that the committee on time sheets/leave sheets have meet and are in the process of creating a software to eliminate time sheets.

#### **Unfinished Business**

None.

#### **New Business**

Randall Blue reported that the Executive Board had meet with the Chancellor and presented a policy for Advancement and Employment. A copy of the policy was passed out. The Chancellor briefly scanned the policy and made suggestions to change the policy. Gary Strickland reported that Chancellor Meadors suggested changing the policy to state that if an employee is rejected, human resources should inform the employee within 10 days by letter as to why the employee was rejected and what they could do to

possibly help themselves receive promotion/reclassification at a later date. If the employee is not satisfied with the letter, then a conference could be called.

### **Adjournment**

There will be a called meeting on Tuesday, August 14, 2001 at 3:00 p.m. due to time constraints. Meeting adjourned at 4:55 p.m.

## **MINUTES FOR CALLED MEETING**

### **UNC PEMBROKE STAFF COUNCIL MEETING Chavis University Center - Room 233 August 14, 2001**

**Call to Order:** Mr. Randall Blue called the meeting to order at 3:00 p.m.

### **Roll Call:**

**Members Present:** Randall Blue, Cynthia Oxendine, Marla Locklear, Gary Strickland, Roger Killian, Melissa Vance, Sharlene Locklear, Linda Chavis-Hunt, Carlene Cummings

**Members Absent:** Valerie Deese, Debbie Jacobs, Vivian Oxendine, Sharon Campbell, Webster Smith, Amelia Elk, Lawrence Locklear, Carol Hunt, Vonda Graham

### **UNFINISHED BUSINESS:**

#### **Policy for Advancement and Employment**

There was much discussion concerning the wording of the Policy for Advancement and Employment. It was read by staff council word by word and was finally agreed to change some of the wording. Gary Strickland is to make these changes and Cynthia will e-mail everyone a copy of the revised policy to be discussed at next meeting.

#### **Tuition Waiver for Employees**

Roger Killian presented a tuition waiver policy drafted by Human Resources for staff council opinion. It was tabled until next meeting due to time constraints.

**September Meeting:** The next staff council meeting will be held Tuesday, September 4, 2001, at 3:00 p.m. in Room 233, University Chavis Center.

**Adjournment:** 5:00 p.m.

Respectfully submitted,

Marla Locklear, Secretary/Treasurer