

MINUTES

UNC PEMBROKE STAFF COUNCIL MEETING Sheff's Seafood Restaurant December 4, 2001

Call to Order: Mr. Randall Blue called the meeting to order at 11:30 a.m.

Roll Call:

Members Present: Randall Blue, Cynthia Oxendine, Carol Hunt, Marla Locklear, Gary Strickland, Roger Killian, Valerie Deese, Debbie Jacobs, Melissa Vance, Lawrence Locklear, Sharlene Locklear, Vivian Oxendine, Carlene Cummings, Carolyn Parsons, Ameilia Elk

Members Absent: Linda Chavis-Hunt, Sharon Campbell, Webster Smith

Approval of Minutes: Minutes approved.

Agenda Item: Treasurer's Report:

The operating account (1-17089) has a balance of \$1,991.64 with \$183.50 spent for supplies from central stores (\$87.91); staff council copy card (\$60.00); and printing of election ballots (\$35.59). The restricted account (6-67003) has a balance of \$2,514.33 with \$63.90 spent for meal plan for the "Employee of the Year". There was an \$83.33 contribution noted which is a monthly occurrence.

Agenda Item: Committee Reports

Scholarship Committee: It was reported by Ms. Carlene Cummings the committee did not meet. Ms. Cummings did state that she had spoken with Ila Killian, Controller, and Janet Taylor, Institutional Development, concerning the money donated to staff council scholarship during the combined campaign. Ms. Cummings was informed that there will be 10% administrative fee deducted from any donations made to the scholarship as it was channeled through the combined campaign. It was suggested to have donations given to the staff council scholarship at another time of the year so it will be separate and apart from the combined campaign.

Agenda Item: Committee Reports

Budget Committee: It was reported the committee did not meet.

Agenda Item: Committee Reports

Constitution Committee: It was reported the committee did not meet.

Agenda Item: Committee Reports

Election Committee: It was reported the committee did not meet.

Agenda Item: Committee Reports

ERC Committee: It was reported the committee did not meet. Ms. Vance reported that the "Employee of the Year" will be announced at the Holiday Social.

Agenda Item: Committee Reports

Publications Committee: It was reported that the committee did not meet.

Agenda Item: Committee Reports

Personnel Committee: It was reported that the committee did not meet.

Unfinished Business:

Supervisor's Training - Cynthia stated that a memo would be written and submitted to Dr. Meadors stating that staff council would not recommend any of the workshops as they do not really meet the criteria of staff council's goal to improved supervisor/employee relations.

Update Website - Lawrence agreed to keep staff council website updated if the information is passed along to him.

New Business

Review Attendance Policy - Cynthia stated the executive board recommended that the attendance policy for staff council members be reviewed and revised if necessary.

Review Goals for 2001 - Copies of goals for 2001 was distributed.

Next Meeting

Tuesday, January 8, 2002 in Chavis University, Room 233.

Adjournment

Meeting adjourned at 1:00 p.m.

Respectfully submitted,

Marla Locklear, Secretary/Treasurer