

## MINUTES

### UNC PEMBROKE STAFF COUNCIL MEETING Chavis University Center - Room 233 February 6, 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, Valerie Deese, Debbie Jacobs, Gale Sampson, Melissa Vance, Lawrence Locklear, Sharlene Locklear, Tonya Locklear, Vivian Oxendine, Sharon Campbell, Webster Smith, Carlene Cummings

**Members Absent:** Roger Killian, Darlene Cummings

**Approval of Minutes:** January 30, 2001 Minutes approved

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

Staff Council had an available balance of \$1,647.29 in the operating budget (1-17089) and \$4,310.58 in the restricted account (6-67003) as of January 5, 2001.

**Agenda Item: Committee Reports**

**Personnel Committee:** Randall Blue appointed Valerie Deese to serve as Chair along with committee members Roger Killian, Debbie Jacobs, Vivian Oxendine and Gary Strickland. It was reported that the personnel committee did not meet.

**Scholarship Committee:** Randall Blue stated that Darlene Cummings would remain as Chair. Other members include: Gale Sampson, Melissa Vance, Lawrence Locklear and Nancy Starnes. Gale Sampson gave the report for Darlene Cummings. She reported that they discussed the gift agreement for the scholarship. Copy of the criteria for the scholarship, a sample of the application and a suggested amendment was passed around. There were discrepancies about the gift agreement and a motion was made to table it until the committee could meet again to discuss the concerns staff council had with the agreement. It was second and voted unanimously to table it until next meeting.

**Budget Committee:** Randall Blue selected Carol Hunt to serve as Chair along with committee members Roger Killian, Debbie Jacobs, Sharlene Locklear and Marla Locklear. Randall Blue asked Carlene Cummings to replace Marla Locklear on the budget committee and she agreed. Carol stated that the committee met and discussed ways to spend the money available to staff council. She stated that the committee implemented plans to allocate the money towards supplies and maybe a filing cabinet. Also, it was suggested that a copy card be gotten from the Printing Department so the secretary could make copies of the minutes, memos, etc. The committee also discussed making hard copies of the minutes for staff members (especially physical plant employees) without access to a computer.

**Constitution Committee:** Randall Blue selected Lawrence Locklear as Chair with committee members Gary Strickland, Webster Smith, Vivian Oxendine, Darlene Cummings and Tonya Locklear. It was reported the committee did not meet.

**Election Committee:** Randall Blue selected Cynthia Oxendine to serve as Chair with committee members, Randall Blue, Sharon Campbell, Sharlene Locklear and Marla Locklear. It was reported the committee did not meet.

**ERC Committee:** Randall Blue selected Sharlene Locklear to serve as Chair and Melissa Vance as Co-Chair. All staff council members will serve on this committee. It was reported that the committee did not meet.

**Publications Committee:** Randall Blue selected Gale Sampson as Chair along with committee members Lawrence Locklear, Webster Smith and Tonya Locklear. It was reported that the committee did not meet.

#### **UNFINISHED BUSINESS:**

##### **Agenda Item: Unfinished Business**

**Reassignment of Committees and Chairpersons:** Randall Blue stated that he had chosen Roger Killian to serve as Chair but asked Valerie Deese if she would be willing to serve as committee chair and she accepted as Roger served last year as chair. Marla Locklear agreed to be removed from the personnel committee and Vivian Oxendine agreed to serve.

**Proposed Hiring Policies.** Randall Blue stated that a hiring policy and procedure was proposed by Human Resources from last year and presented to staff council and this was never finalized. Marla Locklear passed around copies of the proposed policy and procedure along with the last memo from Staff Council with recommendations of amending the policy. Marla Locklear stated that it was left hanging from last year and suggested that a memo be sent from staff council to Mr. Hawk requesting an update on the proposed hiring policy and procedure. Randall Blue suggested that Marla Locklear write a memo requesting an update on this matter. Gary Strickland made the motion that staff council allow Marla Locklear to draft a memo to Mr. Hawk requesting an up date on the hiring policy and procedure. It was second and voted on unanimously.

#### **NEW BUSINESS:**

**Goals for New Year:** Mr. Blue asked if there were any goals Staff Council members would like to be addressed this fiscal year. Mr. Gary Strickland stated that he wanted Staff Council to work on the grievance process for staff. Ms. Tonya Locklear suggested that we write a letter to Human Resources an include a list of questions Staff Council may have. Ms. Carlene Cummings suggested that we come up with a way to inform staff members who file a grievance on the proper procedure and wording of filing a grievance.

Another goal suggested was by Ms. Tonya Locklear for staff salary study to compare to other campuses within the state that is comparable to the size of UNC Pembroke.

Vivian Oxendine suggested looking at new employee titles and salaries compared to vested employees.

Tonya Locklear stated that she spoke with Human Resources about in-range compared to reclassifications. She stated that a goal for Staff Council could be to distinguish which would benefit the employee the most. She stated that Human Resources informed her that if the job load is increased by 40% or above, you may apply or classify for reclassification. If it is increased to 20% or above, then it would be in-range. It was noted that reclassification falls once a year which is in March.

**Copy Card:** Randall Blue suggested that a copy card be acquired from the printing department to be given to the Secretary/Treasurer to make copies of minutes, memos, letters, etc. He asked Carol Hunt as the budget committee chair to get the card and she agreed. It was asked by Randall Blue if everyone agreed to obtain the copy card and it was unanimously agreed upon.

**Office Space:** Randall Blue stated that when the Exec Board meets with the Chancellor in March that he would be asked for office space for staff council. Carol Hunt said that she spoke with Roger Killian and he suggested that Bess Tyner, engineer, be approached and asked for office space. Randall Blue asked Melissa Vance if she would approach Bess Tyner with this request and Melissa agreed.

**Letter for Council Member Meetings:** Staff council was made aware that a letter was available to anyone who needed a copy to give their supervisor as to when the meetings are held and members are given time away from their job to attend.

**Letter to Human Resources Requesting Info on Who Attended the Supervisor's Workshop:** It was suggested by Carlene Cummings that we include this in the goals for this year. Randall Blue agreed to this.

**Appointment for fill in Secretary/Treasurer:** The motion was made to appoint Melissa Vance to serve as Secretary/Treasurer in the absence of the present Secretary/Treasurer. It was second and voted in agreement unanimously.

**Further Business:**

Mr. Blue received a copy of a letter welcoming new staff members from Staff Council from the Human Resources office to be revised. Ms. Valerie Deese agreed to revise the letter and Staff Council approved.

Mr. Blue stated that he was contacted by Beth Carmichael requesting that one SPA employee and one EPA non-teaching employee be appointed to serve on the University Planning Committee. Mr. Blue stated that he had asked Webster Smith to serve on this committee as the SPA employee and he accepted. It was noted that there was only one EPA employee on Staff Council which was Roger Killian and he already serves on the University Planning Committee. Mr. Blue asked Staff Council if they were in agreement. Ms. Sharon Campbell opposed the appointment. Mr. Blue asked if anyone wanted to nominate someone else for the committee. There were no nominations and Mr. Gary Strickland made the motion that all nominations come to a close. Ms. Carol Hunt second the motion. It was voted and the majority of the Staff Council agreed that Webster Smith will serve on the University Planning Committee.

It was suggested by Gary Strickland that we create a Staff Council bulletin publication. It was suggested by Lawrence Locklear that we place the grievance policy on Staff Council web page.

**March Meeting:** Will be held on Tuesday, March 6, 2001, at 3:00 p.m. in Room 233, University Chavis Center.

**Adjournment**  
**4:50 p.m.**

Respectfully submitted,

Marla Locklear  
Secretary/Treasurer