

## MINUTES

### UNC PEMBROKE STAFF COUNCIL MEETING

Jones Center - Room 21

June 5, 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, Valerie Deese, Debbie Jacobs, Melissa Vance, Sharlene Locklear, Vivian Oxendine, Sharon Campbell, Carlene Cummings

**Members Absent:** Carol Hunt, Linda Chavis-Hunt, Lawrence Locklear, Amelia Elk, Webster Smith

**Approval of Minutes:** May 1, 2001 minutes approved.

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

Marla Locklear reported Staff Council account (1-17089) has an available balance of \$1,269.77 with a total of \$368.70 spent to include \$209.65 to Forms and Supply for filing cabinet, \$86.54 to Food Lion for refreshments for Staff Forum and \$61.83 to motorpool for travel to rally in Raleigh. Restricted account (6-67003) has an available balance of \$929.02 with \$2047.81 spent. Travel to Fayetteville to pick up decorations \$21.06. Sports Relay for T-Shirts for employee bash \$1,851.82. Leslie Dial Enterprise for tablecloth for bash \$14.79. Petty Cash \$12.00 for Melissa Vance reimbursed for advertisement for Yard Sale in the Robesonian. UNCP Book Store \$148.14 for golf shirts for staff members attending rally in Raleigh.

It was noted that the available balance of \$1,269.77 in the 1-17089 needed to be spent before the fiscal year ended as the funds would not roll over and it was decided unanimously by Staff Council to purchase a Sno-Cone machine to sell sno-cones at various events with the proceeds going to the Staff Council Scholarship Fund.

**Dr. Glen Burnett/Ms. Lynda Parlett, University Advancement - Scholarship Report**

Dr. Burnett thanked Mr. Chair and Staff Council for inviting them to the meeting to help clarify questions that Staff Council may have. Dr. Burnett stated that \$1,650 has been pledged to the Staff Council Scholarship Fund through the Combined Campaign. This does not mean that the money is in hand; in fact, there is no money in hand as of yet. This money is pledged over a period of time and some money is given up front. The money is only sent out quarterly by the State Employee Combined Campaign. The first check is expected before June 30, 2001. Dr. Burnett stated that there were three directions that could be taken to distribute the scholarship money. First direction would be the endowed route meaning that the scholarship will live forever. There is a period of three years to reach \$5,000.00. Second direction would be to take the money at hand for the year and spend the entire amount for the year. Third direction would be to do a combination of both the endowed scholarship and award some money during the year. Example would if there were \$1,000 then \$500 could be awarded this year and \$500 could go to the endowed scholarship. The endowed scholarship would have to reach a level of \$5,000 within three years. Dr. Burnett stated that because of the small amount of money that is in place at this point, he would suggest that Staff Council award money to staff members taking classes as opposed to extending it to spouses and dependents at this time. He stated that awarding scholarship

money to spouses and dependents could be a goal that Staff Council could work on reaching in the future when more money was available. Dr. Burnette stated that Human Resources reported an average of 15-20 staff members taking classes.

Ms. Lynda Parlett that when the Gift Agreement was drafted in December 2000 that there were different levels of awards by the number of semester hours taken. She stated that since there was such a small amount in the pot, that Staff Council may want to consider a specific amount. Then, the wording that could be used in the Gift Agreement Contract could state that the number and amount of the awards could increase inclemently with the amount of funds available. That way it is left wide open to be able to award more than two scholarships and up to ten. Or, if the amount is increased from \$100/person to \$500/person. That kind of termology gives the latitude to make those adjustments at any period of time. Ms. Parlett stated that the Gift Agreement is a starting point and when it is signed it does not mean that it is set in stone and that if at anytime Staff Council wants to change the criteria, it can be done under an amendment to the original agreement. She stated that a Gift Agreement has to be in place in order for an account to be officially established.

Dr. Burnett asked if there were any questions. Roger Killian asked why there was a deadline for the Gift Agreement to be in place. Ms. Parlett stated that she was required to send the Gift Agreement to the Controller's Office as soon as possible, preferably at the time money is received, to establish the account and to officially make the deposit. She stated that it is not that the check could not be accepted and deposited as it could be routed through other accounts but that it makes it a little more cumbersome and ideally it would be that the Gift Agreement would be ready so the account could be established. Roger Killian suggested that the policy handed down by the Board of Trustees of three years to reach \$5,000 be appealed to be changed to five years. He stated that Staff Council needed to decide if a goal of \$5,000 could be reached within three years and if not, maybe it could be requested to the Board of Trustees to extend the time to five years.

Dr. Burnett made several suggestions that Staff Council would need to decide on: 1) Who Staff Council wishes to serve; staff, spouses and dependents? 2) Dollar amount? 3) If it should be based on financial need or not and if it is on a needs basis, who will make the decision? 4) Whether or not the scholarship should be endowed or non-endowed or both? These issues will be discussed at next Staff Council meeting.

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

**Budget Committee:** It was reported the committee did not meet. It was recommended by Roger Killian that when Staff Council wishes to purchase items or spend money, to compose a proposal for the budget committee to review so they can give recommendations as to how Staff Council can purchase the items. Otherwise, a budget committee is not needed.

Due to time constraints, the meeting was adjourned at 4:55 p.m. and a called meeting will be scheduled for Tuesday, June 19, 2001.

## MINUTES FOR CALLED MEETING

### UNC PEMBROKE STAFF COUNCIL MEETING Chavis University Center - Room 233 June 19, 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, Valerie Deese, Debbie Jacobs, Melissa Vance, Sharlene Locklear, Vivian Oxendine, Sharon Campbell, Webster Smith, Carlene Cummings, Amelia Elk, Lawrence Locklear,

**Members Absent:** Carol Hunt, Linda Chavis-Hunt

**Excused Absences:** Roger Killian

**Agenda Item: Committee Reports**

**Scholarship Committee:** Chairman Randall Blue reported that after Dr. Burnett's visit to our meeting on June 5<sup>th</sup> discussing the Staff Council Scholarship Fund, it might be best to consider endowing the scholarship. He stated that three years are allowed to raise \$5,000 for an endowed scholarship. He stated that Dr. Burnett reported that roughly \$1,600 had been committed through the Combined Campaign for this year and that other money needed to be raised in order to reach the \$5,000 goal. He stated that Staff Council had agreed to sell tickets for the TV and sell sno-cones during the Lumbee Homecoming Festivities.

Chairman Blue asked if anyone had any questions about the Gift Agreement that was handed out by Ms. Carlene Cummings at last meeting. Ms. Cummings reported that there were a few items stated in the Gift Agreement that Staff Council needed to vote on: 1) In the former agreement, it was stated that everyone would have to complete a financial aid form except for staff members and in the new agreement, it was not include because if it is going to be need-based and an application is not completed, how could your name be put in the pot. If the spouses/dependents have to fill out the form, then should staff members be required to fill it out as well. 2) In the gift agreement, it states that the reward would be renewable if funds were available. Ms. Cummings stated that she called Roger Killian and asked him what exactly that meant and he stated that if you apply one time then you would not have to apply again and you would be eligible every semester thereafter. Ms. Cummings asked if this was what Staff Council wanted and the answer was no so that is to be excluded from the gift agreement. 3) Ms. Cummings stated that she talked with Mr. Bruce Blackmon in Financial Aid and he stated that there are three deadline dates for financial aid applications to be complete. He stated that the best deadline is March 15<sup>th</sup> as the money is usually already awarded on the other dates. He also stated that we may not want to consider awarding the scholarship during summer school as it gets confusing with deadlines. It was discussed and voted on to award only twice a year which will be in the Fall and Spring. Ms. Carlene stated that she would revise the Gift Agreement to reflect this.

Ms. Cummings stated that Mr. Roger Killian suggested that if we do not have \$5,000 for the endowed scholarship, that we could notify staff members that we are working on raising the money for the

endowed scholarship so they would be aware of what Staff Council is doing. He also suggested that Staff Council petition the Chancellor to set \$3,000 for endowed scholarship for Staff Council. Chairman Blue stated that hopefully with the sales of the sno-cones and tickets, that we will be close to the \$5,000 goal.

It was discussed at length and voted in favor of requiring staff members, spouses and dependents to be enrolled in at least six hours to be eligible for the scholarship and a financial aid form will be required to be completed by all applicants.

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

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

**Election Committee:** It was reported that Gale Sampson resigned and Amelia Elk moved up with Vonda Graham being the next alternate.

**ERC Committee:** Melissa Vance reported that the Dessert Break will be July 25, 2001.

**Publications Committee:** Chairman Blue stated that Gale Sampson was the Chair of the committee but has resigned and he appointed Amelia Elk to be Chair.

#### **UNFINISHED BUSINESS:**

Chairman Randall Blue appointed Ms. Carol Hunt to represent Staff Council at Board of Trustees meeting. He appointed Ms. Debbie Jacobs to serve on the In-Range Committee and Ms. Valerie Deese on the Time Sheet/Leave Form Committee. Also, it was confirmed by Chairman Blue that Mr. Gary Strickland will serve on the Safety Committee representing Staff Council.

#### **New Business:**

##### **Agenda Item: GED Class offered for Staff**

Chairman Randall Blue stated that when the Executive Board met with Dr. Meadors it was discussed about the possibility of offering a GED Class on campus. The matter is to be investigated further.

#### **Further Business:**

Chairman Randall Blue stated that someone donated \$300 to purchase a 27" color TV to be given away as a fund-raiser for Staff Council Scholarship. It was the decision of Staff Council to sell tickets at the cost of \$1.00 for the TV to be given away during Lumbee Homecoming Festivities on July 7, 2001. It was also decided that sno-cones will be sold and the proceeds will go to Staff Council Scholarship.

**July Meeting:** The next staff council meeting will be held Tuesday, July 10, 2001, at 3:00 p.m. in Room 233, University Chavis Center.

**Adjournment:** 4:30 p.m.

Respectfully submitted,

Marla Locklear, Secretary/Treasurer