

MINUTES

UNC PEMBROKE STAFF COUNCIL MEETING

Chavis University Center - Room 233

March 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, Marla Locklear, Gary Strickland, Roger Killian, Valerie Deese, Darlene Cummings, Gale Sampson, Melissa Vance, Lawrence Locklear, Vivian Oxendine, Sharon Campbell, Carlene Cummings

Members Absent: Carol Hunt, Debbie Jacobs, Sharlene Locklear, Tonya Locklear

Approval of Minutes: February 6, 2001 minutes approved

Agenda Item: Treasurer's Report:

Marla Locklear did not give a treasurer's report as she stated the Master Files were being updated and she was not able to access the budget information.

Agenda Item: Committee Reports

Personnel Committee: Valerie Deese, Chair, reported that the personnel committee met and stated that their main objective is to review the grievance policy and procedure and report at the next meeting what they suggest.

Scholarship Committee: Darlene Cummings, Chair, stated the committee met. A copy of the revised application was passed around. The concerns that staff council had concerning staff members being eligible to apply for scholarship were discussed. The scholarship committee feels that it would be an injustice to staff council members that are taking classes and plan to continue to take classes to be denied consideration. It was stated the scholarship committee members were voted on by their peers to serve on this council and feel that if they have the confidence to vote and have them serve on the council, then they should have the confidence that the members will act fair and just in all matters concerning them. Committee members voted that no one from staff council, including the scholarship committee, will be involved in the selection process. Instead, all eligible applicants would be included in a random drawing which would take place at a staff council meeting that would be announced and open to all those eligible applicants that would like to attend. The Director of Financial Aid would conduct the drawing and draw out names until all the money that has been allotted for that particular semester has been dissolved. By doing this, all those on the committee who have contributed to the fund, may still claim a tax deduction for their contribution. Lynda Parlett reported that if any staff council members were involved in the selection and contributed to the fund, there would be no tax deduction. The scholarship committee would pull themselves away from the selection process and let Financial Aid handle it in order to stay clear of the tax deduction. This also eliminate rumors of anything being done unfairly as random drawing could be all staff members taking classes or dependents of staff members. With a random drawing, there is no way to tell who will be drawn. The only thing the scholarship committee would be responsible for is making sure applications are turned in by the stated deadline, making sure all staff that apply meet the specified

criteria, getting all applications to the Financial Aid Director to determine the FASA eligibility and supplying a list of all eligible applicants to the director of Financial Aid so the random drawing could be done. The scholarship fund has not been established as the gift agreement has not been signed and returned to Lynda Parlett. Committee was told that the \$3,000 gift given was not specified for the scholarship fund. However, the scholarship committee would like to request that the council would consider transferring if not all, part of the \$3,000 to the scholarship fund so the scholarship can materialize. Since the money from the combined campaign only comes in once a quarter, it is not known at this point how much it will be. There were concerns by staff council members regarding this plan. It was decided the scholarship committee would meet again to discuss these concerns and the issue would be discussed further at next staff council meeting.

Budget Committee: It was reported the committee has not met.

Constitution Committee: Lawrence Locklear reported that the committee did meet. He asked that each committee look at the constitution to see if it needs to be revised as it relates to their specific committee. He asked that the suggested change be written down and passed along to him.

Election Committee: It was reported the committee has not met.

ERC Committee: Melissa Vance reported that the committee had been chosen and the ERC Bash will be held on Thursday, May 10, 2001. It was noted that other activities were taking place that week and it might be a busy time for the University as a whole so it was suggested that another day be chosen. It was stated that the committee would discuss this and give a report at next meeting.

Publications Committee: Gale Sampson reported that the committee meet and discussed ways of getting information out to the staff so they would be aware of what is going on with staff council. It was noted the Web page is available and is currently being redesigned and would be complete by next staff council meeting. It was also noted that current information would be posted on the staff council bulletin boards and in the Braves Bulletin.

UNFINISHED BUSINESS:

Agenda Item: Unfinished Business

Proposed Hiring Policies. It was noted that Mr. Hawk responded via e-mail that this was an oversight and the policy would be updated and posted on the Web as soon as possible.

Copy Card: It was reported that a copy card has been obtained and is available in Marla Locklear's office for any staff council committees to make copies.

Goals for New Year: It was suggested that specific goals need to be outlined with a plan of execution and placed on the Web page so that staff members would be aware of what the goals are and can hold staff council accountable for these goals. One goal that was mentioned was to research the safety shoe policy for physical plant. It was suggested that an ad hoc committee be formed to address this issue. Randall Blue appointed Gary Strickland as Chair and he is to appoint members to serve on this committee and will give a report at next staff council meeting.

Office Space: Melissa Vance reported that Bess Tyner stated there was no office space available. Lawrence Locklear stated that Bess Tyner had discussed the issue with him and suggested that maybe one of the suites in Jacobs Hall might be available just for storage. It was asked if the University had a policy to make a formal application for office space or storage space and if not, maybe staff council needed to make that recommendation that there be a policy and procedure concerning office space. It was noted that a space committee does exist on campus and it was motioned that a memo be drafted requesting the policy and procedure for office space/storage. This was second and voted on unanimously. Cynthia Oxendine agreed to draft the memo.

Letter to Human Resources Requesting Info on Who Attended Supervisor's Workshop: It was noted that a memo had been submitted to Lois Bullard, Human Resources, requesting this information.

New Business:

Ron Penny Visit on Friday, March 23, 2001.

Staff Council members were asked to submit questions and/or concerns to any staff council executive board member they would like to be shared with Mr. Ron Penny, Director of Human Resources in the Office of the President.

Further Business:

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

Adjournment: 4:45 p.m.

Respectfully submitted,

Marla Locklear
Secretary/Treasurer