

MINUTES

UNC PEMBROKE STAFF COUNCIL MEETING Chavis University Center - Room 233 May 1, 2001

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

Roll Call:

Members Present: Randall Blue, Carol Hunt, Marla Locklear, Gary Strickland, Roger Killian, Valerie Deese, Melissa Vance, Lawrence Locklear, Sharlene Locklear, Sharon Campbell, Webster Smith, Carlene Cummings, Linda Chavis-Hunt, Amelia Elk

Members Absent: Cynthia Oxendine, Debbie Jacobs, Gale Sampson, Vivian Oxendine.

Approval of Minutes: April 3, 2001 minutes approved

Agenda Item: Treasurer's Report:

Marla Locklear reported Staff Council account (1-17089) with an available balance of \$1,587.29 with no activity and Restricted account (6-67003) with an available balance of \$2, 893.50 with \$106.46 spent for decorations for the employee bash.

Agenda Item: Committee Reports

Personnel Committee: Valerie Deese, Chair, reported that she and Carlene Cummings met with Kate Locklear and Lois Bullard in the Human Resources Office. She stated that a SPA Handbook had been sent to each SPA employee on campus and is given to each new employee when hired. She also stated that a copy of the handbook is now placed in the library. Human resources provides orientation for new hires for 2-3 hours. Human Resources agree that there needs to be a follow up session and this is something they are working on. Human resources reported that hopefully by July 1, 2001, there will be a staff development person brought onboard who will be responsible for training activities. Human resources is in the process of putting together a training catalog. Valerie reported Human Resources feels that large departments like physical plant would best be served if Human Resources offered the training in their individual department as opposed to the employees seeking permission from the supervisor to attend the training. The Personnel Committee is going to work on some type of survey for staff members to see what type of training is needed. It was noted that Human Resources is currently working on a training manual and that eventually training will be mandatory for staff members and supervisors. It was also reported by Human Resources that there is a mandatory training required by the State for all supervisors and was mandated in July 1991. In the past, this training was held on campus and the only University attendees were two employees from the Human Resources Office. No supervisors attended. Vice Chancellors were made aware that the training was being provided. It was noted that supervisors are supposed to receive the training within one year of becoming a supervisor.

It was also noted that it might help in some way if staff members could have an input in supervisors' evaluations, like students have an input in faculty members' evaluations.

It was noted that this is the first year that non-teaching EPA employees have had to turn in an evaluation

to be kept on file in the Human Resources Office. It was suggested that staff council requests for staff members to be allowed to evaluate their supervisors.

Valerie reported that in-range was discussed with Human Resources and it was noted that the committee is racially balanced. The current committee consists of two representatives from Human Resources, one from staff council (which is a past member) and one who is a SPA employee. When approached to revise the committee, Human Resources suggested that the four members stay in place and add one member from staff council as it is time consuming to train someone new. It was pointed out that whoever was selected from staff council will be rotated out every two years at least. Roger Killian stated that there is no term established for membership on the in-range committee. Carlene Cummings stated that Human Resources suggested that a current staff council member serve on the committee who could report back to staff council without having to put someone on the staff council agenda to speak. In-range occurs twice a year, March and October. Valerie stated that Kate Locklear recommends staff members for in-range approval and then it is submitted to Neil Hawk. Personnel Committee found that when staff apply for in-range, it is imperative that the proper procedure is followed as outlined and followed up if further information is required. It is felt that some staff members fall through the crack as the proper information is not turned in.

Scholarship Committee: Carlene Cummings stated that Lynda Parlett was to meet with Staff Council today but had to cancel due to sickness. Carlene stated that she spoke with Dr. Burnett and he found a few mistakes in the write up of the scholarship. He expressed concern over the amount of money proposed to be awarded as it is uncertain as to how much money would be coming in as it is channeled through the Combined Campaign Fund. She also stated that he was concerned that the scholarship will be available to dependents and spouses. Dr. Burnett also suggested making the scholarship endowed. He will attend our next staff council meeting to discuss this further.

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

Constitution Committee: Lawrence Locklear stated the committee met and they plan to go through the constitution over the course of the year and make revisions. He passed out an amended sheet to staff council for approval. First suggestion, would be to give alternates the power to vote and to serve as committee chairs. It was stated that they would not be able to serve as officers as they were not elected. Basically, allowing the alternates all the rights as a regular council member except the ability to serve as an officer. It was noted that if you add the alternates as voting members, it effects the quorum. Second suggestion was that the secretary/treasurer would maintain the staff council e-mail account. Third suggestion would be for the parliamentarian to find a condensed version of Robert's Rules of Order to give staff council members a copy. Fourth suggestion was to add the bulletin board and website to the responsibilities for the publication committee. Roger Killian suggested that numbers one and two be included in the job responsibilities of the officers as opposed to adding to the constitution. Also, Carlene Cummings stated that in January 2000, ERC was charged by Dr. Meadors with the responsibility of rewriting their mission statement in the Constitution. It was noted that if Staff Council has an Election Committee, then they should be responsible for all elections to include ERC and that ERC should not hold an election outside of Staff Council as the committee is governed by Staff Council. There were no provisions made to the constitution at this time. It was tabled until next meeting.

Election Committee: It was reported that Tonya Locklear resigned and Carlene Cummings was placed

on staff council and Amelia Elk will serve as alternate from Academic Affairs.

ERC Committee: Melissa Vance reported the T-shirts for the employee bash were ready for pickup as well as all the decorations had been purchased. She asked for volunteers to work at the bash. She also asked that all staff members wear a Hawaiian shirt. The yard sale will be Saturday, June 2, from 7:00 a.m. - 12:00 noon. The question was asked if each table could pay a user's fee to generate money for ERC. There were discrepancies about being able to charge a fee so it was suggested that a donation be given.

Publications Committee: Lawrence Locklear reported for Gale Sampson that the minutes were on the webpage as well as other pertinent information.

UNFINISHED BUSINESS:

Agenda Item: Goals for New Year

Staff Council Goals for 2001 were revamped by Valerie Deese and approved by the Executive Board and Staff Council to have four main goals with objectives for each goal (view goals on staff council web site).

Agenda Item: Retiree Reception/Gift Proposal

It was noted that the Retiree Reception/Gift Proposal was denied by Dr. Meadors.

New Business:

SEANC Rally:

The rally will be held on May 16, 2001 in Raleigh. It was noted that staff members attending would have to turn in an annual leave day.

Staff Forum

The staff forum will be held Thursday, May 24, 2001, at 9:00 a.m. in Moore Hall.

Staff Luncheon

The luncheon will be held Monday, May 7th, 2001 from 11:30 a.m. - 1:00 p.m. in the Chancellor's Dining Room.

Employee Appreciation Week

Appreciation week will be May 7-11, 2001 with lots of activities planned.

Office/Department of the Quarter

It was suggested that the Employee of the Quarter be replaced with Department of the Quarter as part of the goals for 2001.

Further Business:

Executive Board will meet with Dr. Meadors on May 2, 2001.

June Meeting: The next staff council meeting will be held Tuesday, June 5 2001, at 3:00 p.m. in Room 233, University Chavis Center.

Adjournment: 4:50 p.m.

Respectfully submitted,

Marla Locklear
Secretary/Treasurer