

MINUTES

UNC PEMBROKE STAFF COUNCIL MEETING University Center - Room 233 November 13, 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, Roger Killian, Debbie Jacobs, Linda Chavis-Hunt, Melissa Vance, Carlene Cummings, Carolyn Parsons, Vivian Oxendine

Members Absent: Valerie Deese, Sharlene Locklear, Lawrence Locklear, Sharon Campbell, Webster Smith, Amelia Elk

GUEST: Von Breeden

Approval of Minutes: Minutes approved.

Agenda Item: Treasurer's Report:

The operating account (1-17089) has a balance of \$2,175.14 with \$85.65 spent for refreshments for staff forum; Marla Locklear \$56.79 for aprons and \$72.00 for embroidery of aprons for a total of \$214.44. The restricted account (6-67003) has a balance of \$2,578.23 with \$22.24 to Melissa Vance for reimbursement for products bought for staff cookout; \$8.64 to Motor Pool for use of van to pick up products for cookout; Scottish Packing \$173.08 for meat; Kash/Kerry \$126.01 for staff cookout; total of \$329.97. 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 Tiffany Capps concerning the Combined Campaign donations but it is not known at this time how much was designated for staff council scholarship.

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: Ms. Cynthia Oxendine reported the results from staff council election which is as follows: Academic Affairs - Michael Oxendine and Carlene Cummings were elected. Tony Chavis, 1st alternate and Carolyn Godwin, 2nd alternate. Business Affairs - Melissa Vance, Von Breeden and Kimberly Locklear were elected. Greg Harris 1st, alternate. Lockwood Locklear, 2nd alternate. Student Affairs - Nancy Starnes, alternate position. Chancellor's Division - Pecouse Lucas, alternate position. They will start their duties in January 2002.

Agenda Item: Committee Reports

ERC Committee: Melissa Vance reported that the ERC is meeting tomorrow to count the ballots for "Employee of the Year".

Agenda Item: Committee Reports

Publications Committee: It was reported that the committee did not meet. Marla Locklear stated that Lawrence Locklear agreed to keep the website updated if the information was sent to him.

Agenda Item: Committee Reports

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

Unfinished Business:

Proposal from each committee for budget requests - It was reported that the committees have not put together a proposal as of yet. Each committee was encouraged to do so in order to meet the financial needs they may have.

In Range Committee - Debbie Jacobs represents staff council on the in-range committee. She reported that 26 requests for in-range were made. Two will be reviewed in March due to insufficient information; 18 were recommended by the committee for approval; 5 showed no justification; and one was recommended for EPA.

New Business

Executive Meeting with the Chancellor - 1) An auction for surplus items was discussed and there will be an auction held in the future and this will be advertised in the Braves Bulletin. 2) The survey for customer service in business services will be conducted in February as per Mr. Hawk's reply to Dr. Meadors' request.. 3) Dr. Meadors asked Mr. Hawk to address the money given to the University by contractors for clean up and Mr. Hawk stated that Bess Tyner will share the contract specifications via e-mail and the Braves Bulletin

concerning this matter. 4) Problems with telephones on campus was discussed and this will be addressed and will hopefully be resolved by maybe adding more trunk lines.

Supervisor's Training Workshops - a list of the workshops offered were reviewed and staff council was requested to vote on the top three that was viewed as priority. The consensus by staff council was that the workshops offered does not necessarily address the supervisor/staff relationship. It was suggested by Roger Killian that a survey for supervisor education be composed as to what issues staff members would like to have addressed. This matter was tabled until next meeting.

Memorial Day Observance - a survey was conducted and the majority of employees voted to continue to take Memorial Day at Christmas but Dr. Meadors overruled and Memorial Day will be observed in May. He stated that he was approached by members of the armed forces and could not justify not observing one of the holidays especially in light of the recent involvement of the armed forces overseas.

Next Meeting

Tuesday, December 4, 2001 at 11:00 a.m. at Sheff's Seafood at 11:00 a.m.

Adjournment

Meeting adjourned at 4:50 p.m.

Respectfully submitted,

Marla Locklear, Secretary/Treasurer