

MINUTES

UNC PEMBROKE STAFF COUNCIL MEETING

University Center - Room 233

September 4, 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, Gary Strickland, Roger Killian, Valerie Deese, Debbie Jacobs, Linda Chavis-Hunt, Melissa Vance, Webster Smith, Sharlene Locklear, Vivian Oxendine, Carlene Cummings,

Members Absent: Vonda Graham, Lawrence Locklear, Amelia Elk, Marla Locklear, Carol Hunt, Sharon Campbell

Approval of Minutes: Roger Killian stated that the balance reported in the minutes for 8/7/01 was understated by the balance that was available on 7/01/01 of \$2,537.81. He stated that the \$44.07 reported was the result of the transactions since 7/01/01 only. He also stated that on the minutes for 8/14/01, which was a called meeting, that he did not present the tuition waiver policy drafted by Human Resources for staff council opinion but rather he reminded staff council that the tuition waiver policy had been requested to be reviewed by staff council in May. Roger Killian also wanted to know if minutes were ever received for the July 17th meeting. Cynthia Oxendine stated that the minutes for August stated that the minutes for July 17th were not recorded due to an equipment malfunction. Roger wanted to know why they were not reconstructed manually. There was no comment. Randall Blue asked if there were any more corrections to the minutes for August. He then made a motion to pass the minutes and it was voted unanimously to pass the minutes.

Agenda Item: Treasurer's Report:

Melissa Vance reported the operating account (1-17089) has a balance of \$2,398.22 with \$3.78 spent for copy card. The Restricted account (6-67003) has a balance of \$2,665.21, noting the correct figure Roger Killian gave, with no activity reported.

Agenda Item: Committee Reports

Scholarship Committee: It was reported by Ms. Carlene Cummings did not meet.

Agenda Item: Committee Reports

Budget Committee: It was reported by Randall Blue that he had talked with Carol Hunt earlier in the week and Carol stated that the committee was scheduled to meet that Friday. Roger Killian reported that the committee did meet and reviewed the balance of each budget. They discussed that the budget committee could not propose how to spend the money if staff council as a whole does not have a plan. He stated the publications committee is interested in composing a brochure for staff council as discussed at the last meeting. He stated that if any other committees have interests or recommendations to submit them in writing to Randall Blue, staff council chair, who will in turn submit them to the budget committee for review and recommendation. Roger stated that as of right now there were no plans to spend the money that staff council has. Randall Blue asked if the money carried over. Roger Killian stated that the money in the general fund did not carry forward and can only be used for certain allowable expenditures. He again stated the current balance was \$2,398.22 and would revert back to the general fund if it is not spent by June 30, 2002. He stated staff council should have a plan for this money. He stated that more importantly the document (analysis of account 1-17089) showed that in the

fiscal year of 2000, \$1566.97 was turned back in as it was not spent. He stated that in 2001, it was overspent \$12.11. He stated that there should be a plan in place as to how the money will be spent. He also stated that the second account, which is the restricted fund, does carry forward if the money is not spent. He stated this is the SPA Employee Award account (6-67003). He stated that several critical issues have been discussed about it. First, we are currently receiving anonymous contributions for this account and it is unknown how long this will last or if it will last. Gary stated that when staff council was discussing spending the money in the budget, we were having problems coming up with ideas as to how to spend the money because it is so restricted. Roger stated it could be used for printing, travel, office supplies, purchase bulletin boards, filing cabinets, etc. He also stated that staff council could sponsor staff development or bring in a guest lecturer to educate staff employees. Gary Strickland suggested to Roger to e-mail staff council a list of things that can be done purchased with state funds. Roger suggested that each committee submit their wants and needs first. He stated that some examples are the publications committee is looking at publishing a brochure for staff council and ERC needs to be looking ahead as to what the employee bash is going to cost. The other issue, Roger stated, every year there is printing for the election and that is something that can be paid for with state funds and the election committee should turn that into the budget committee. He stated that each committee should identify what their financial needs are. It was suggested by Gary Strickland that all chairpersons of each committee be at the next budget committee meeting.

Agenda Item: Committee Reports

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

Agenda Item: Committee Reports

Election Committee: Cynthia Oxendine reported that November 6, 2001 will be election day for Staff Council from 8:00 a.m. to 3:00 p.m. Cynthia stated that she had a list of staff members eligible to run and ask staff council members to start calling them in the next couple of weeks to see if they would be willing to run. It was also suggested that the ERC committee elections be held on the same day.

Agenda Item: Committee Reports

ERC Committee: Melissa Vance reported that the nomination forms for Employee of the Quarter for September to December had been sent out. She also stated that she had sent out an e-mail that if anyone did not have the form, they could download it on their computer and submit it that way.

Agenda Item: Committee Reports

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

Agenda Item: Committee Reports

Personnel Committee:

Valerie Deese stated that the Personnel Committee did meet and they discussed the educational option policy and there have been some changes and she will make those changes and circulate it back out to the personnel committee and then to staff council. She also stated that the Personnel Committee did make a change to the Advancement Policy which was to leave out anything dealing with EPA non-teaching. She stated it would apply to SPA employees only as EPA non-teaching does not have the same process as SPA employees. She stated that Ms. Kate Locklear had tried to contact her concerning the Advancement Policy but became ill and has been out of work so Valerie does not know yet what Ms. Kate's concerns might be with the policy. Valerie made the motion that staff council vote on the Advancement Policy. Gary Strickland second the motion and it was voted unanimously in favor of the policy.

Roger Killian inquired about the letters that were to be sent to Human Resources addressing the new position in Human Resources. Valerie stated that most of the questions the personnel committee had was addressed in the meeting the Executive Committee had with the Chancellor. The letters were to reiterate to the Chancellor the critical need to fill the staff development position. Randall Blue stated that the Chancellor said the position was top priority as soon as the state budget was in place. Valerie stated that since the Executive Committee addressed the issue then the letters will not be submitted.

New Business:

Computer Literacy and Training Policy/Departmental Forums Policy

Randall Blue stated that a copy of the proposed Computer Literacy and Training Policy and Departmental Forums Policy were attached to the minutes and had been presented to the Chancellor for review by Staff Council Executive Board. Roger Killian asked if they were approved policies and he was told no by Randall Blue. Roger also questioned if the Executive Board had presented these policies to the Chancellor without conferring with Staff Council. Cynthia Oxendine stated that the Executive Committee was putting something together to present to the Chancellor as Staff Council had not presented anything to the committee. Carlene Cummings read from the constitution A decisions made for the council by the Executive Committee are subject to approval by full council at the next regularly scheduled council meeting.@ Valerie Deese stated that the personnel committee would look at the proposed policies and present it back to staff council.

Hiring future employees without a diploma

Randall Blue stated that the Chancellor had asked the Executive Committee to share with Staff Council and get the general feeling on not hiring employees without a high school diploma in the future. Roger Killian suggested for Staff Council do a survey for staff members to get a generalized consensus. It was decided that this question will be on the election ballot to get input from all staff members.

Further Business

Alumni Phon-a-thon: Randall Blue stated that he had received a letter from Alumni Affairs requesting staff council members to volunteer for Alumni Phon-a-thon, October 7-10 and October 14-17 from 6:00 - 9:00 p.m. Randall Blue stated if anyone was interested to contact Teresa Cummings.

Staff Council Award from SGA

Randall Blue stated that Staff Council had received an plaque from SGA last year for all the work that Staff Council had helped with.

Invite President of SGA to Staff Council Meeting

Randall Blue stated that it has been suggested that the President of SGA be invited to the next Staff Council Meeting to get input as to how Staff Council could promote a positive relationship between students and staff members.

Sno-Cone Machine

Roger Killian stated that someone needs to be in charge of the sno-cone machine and scheduling to either sell or give away sno-cones at certain events. Gary Strickland volunteered to chair the committee. It was voted and agreed upon unanimously by Staff Council to give away sno-cones during Parents Weekend on Saturday, October 6th from 11:30 a.m. - 1:30 p.m.

Next Meeting

Tuesday, October 2, 2001 at 3:00 p.m. in room 233.

Adjournment

Meeting adjourned at 4:20 p.m.

Respectfully submitted,

Marla Locklear, Secretary/Treasurer