

## MINUTES

### UNC PEMBROKE STAFF COUNCIL MEETING

Chavis University center – Room 233

April 02, 2002

**Call to Order:** Ms. Carlene Cummings called the meeting to order at 3:05 pm

**Roll Call:**

**Members Present:** James Bass, Von Breeden, Tony Chavis, Carlene Cummings, Carol Hunt, Debbie Jacobs, Kimberly Locklear, Marla Locklear, Pecouse Lucas, Larry Mc Callum, Cynthia Oxendine, Carolyn Parsons, Nancy Starnes, Gary Strickland, Janet Taylor, Melissa Vance,

**Visitor:** Donna Payne

**Members Absent:** Valerie Deese, Greg Harris, Mike Oxendine

**Approval of Minutes:** Minutes approved.

**Agenda Item:**

**Treasure's Report:** The operating account (117089) has a balance of \$1,990.96 no activity. The restricted account (667003) has a balance of \$2,709.20 expenses of \$19.29 at trophy shop and Petty cash.

**Address from Chair:**

- a. Focus on campus good
- b. do not let things fester – we need to boost morale (report problems as soon as possible)
- c. Council needs to use our time wisely. (not beating the same issues).

**Introduction of University Attorney:**

Ms Payne introduced herself and said that she was here for us to use of the council. Ms Payne also answered the following question.

**Is she here to step in on a grievance?**

No she is not really sure what her role would be. Her 1<sup>st</sup> step would be to go to the Vice Chancellor in the area the grievance was place and discuss the situation. Staff should follow the procedure for a grievance.

**How can she serve the staff Council?**

Ms Payne replied still evaluating on first instinct it would be to advise, direct us through polices. If concern arises about policies not being followed we may contact her. She asked that if we have question feel free to contact her. She has not reviewed all the policies but as questions arise she is reviewing them.

**Committee Reports:**

**Scholarship:** No Report

**Budget:** No report

**Constitution:** No Report

**Election:** No Report

**ERC:** Application fro Employee of the Quarter are ready for the review the committee will meet and discuss. Vendor list have been started, if you have addition please submit.

**Publication:** No report

**Personnel:** Meet and have no pending issues. Chair reported that there is not a committee for reclasses, they are approved by policy guidelines and submitted to the state for approval.

**Old Business:**

**Council Goals** - Carlene submitted a copy of the 2002 Council goals for review. Committee reviewed and was satisfied with the goals.

**New Business:**

**Executive Committee Meeting with Chancellor Meadors:**

**Employee of the Quarter - Chancellor Meadors** has agreed to supply refreshment for the employee of the quarter recognition.

**Surplus Sale - Will** happen in May 2002.

**In Range Policy** – asked executive committee to meet with Mr. Hawk on April 11, 2002 at 9:00 am.

**Supervisor Evaluation** – asked executive committee to meet wit Lori Miracle on April 10, 2002 at 9:00 am.

**Hiring Procedure Policy –**

**In Ranges - 21** requests and 20 recommendations made. We were advise the next submission for in ranges will be in October 2002. Please remember not to submit duties that are included in old job description.

**SEANC - Rally** June 12<sup>th</sup> 2002

**Staff Forum:**

Tentative dates Wednesday May 15<sup>th</sup> 2002 or Monday May 13<sup>th</sup> 2002.

**Fundraisers:**

Shushes

A suggestion was given that the committee sends a letter requesting each employee to donate five dollars; Ms. Cummings will draft this letter.

Gift baskets

Meeting was adjourned at 4:30 p.m.

Respectfully Submitted  
Von A. Breeden