

## MINUTES

### UNC PEMBROKE STAFF COUNCIL MEETING

Chavis University center – Room 233

February 5,

**Call to Order:** Ms. Carlene Cummings called the meeting to order at 3:10 pm

**Roll Call:**

**Members Present:** Cynthia Oxendine, Gary Strickland, Valerie Deese, Debbie Jacobs, Carolyn Parsons, Melissa Vance, Pecouse Lucas, James Bass, Von Breeden, Janet Taylor, Carlene Cummings, Greg Harris, Kimberly Locklear, Nancy Starnes,

**Members Absent:** Carol Hunt, Marla Locklear, (excused), Mike Oxendine, Tony Chavis,

**Approval of Minutes:** Minutes approved.

**Agenda Item:**

**Treasure's Report:** The operating account (117089) has a balance of \$1,991.64 with no activity. The restricted account (667003) has a balance of \$2,489.38 with contribution of \$83.33 and disbursement of \$150.00 for the employee of the year.

**Committee Reports:**

**Scholarship:** It was reported the committee did not meet

**Budget:** It was reported the committee did not meet

**Constitution:** Will deliver report at next meeting due to the detail of their report.

**Election:** It was reported the committee did not meet

**ERC:** Reported by James Bass has sent the e-mail for the Spirit Competition. Students for judging have been selected. Deadline for the Employee of the quarter is March 15, 2002 forms have been sent out. Committee will meet on March 19, 2002 and plan to announce the Employee of 1<sup>st</sup> quarter April 02, 2002. Suggestion made that maybe the Chancellor office could supply refreshments for the recognition of the employee of the quarter.

**Publication:** Committee submitted a sample of a brochure from ASU. They would like to create a similar brochure for us. If you have any ideas of things to be included please submit to the committee. They are also working on getting the website updated with current members. Cynthia will check with Lawrence and see if Bobby can come in our next meeting take updated photos. Cynthia will also be sending out an e-mail to let people know that they can go to the library and see a copy of the Recorded New Letter. Please submit act ivies to Cynthia that see may get it out to the university either by PSU all or in Brave Bulletin. Rally in Raleigh is on June 12<sup>th</sup> 2002.

**Personnel:** It was reported that the committee did not meet. Ms. Jacobs wanted to clarify that there is not a committee for reclassification, the in range committee is not responsible for that. Ms Lois Bullard handles the reclasses because she is in personnel.

**Old Business:**

**Supervisor Training:** Memo to Chancellor on supervisor training not sent because the staff council agreed that the courses on the original list did not deal with the concerns at hand. Council agreed to poll the staff and have the personnel committee to compile a list of questions from the various departments for a potential survey that should give us a reading to what type of training is needed for the supervisors. The questions should be submitted to Debbie by February 19, 2002. The personnel committee will compile the questions and have ready for submission to full council at next meeting on March 05,2002. Ms Cummings will draft a letter and submit it to the Chancellor for issues that have been dropped. Such as surplus Sales, and other issues that were brought up and not yet addressed.

**Robert’s Rule of Order:** Mr. Strickland gave a brief discussion on the law’s as long the chair can maintain control with the relax roles we will continue in the matter. Noted that the chair should be seated at the end of the table that so that she is in view of all our members.

**Employee Bash:** Each member of the Staff Council charge to bring a list of people you do business with so that we can obtain 3-4 gifts per member for the bash. The Bash is scheduled for October 2002.

**Division Break down:** The number of representatives on the staff council is as follows per Carlene’s breakdown. The question is how should we handle the new division of Enrollment Management.

- Academic Affairs: 129 with 5 representatives
- Business Affairs: 123 with 4 representatives at least one from Physical Plant
- Student Affairs: 49 with 2 representatives
- Chancellor: 47 with 1 representatives  
(including Development, and Financial Aid, Admissions,)

With these changes Nancy Starnes would represent Enrollment manage and the next alternate would represent Student Affairs. (This will give Chancellor and additional person). This should be continued when we review our constitution.

**Review of Goals:**

Reviewed the goals of staff Council and decided the following

**Goal I**

- Objective 1 Not Completed
- Objective 2 Completed
- Objective 3 Not Completed
- Objective 4 Completed  
(with Snow Cone, and  
Combine Campaign)

**Goal II**

- Objective 1 Completed
- Objective 2 Completed
- Objective 3 Not Completed
- Objective 4 Completed
- Objective 5 Continuing
- Objective 6 Not Completed

**Goal III**

- Objective 1 Completed
- Objective 2 Delete

**Goal IV**

- Objective 1 Delete
- Objective 2 Delete

**Suggestions for Goals:**

Floor then opened for goals for this council. Find out what other institutions are doing to get their people to the Rally in Raleigh. E-mail Carlene with goal additions.

**New Business:**

Asked if the Staff Council would pick up Family Day. Council voted that it would not be a good discussion at this time to pick up this event. So Family Day does not have a sponsor.

Constitution: Valarie made a suggestion that we delay this until meeting on March 05, 2002. This will be top priority.

**Next Meeting**

Tuesday March 5, 2002 at 3:00 p.m. in Room 233, Chavis University Center.

**Adjournment:** 4:55 p.m.

Respectfully submitted,

Von A. Breeden  
Secretary/Treasurer