

## MINUTES

### UNC PEMBROKE STAFF COUNCIL MEETING

Chavis University Center Room 233

April 03, 2003

3:00 pm

**Call to Order:** Ms. Nancy Starnes called the meeting to order at 3:00 p.m.

**Roll Call:**

**Members Present:** Randall Blue, Von Breeden, Teresa Bryant, Tony Chavis, Sally Ann Clark, Carlene Cummings, Susan Cummings, Emily Love, Shirley Rodgers, Nancy Starnes, Melissa Vance, Ellen Revels,

**Members Absent:** Amy Bullard, Brenda Jacobs, Mike Oxendine, David Thaggard, Annette Gwalthney-Jones, Kimberly Locklear, and Penny Locklear,

**Minutes:** Minutes were reviewed. Correction to the meeting dated and spelling. A motion was give by Shirley Rodgers to accept the minutes with the necessary correction, second by Sally Ann Clark, the committee confirmed with a show of hands.

**Treasure's Report:** The operating account (117089) has a balance of \$1,544.13 with expenses of \$46.24. The restricted account (667003) has a balance of \$1,010.61 with expenses no expenses \$12.22. The (227089) balance of \$641.07 with receipts of \$515.00 and expenses of \$123.93.

The Endowed account had a balance of \$6,157.34, with \$40.50 available for awarding. The Letter for contribution will go out on April 30<sup>th</sup>.

#### Committee Reports:

Scholarship – Did not meet

Budget Committee – Did not meet

Constitution – Did not meet

Election – Did not meet

ERC – Did not meet Prayer and meditation to begin during free period on Wednesday. Employee of the Quarter is Ms. Wanda Hammonds. May 15 fundraiser hamburgers and hotdogs, \$5.00 per plate. Mr. Vince will cook Tony working on entertainment. Forum is scheduled for May 12. Yard Sale scheduled for June 7<sup>th</sup> in front of GPAC. Health Fair will be held on April 27<sup>th</sup> 8:00 – 11:00. Will have food and door prizes. Theme for the

Employee Bass will be Mardi Gras. Looking to give each employee and lunch bag or tote.

Publications – Did not meet

Personnel – Did not meet

### **Old Business:**

Ms. Nancy gave an overview of our meeting with Dr. Meadors. He received our issues with a positive attitude. The committee discussed the following items.

Staff Council “2003” Goals- Dr. Meadors thought we had positive goals and commend us for trying to take the council and campus with a positive attitude.

Solicitation Letter to raise funds for the Staff Council – Mr. Hawk stated that we might need to resubmit it to advancement for correction of who to make the check payable too. They agreed that this was a good idea.

Solicitation Police revision and concerns – Mr. Hawk and other Vice Chancellor to review our concerns and make suggestions for amendments.

Adverse weather Policy concerns – Chancellor Meadors agree with our concerns and ask us to work on suggestion for manning the campus during these times. Ms. Nancy asked Ms. Carlene to form a committee for this purpose.

Posting of Jobs (mark to say internal or external)- Mr. Hawk was going to check on Ms Kate Locklear about this. With in one day of our meeting this was corrected and postings now show external or internal.

### **New Business:**

Governor Award Nominee’s – The committee discussed how we would nominate persons for this award. Questions were should we go with the Employee of the year? We decided with such short notice that this year we would submit our Employee of the year. The ERC would begin to set criteria for the process of nomination for this honor in future years. Ms. Teresa Bryant will let the committee know what the deadline is for this award.

Adverse Weather Committee – Ms. Carlene informed us that her committee is almost complete. She would keep the council informed of their progress.

SEANC Representative – Ms Carlene is working to get Ms. Sherry Melton to our campus for a meeting on the benefits of this organization.

3<sup>rd</sup> Shift Housekeepers – Mr. Tony Chavis was approached about housekeeping returning to 1<sup>st</sup> shift. There concerns were that it would save Energy by not having all building open at night and that the turnover would go down. Tony stated the Larry Freeman was already working on this issue. Tony would keep us informed.

**Announcements:** Staff Forum May 12, 2003, Family Day April 12, 2003,  
Contribution letter to go with next payday.

Next meeting will be on Thursday May 3, 2003 at 3:00 p.m. Jones Health and P.E.  
Building.

Vice-Chair Carlen Cummings adjourned meeting at 3:50 p.m.

Respectfully submitted,

Von A. Breeden  
Secretary FY'03