

## MINUTES

### *UNC-Pembroke Staff Council Meeting*

Chavis University Center Room 251

*June 05, 2003*

*3:00pm*

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

#### **Roll Call:**

***Members Present:*** Randall Blue, Teresa Bryant, Sally Ann Clark, Carlene Cummings, Annette Gwalthney-Jones, Brenda Jacobs, Ellen Revels, Nancy Starnes, Melissa Vance.

***Members Absent*** ***Excused:*** Kimberly Locklear, Tony Chavis, Emily Love, Mike Oxendine, Ellen Revels, Shirley Rodgers, and Carlene Cummings  
***Others:*** Amy Bullard, Susan Cummings, Penny Locklear, David Thaggard,

***Minutes:*** Minutes were reviewed. A motion was made to accept the minutes with the necessary corrections. The committee confirmed with a show of hands.

***Treasure's Report:*** The operating account (117089) has a balance of (\$13.17) with expenses of \$39.34. The restricted account (667003) has a balance of \$978.47 with expenses of \$67.90. The (227089) account has a balance of \$1,138.30 and expenses of \$264.00.

#### ***Committee Report:***

**Scholarship:** Did not meet. Will meet to plan the Snow Cone Fundraiser to be held during Lumbee Home Coming.

**Budget:** Did not meet.

**Constitution:** Did not meet.

**Election:** Did not meet.

**ERC:** Yard sale had 42 tables reserved for June 7<sup>th</sup>. This physical plant will not set up tables; the vendors at the yard sale will be responsible. Ms. Nancy will have an ad in the Robesonian. Next prayer session will be July 11<sup>th</sup>, Aubrey Swett will preside.

**Publication:** Did not meet.

Personnel: Did not meet.

***Old Business:***

1. Forum Review- Surveys indicated it was too much of a gripe session. Need to look at a different way to handle questions. Talked about the council obtaining questions all year and to open the forum up more University wide discussion instead of area problems. This would also allow questions to be addressed promptly.
2. Adverse Weather –
3. Grievance Policy Update - Grievance and Disciplinary policies will be separated. Policy almost completed per Annette.
4. Wellness Program – Ms Gwalthney-Jones address the council telling us that wellness programs will be held during lunch breaks. Each topic will be offered twice a week. She wants to address mind and spirit and more detailed health screenings.

***New Business:***

1. Forum Structure- Maybe consider a panel forum with representatives from different areas answering questions. Example panel with Retirement Representative, SEANC Representative, Safety Representative.
2. Staff Surveys – Ms Nancy did not have good response on survey. The ones she did receive had some positive comments. She gave each staff member additional surveys and asks that we distribute them to our co-workers. She will have the results at our next meeting.
3. 16 Campus Council Meeting - Ms Nancy Starnes traveled to NC State to the campus forum meeting on June 30, 2003. There was good attendance but not all 16 campuses were there. One idea that was given was the Structure of forum.

Some of the ideas shared were:

- District voting – That we are only allowed to vote for people within our division and not a general vote. This would allow people to elect the persons that would represent their area.

- Computer loan program – Employee are loaned a computer for a year.
  - Text book loan program
  - Release time for the Chair and co-chair of the staff council
4. Reschedule of July meeting – The meeting will be change to July 17, 2003 at 3:00 pm

***Other Business:***

- Get Scott Bigelow to profile each member in the Brave Bulletin
- Ms. Nancy will send out an email stating the accomplishments of the staff council
- Ms. Cynthia was submitted as our candidate for the Governor's Excellence Award
- Talk about placing suggestion boxes around campus
- Melissa was approached by 3<sup>rd</sup> shift housekeepers about cleaning up behind vendors. Council suggested that they flow their complaint through the chain of command Larry Floyd---Pattie Dees—Larry Freeman. After completion if there is not satisfaction return to the Council.

***Announcements:***

- Meeting about Snow Cone sale needs to be scheduled.

***Next Meeting:*** July 17, 2003 3:00pm Room to be announced

***Adjournment:*** Meeting adjourned at 4:00 pm

Respectfully Submitted

Von A. Breeden