

## UNC PEMBROKE STAFF COUNCIL MEETING

University Center Room 233

February 5, 2004

3:00 pm

**Call to Order:** Mr. Tony Chavis called the meeting to order at 3:10 pm.

**Roll Call:**

**Members Present:** Tina Emanuel, Teresa Bryant, Tony Chavis, Courtney McMillan, Julie Apodaca, Annette Gwalthney-Jones, Brenda Jacobs, Bess Tyner, Shirley Rodgers, Bryan Hunt, Tonya Oxendine, Susan Cummings, Beth Carmical, Sylvia Chavis

**Members Absent:** Webster Smith  
Excused: Courtney McMillan, Tonya Oxendine

**Guest:** Pamela L. A. Barkett, Director, Human Resource

**Minutes:** Minutes were reviewed. Corrections were made to grammar and spelling. A motion was made by Tony Chavis to accept the minutes with the necessary corrections and seconded. The committee confirmed with a show of hands.

**Treasurer's Report:** The operation account (117089) has a balance of \$2,297.27 with expenses of \$20.05. The restricted account (667003) has a balance of \$313.41 with expenses of \$62.12. It was accepted as is. **The account (227089) has a balance of**

**Committee Reports:**

**Budget** – Did not meet.

**Constitution** – Chair has been looking at other Staff Council's constitutions in the UNC system to see how their elections are held. Why are we called staff council and not staff senate. Scott was the one who named us

**Publication** – Have not met. Chair has left message with photographer to see when he can get a picture of the 2004 members. Julie volunteered to help with this. Shirley will talk with Lawrence to see if he can get Julie permission to update web page. Shirley will contact Lawrence about assisting with web page.

**Personnel** – Did not meet. Will meet by next meeting.

**Election** – Did not meet. Tony Chavis stated that the secretary of staff council has to be chair over this committee. See Staff Council Constitution, Article X Article X Administrative Committees, Section 1. Election Committee.

**Scholarship** – Did not meet.

**ERC** – Tony has sent out email for staff to elect employees of the quarter and about homecoming. There will be a pizza party for the best spirit. Staff Council can ride in parade if we can get a truck. We need to get more people on the ERC committee. The following people volunteered; Tina, Shirley, Annette, and Julie. Need to solicit 6 restaurants for 4 lunch meals. Committee members are to get back in touch with Tony. ERC also talked about a golf tournament for a fundraiser. We are still looking into this. We could have door prizes for different holes. We will look into getting letterhead for staff council. Employee bash will be held in October 2004.

**Old Business:**

Executive committee will meet to do agenda for meeting with Chancellor.

**New Business:**

Annette gave a brief overview of Career Bonding.

Secretary will get the 2003 minutes to see if anything was left undone.

Any concerns that you may have heard from other employees, you can bring before staff council and we can address it.

Minutes from January 2004 were reviewed by members and approved with noted corrections.

Ms. Rikki Cockrell is Chancellor's appointee for the 2004 Staff Council.

Suggestion was paid for a Survey for staff population to see 10 things they would like to see the staff council do in the coming year. Tony asked if Teresa could get this together and send out an email to all. Tony stated that during the meeting with Mrs. Broad that other universities are each other's ideas. Tony has emails and telephone numbers of other UNC Staff Councils if you would like to contact them.

March 9 there will a **Statewide** UNC Staff Council meeting in Greensboro. If any would like to attend let us know. Tony will get the information and let us know at next meeting.

Mrs. Pam said that she would help any way she can with staff council. She has been looking at Human Resource bench marks hires, turnover rates, promotions, and transfers. We are aware that there are several employees who have been on contract for as long as two years. We are planning on looking into that.

It was stated that the Staff Council Chair, Secretary/Treasure, and Chair elect are all from academic department. The constitution states that the executive committee must have delegates as needed to ensure representations as needed representation from each department which are Academic Affairs, Business Affairs, Enrollment Management, Advancement, Student Affairs, and Chancellors Office. The Chair, Tony Chavis said that due to the limited number of committee members that agreed to serve, we had to use what we could get. Could not even get enough alternatives to run. Bess Tyner made a motion to keep Executive Committee members as is. Seconded by Teresa Bryant. The committee affirmed by saying "T".

Meetings are always the first Thursday of every month at 3:00 pm. If you cannot attend the meeting, send the secretary an email.

Chair Tony Chavis adjourned the meeting at 3:50 pm.

Respectfully submitted,

Brenda K. Jacobs  
Secretary FY'04