

UNIVERSITY of NORTH CAROLINA PEMBROKE

Meeting Minutes of the Staff Council

April 19, 2016 – 2:00 p.m.
University Center, Room 213

Welcome and Call to Order

The meeting was called to order at 2:02 p.m.

Roll Call

Present: Robert Canida, Mark Hunt, Angela Russell, Valerie Turnmire, Annette Straub, Tara Hunt, Gordon Byrd, Christy Poteet, Patti Dees, Christy Dearden, Tawanna Locklear, Willis Glasgow

Absent: Sharon Blue, Kim Hunt, Kay Strickland, Cynthia Oxendine

Approval of March 15th Minutes

Annette Straub made a motion to approve the February 16th minutes, the motion was seconded by Christy Poteet and unanimously approved by the council.

Reports from Administrators

- a. Mr. Carlton Spellman, VC for Finance and Administration. Jenna Freeman attended on behalf of Mr. Spellman and informed the group of the following updates:
 - The Sustainability Office released the 2015 Campus Emissions Update which shows a 6% reduction in our global-warming emissions from the 2013 baseline—this equates to over \$200,000 in avoided energy costs alone and an overall emissions reduction of more than 1,000 metric tons of CO₂ equivalent.
 - Facilities Operations filled the Facility Superintendent position in March 2016.
 - Three key positions in the DoIT leadership team are open; Director of IT Support Services, IT Security Officer and Business Officer. Searches are active for each.
 - Director of Employee Relations position search in Office of Human Resources is still underway
 - Director of Business Services search is in the final stages. Two interviews have been conducted and one pending interview is schedule for the week of April 25th. The goal is to have a decision made by the beginning of May 2016.

- The Budget Director search is in the initial stages. The committee has not convened but the process will begin soon.
- b. Ms. Angie Revels, AVC Human Resources. Ms. Sheila Hardee attended on behalf of Ms. Revels:
 - Retirement Dinner on May 17th, 6:00pm in the University Center Annex.
- c. Ms. Sandra Jackson, Sodexo, no updates.

Treasurer's Report – Tara Hunt

Non-state - \$2,128.15
 State - \$521.00
 SC Gift - \$1,611.60
 SC Scholarship- \$110.30

Former Business

- a. Robert, Christie, and Annette participated in the round table discussion during President Spellings' visit which went very well.
- b. SGA President, Staff Council President, Faculty Senate President and the Chancellor re-signed the shared governance document on April 6th. This document can be found hanging on the wall in UC room 213.
- c. Scam presentations conducted by Carol Young of NC Department of Justice were great. Everyone should have taken advantage of the presentation.

New Business/Committee Reports

- a. Employee Recognition:
 - Next meeting in planning stages; discussed putting a write-up in the Pine Needle about the Employee of the Quarter and having a "wall of honor" in Lumbee Hall recognizing the EOQ's, something to have this recognition visible.
 - Staff Bash scheduled for May 12th, hope staff will be able to stay the duration of Bash instead of rushing through the food line just to turn around and go back to the office. Work with the Directors to allow staff to stay the duration of the event since it is for the staff, to recognize and thank them for their hard work and dedication. A new feature to this year's Staff Bash is to have 2-3 separate times so all shifts can attend.
- b. Publication and Information Committee: no updates.
- c. Constitution Committee: Add HR person to the Personnel Committee and add verbiage in the constitution.
- d. Personnel Committee:
 - Mark met with AVC Revels to discuss adding a permanent member of HR to the Personnel Committee.
 - Discussion of SEAT transportation coming to campus to provide service for those who need the assistance. More information to follow
- e. Election Committee: no updates.

- f. Executive Committee: no updates.
- g. Adverse Weather Committee: no updates.
- h. Festival @ Old Main Event Committee: Event is scheduled for Saturday, April 23rd, volunteers are still needed.

Chair's Report – Robert L. Canida, II

- a. Staff Awards and Recognition ceremony: Great 1st time ceremony.
- b. Chancellor's Installation Ceremony Volunteers: Thank you!
- c. Employee of the Quarter: Keats Ellis
- d. Festival @ Old Main: Celebrating Community Event: April 23rd, 1:00pm-7:00pm.
- e. Teambuilding Workshop/Exercise: Mr. Mark Gogal, HR Consultant, May 11, Sampson Hall 237, 9:00am-11:00am.
- f. UNC Chancellor's Golf Tournament: May 25th, Sanford, NC (May 24-26)
 - 1. Prize patrol gifts
 - 2. SC team @ \$400 (David Synan, Dana Watkins, Landon Lowry, Justin Winans)
 - 3. Golf Tournament items (tents, coolers, radios)
 - 4. Volunteers (need 7-10 from UNCP)
- g. [Janet B. Royster Scholarship](#) (Due May 1):
- h. UNCP's University Awards for Excellence nominations (Due April 18)
- i. Braves Kickoff event update (August 10-11)
- j. Loan Program: Need the logistics before further discussion.
- k. SGA Resolution for the Single Occupancy Bathroom Act (SGA President Elect John)
- l. Administrative Professionals Day
- m. Fundraising Ideas

Announcements

- a. Commencements; Graduate, Friday May 6; Undergraduate, Saturday, May 7

Adjournment

Meeting adjourned at 3:26pm.

Next meeting: Tuesday, May 17, 2016, 2PM in UC 213

Respectfully submitted by,

Tara R. Hunt
Staff Council Secretary