



# STAFF SENATE

## AGENDA

Tuesday April 2, 2024

3:00 PM

University Center Room 213

### 1. Call to Order: Timothy Sampson @ 3:03

### 2. Roll Call by Secretary: Phyllis Smith for Concetta Bullard

- a. Members Present: Timothy Sampson, Phyllis Smith, Taylor Strickland, Dr. Leslie Locklear, Steven Locklear, Chris Locklear, Jasmine McCrae, Daniel Perdue, Penny Oxendine, Kristie Hunt, Rosa Ball
- b. Members Absent: Concetta Bullard, Jamie Oxendine, Francine Cummings, Jocelyn Graham, Paula Cummings, Phillip Bullard, Enka Oxendine, Sharon Blue

### 3. Approval of Agenda

#### ❖ Chair, Timothy Sampson, made motion to add Chancellor's Cup Golf Tournament to New Business

- a. 1<sup>st</sup> Motion: Steven Locklear
- b. 2<sup>nd</sup> Motion: Daniel Perdue
- c. Agenda Approved with the addition

### 4. Reports/Remarks from Guest

- a. Angela Revels, AVC for Human Resources
  1. SHRA Performance Reviews ended March 31, 2024
  2. 2024 UNC System Employee Engagement Survey will close April 8, 2024; currently UNCP is at 30%
  3. SHRA Salary Range was updated by UNC System on 4/1/2024; for the first time in almost a decade.
  4. UNCP Exceptional BRAVES Leadership Cohort will launch this summer; the first series of professional development certificate programs for supervisors, managers, and leaders.
  5. Employees have until April 12, 2024 to submit nominations for the Governor's Awards for Excellence Awards
  6. Reminder to submit timesheets in timely manner; Acknowledging Phone Alerts
- b. Gabe Eszterhas, VC for Finance and Administration – Not Present

### 5. Chairs Report: Timothy Sampson

- a. Chancellor Cummings sent out an email today to his cabinet regarding the Use of Flexible Work Arrangements and the Remote Work Policy
  1. Conversations are to be held with leaders by April 16, 2024
- b. Departure Policy was completed on April 2, 2024 and submitted to Cabinet, HR, and Legal
- c. There have been discussions with several individuals within Facilities Maintenance regarding concerns expressed at previous Staff Senate meetings.
  1. Hoping to have a plan in place by next week (April 7-13, 2024)
  2. Have also spoken with System's Office
- d. Informed Staff Senate of the following meetings:
  1. Board of Trustees Meeting on April 11-12, 2024
  2. Board of Governor's Meeting on April 17-18, 2024

## 6. Committee Chair Reports

- a. Budget Committee: Phyllis Smith
  1. State Funds – no activity
  2. Non-State Funds – reflects two charges:
    - \$250 donation to SAIS to help with 2024 BraveNation Powwow & Gathering
    - \$36.74 purchase at Walmart for gift bags and decorative tissue paper
  3. Timothy announced that Staff Senate will be allocated \$7,500 on July 1<sup>st</sup> from Finance and Administration
- b. Publications & Information: Timothy Sampson
  1. Website is current; includes minutes from March meetings
- c. Constitution: Taylor Strickland
  1. Sub-committee has met twice, once on March 14<sup>th</sup> and again on March 21<sup>st</sup>
  2. Currently 75% of the constitution has been reviewed
  3. Next meeting is scheduled for April 8<sup>th</sup>, hoping to end meeting with 100% of constitution being review
- d. Scholarship: Timothy Sampson
  1. Brave Assist will close on Friday, April 5<sup>th</sup>
  2. Amber Sessoms will then begin her awarding process for Renewals
  3. Scholarship Sub-Committee will schedule meeting to award 3 recipients
- e. Election Committee: Timothy Sampson – no updates
- f. Employee Recognition: Timothy Sampson for Paula Cummings
  1. Currently reviewing submissions for February & March Employee of the Month
  2. In Fall, application will open to nominate individuals for the 2025 Spring Awards
    - Awards will be based on UNCP's core values; total of 6 awards
- g. Human Resources: Kristie Hunt
  1. Sub-committee held meeting on March 28<sup>th</sup>
  2. QR Codes: working to have placed in buildings across campus so individuals can express concerns/issues anonymously
  3. Reserved Parking issues: new policy that will enforce towing is being presented to Board of Trustees during April 11 & 12 meeting.
  4. Exit Survey: employees have an option to completed when they leave the university
  5. Transition Checklist: working with Mrs. Donna Strickland to implement a transitional checklist for when individuals transfer within departments
- h. Health & Wellness: Dr. Leslie Locklear for Jamie Oxendine
  1. Walking Club will resume on April 9, 2024 from 4:00PM to 5:00PM
    - Offices will not close
    - Individuals are to work with their supervisors in order to participate
  2. Met with Dr. Campos and discussed adding a one-pager to the On-Boarding training material to inform New Hires about Headspace Care and wellness opportunities across campus
  3. Reached out to a Headspace Care Representative to assist with setting up virtual training workshops
- i. Events: Jasmine McCrae
  1. Sub-committee held last meeting on March 8, 2024
  2. Jail-O-Thon scheduled for April 2, 2024 was cancelled due to recent events
  3. Pie-O-Thon has been scheduled for April 29, 2024 on UC Lawn
    - Cost for Associate Directors & General Staff: \$5 or 2 for \$7
    - Cost for Associate Directors & Faculty: \$10 or 2 for \$12
    - Cost for Chancellor, Vice-Chancellor, Executive Directors:  
\$20 or 2 for \$22
  4. Will be using shaving cream instead of cool whip
  5. Campus Police will pick-up selected individuals
  6. Reaching out to Legal to verify liability for event

**7. Old Business**

- a. UNC System Engagement Survey – was covered during Angela Revels report/remarks

**8. New Business**

- a. Chancellor's Cup Golf Tournament to be held September 25, 2024
- b. Staff Senate members who wish to attend will apply hotel and other travel expenses to their own department
- c. Monies raised at the tournament will go towards the Janet B. Royster Scholarship
  - Last year's tournament allowed for 27 recipients to receive scholarships; 4 of those recipients were staff here on the UNCP Campus

**9. Adjournment @ 3:59**