

UNIVERSITY of NORTH CAROLINA
PEMBROKE

Meeting Minutes of the Staff Council

February 16, 2016 – 2:00 p.m.

Mary Livermore Library's Conference Room 213

Welcome and Call to Order

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

Roll Call

Present: Robert Canida, Annette Straub, Sharon Blue, Christy Poteet, Pattie Dees, Tawanna Locklear, Cynthia Oxendine, Gordon Byrd (call-in), Willis Glasgow, Tara Hunt, Kim Hunt, Angela Russell, Mark Hunt, Kay Strickland, Christy Dearden

Absent: Valerie Turnmire (excused)

Approval of Agenda

Tara Hunt made a motion to approve the February 16th agenda, the motion was seconded by Christy Poteet and unanimously approved by the council.

Approval of January Minutes

Annette Straub made a motion to approve the January 19th minutes, the motion was seconded by Angela Russell and unanimously approved by the council.

Reports from Administrators

- a. Mr. Carlton Spellman reported all statements for the year have been finalized and we had a clean audit. He also discussed a few other items going on around campus, 1) co-sponsoring a financial systems conference at FSU, 2) the new student health building has begun, 3), patio area outside of the university center and 4) the stadium is finally complete.
- b. Ms. Angie Revels, AVC Human Resources discussed the new adverse weather policy and the requirements for each "condition". Under the new policy, the Chancellor has the authority to declare three condition levels, reduced operations (1), suspended operations (2) and closure (3). All SHRA and EHRA non-faculty employees, who earn leave, must use available leave for absences related to conditions 1 or 2 unless the university decides to allow the use of make-up leave, to be repaid within 90 calendar days. Under condition 3, employees may receive paid leave without charge to their personal leave.

- c. Ms. Sandra Jackson with Sodexo reported the upcoming events:
 - Pop-up Restaurant, barbeque blues style on 2/18, \$8 with a meal plan and \$12.50 with no meal plan.
 - Athletics-sports nutrition presentations – will get dates.
 - Health Fair in the UC on 3/16.

Treasurer's Report – Kay Strickland

Non-state - \$2,654.21

State - \$521.00

SC Gift - \$1,006.40

There was a request to include a printout of the treasurer's report with the minutes; motion was made by Mark Hunt and the motion was seconded by Christy Poteet and unanimously approved by the council.

Former Business

- a. Employee of the year, Ms. Patricia Fields.
- b. Governor's Award of Excellence 2015. Ms. Annette Straub.

New Business/Committee Reports

- a. Employee Recognition:
 - Angela Russell reported the first ERC meeting will be held on 2/18 at 3:00pm in Old Main.
 - We have a sno-cone machine that SC has used at football games but we were spending more in buying the syrup than making a profit; it was suggested we sell the machine and use the monies for scholarship funds. The committee as a whole decided to hold on to the machine a little longer and use it at more events (i.e. Lumbee Homecoming, the upcoming PeachBelt conference) before making the decision to get rid of it.
 - Employee of the Quarter nomination forms to be coming out soon.
 - Discovered there are two (2) laptops that belong to SC, the ERC will keep one and Robert will take the other.
 - Discussion of Spring Staff Bash and the Chili cook-off. When is a good time to have? The Chili cook-off needs to be postponed to later in the year due to other scheduling conflicts and the Spring Staff Bash will be postponed until summer.
- b. Publication and Information Committee
- c. Constitution Committee:
 - Gordon Byrd emailed amendments and proposed constitution. SC needs to vote on proposed changes. Mark Hunt and Robert Canida will also serve on the Constitution Committee.
- d. Personnel Committee:
 - Mark Hunt is currently the only member on this committee; however, Gordon Byrd is willing to join.
- e. Election Committee
- f. Executive Committee: Has not met yet

- g. Adverse Weather Committee:
 - Cynthia Oxendine reported the new policy was approved by the State Human Resources Commission in December 2015 and replaces the OSHR Adverse Weather and the Emergency Closing policies that were approved by the Commission last year. With the new policy, the term mandatory or essential employee remains unchanged and the Chancellor has the authority to declare three condition levels under this policy. The levels are reduced operations, suspended operations and closure. If employees make the choice to stay home during conditions 1 and/or 2, they will need to use leave for this time.
- h. Festival @ Old Main Event Committee:
 - New name for event known as Family Day to be held April 23rd from 1:00pm – 4:00pm.

Chair's Report – Robert L. Canida, II

- a. UNC Staff Assembly @ UNCP, Monday February 29, 8:30am – 5:00pm:
 - Gordon Byrd and Christy Poteet will attend.
- b. General Staff Meeting: Tuesday, March 2, 2:00pm – 3:30pm, Moore Hall Auditorium:
 - VC Carlton Spellman and AVC Angie Revels will be speaking and answering questions.
- c. Staff Awards and Recognition Ceremony: Chancellor's Installation Week Event: Tuesday, April 5, 2:00pm-4:00pm in GPAC; Christy, Angela, Annette and Robert represent SC. An award for each value will be awarded, one from SHRA and one from EHRA; there should be 12 awards and one "Oscar" award, Changing Lives through Education.
- d. Chancellor's Installation Ceremony: Friday, April 8, 3:00pm in GPAC:
 - Robert will be speaking on behalf of SC; he encourages attendance and wear shirts and badges.
- e. Festival @ Old Main: Celebrating Community Event, April 23, 1:00pm – 7:00pm
- f. Teambuilding Workshop/Exercise: Mr. Mark Gogal, HR Consultant: 4/19
- g. Fundraising Ideas:
 - Need ideas, possibly doing t-shirts again (similar to the native strong shirts done before), cake/pie walk, Cruise for Pembroke, Homecoming, etc.
- h. Shared Governance Meeting w/ Chancellor Cummings:
 - i. University's position on N.C. Guaranteed Admission Program and designation of "struggling" campuses: Chancellor urges us to write letter to define what "struggling campuses" means.
 - ii. University proposed Diversity statement: we are most diverse and do not have a Diversity statement.
 - iii. Educational legislation under consideration by SGA
- i. Faculty Senate Meeting:
 - i. Prospect Road Enhancement Project: More information to come
 - ii. NC Connect Bond: March 15 vote; \$980M to the UNC system: Please vote
 - iii. UNC President Margaret Spellings' visit to UNCP March 18: Mark calendars
 - iv. Chair Elect: Dr. Sara Simmons: Term begins in August
- j. SC's website WIC: Tara Hunt announced she is currently making changes, additions,

deletions to the staff council website. She asked that everyone review the site for changes and let her know if something needs to be updated.

Announcements

- a. Sarah Deer: Native American Speaker Series, February 16. 7:00pm in the UC Annex
- b. African-American Read In: Oral Recitations program, February 25, 6:30pm in the Library
- c. Harlem Renaissance Festival, Feb 29, 7:00pm in GPAC
- d. SGA Board of Education Candidate's Debate, March 2, 7:00pm in GPAC

Adjournment

Mark Hunt made a motion to adjourn the meeting, the motion was seconded by Angela Russell and unanimously approved by the council.

Meeting adjourned at 3:27pm.

Next meeting: Tuesday, March 15, 2016, 2PM in UC 213

Respectfully submitted by,

Tara R. Hunt
Staff Council Secretary