

UNIVERSITY of NORTH CAROLINA
PEMBROKE

Meeting Minutes of the Staff Council

June 20, 2017 – 2:00 p.m.

Business Administration Building - 107

Welcome and Call to Order

The meeting was called to order at 2:01 p.m. Staff Council Chair Robert Canida appointed Tina Rodgers acting-secretary in the absence of Tara Hunt.

Roll Call by Acting-Secretary Rodgers

Present: Gordon Byrd, Robert L. Canida, II, Evelyn Cheek, Greg Harris, Kim Hunt Tawanna Locklear, Tina Rodgers, Parker Watson, Dawn Wheeler

Absent: Mary Baynes, Alison DeCinti, Jean Marie Floyd, Sheila Hardee, Tara Hunt, Kay Strickland

Approval of Agenda & May 23, 2017 Minutes

Gordon Byrd made a motion to approve the June 20th agenda & May 23rd minutes. The motion was seconded by Dawn Wheeler and unanimously approved by the council.

Treasurer's Report – Robert L. Canida, II

Balances as of 06-15-2017

SC Non-state:	\$1,588.53 (270890)
SC State:	\$1,235.00 (170890)
SC Gift:	\$686.80 (670030)
SC Scholarship:	\$93.30 (687000)

Kim Hunt made a motion to approve the Treasurer's Report, the motion was seconded by Tawanna Locklear and unanimously approved by the council.

Reports from Administrators and Guests

a. Kenneth Spayd, Interim VC for Finance & Administration:

- Budget/Legislative Update: NC House and Senate have finalized their proposed budgets.
 - Bonus leave will increase for employees, but it must be used during the term of employment. It cannot be "cashed out" upon retirement.
 - \$10 million allocated toward the renovation of West Hall
 - Full funding for NC Promise and enrollment growth.
 - No management flexibility cut
 - BOG approval will be needed for salary increases >5% for employees making over \$100K, as well as new personnel whose salaries will be >\$70K.
- UNCP Bookstore transition to Follett will take place July 27-28. Current employees will be grandfathered in to the company for at least one year and maintain current salary. It is expected prices will increase for general merchandise, while prices for textbooks will remain relatively the same.

- b. Angela Revels, Assistant Vice Chancellor for Human Resources
 - EHRA Non-faculty performance reviews are due to OHR by July 31
 - The State Health Plan is conducting a dependent verification audit of all enrolled State employees. Emails have been sent by OHR to encourage employees to complete the verification by July 31. If documentation verifying a dependent's eligibility is not submitted by deadline, coverage for the dependent(s) will be terminated, effective August 1, 2017.
 - The proposed state budget will include a \$1,000 raise for SHRA employees, as well as cost of living increases for retirees and teachers.
 - The Personnel Review Committee (PRC) is in place for budgetary controls on new positions. PRC was first created to manage lapse salaries as a result of the enrollment decrease and subsequent decrease in funding.
- c. Sandra Jackson, General Manager, Sodexo: No Report

Former Business

- a. The 2nd Annual Staff Awards & Recognition Ceremony was very successful. We were joined by UNC Staff Assembly Chair Pernell Bartlett and Pam DeGraffenreid (UNC SA).

New Business/Committee Reports

- a. Employee Recognition Committee: No Updates
- b. Publication and Information Committee: *The latest Staff newsletter was released; utilized a new program (Sway) to publish for easier online viewing.*
- c. Constitution Committee: No Updates
- d. Human Resources Committee: No Updates
- e. Election Committee: No Updates
- f. Executive Committee: No Updates
- g. Scholarship Committee: *An email was distributed to campus announcing applications are currently being accepted for the UNCP Staff Council Endowed Scholarship, which is open to all full-time employees, their descendants, and spouse.*
- h. Budget Committee: No Updates
- i. Health and Safety Committee: No Updates
- j. F@OM: *Parker Watson requested the Festival at Old Main Committee be removed from the committee reports list until planning for the event is underway.*
- k. Staff and Faculty Holiday Party: No Updates
- l. Sustainability Committee: No Updates
- m. Employee Emergency Relief Fund: No Updates

Chair's Report – Robert L. Canida, II

- a. Staff Awards and Recognition Ceremony: comments under “Former Business.”
- b. Newsletter: Request to submit news items to Mary Baynes for September issue of the newsletter.
- c. Summer Staff Forum: Inquiry about whether to have a summer staff forum. This will be discussed as the next Staff Council meeting.
- d. Summer Staff Appreciation event: money in the budget to hold a staff appreciation event, but the funds must be used by August 1.
- e. Reminder to nominate someone for the Thomas W. Ross Sr. Visionary Award. Nominations are due by June 25.
- f. UNC Staff Assembly meeting on July 31-August 1 at UNC Charlotte. Each campus is allowed to bring up to three delegates, with expenses paid by Staff Assembly.

- g. Dr. Canida thanked the Council for their time and hard work during his term over the past 18 months. He encouraged everyone to support Mr. Byrd as he assumes the role as interim chair until January. Dr. Canida thanked Dawn Wheeler for her service on the staff council as this is be her last meeting. She has accepted an opportunity away from UNCP. Dr. Canida will research the Staff Council Constitution with regard to filling her vacant position on the Council.

Announcements

An email requesting nominations for Employee of the Quarter, for quarter ending June 2017, will go to campus soon. Deadlines for nominations will be July 7. Dr. Canida then turned over chair duties to Mr. Byrd.

Next meeting: July 18, 2017, University Center, Room 213.

Adjournment

Parker Watson made a motion to adjourn the meeting. The motion was seconded by Robert Canida and unanimously approved by the council. The meeting adjourned at 2:36 p.m.

Respectfully submitted by,

Tina Rodgers
Staff Council Acting-Secretary