



Meeting Minutes of Staff Council

Thursday, February 15, 2023

12:00 PM-1:00 PM

Chancellor's Dining Room

1. Call to Order

- a. Meeting was called to order at 12:02pm by Chair, Timothy Sampson

2. Roll Call by Secretary (Shakisha Davis)

- a. **Present:** Timothy Sampson, Shakisha Davis, Asa Lowry, Whitney Locklear, Jocelyn Graham, Sarah O. Hunt, Devan Britt
- b. **Absent:** Shawnda Cummings, Concetta Bullard, Phillip Bullard, Kristie Hunt, Shania McMillian

3. Approval of Agenda

- a. Approved
 - i. Motion: Devan Britt
 - ii. Second: Asa Lowry

4. Reports/Remarks from Guest

- a. Nicolette Campos, Human Resources
 - i. Informed council of upcoming visit from the Board of Governors on April 18-20, 2023. It's been 10 years since their last visit and want to make a lasting impression. Holiday Inn and SpringHill Suites in Lumberton will be the host hotel. Shuttles will be provided as transportation and reserved parking will be dedicated as well.
 - ii. There is a need for volunteers, especially early morning volunteers.
 1. Wednesday, April 19 from 7am-4pm
 2. Thursday, April 20 from 7am-12pm
 - iii. PBS will be in attendance for this day. Please contact Nicolette Campos for signups.

5. Chair's Report

- a. Timothy Sampson thanked all committee members and executive board for their had work over the past few weeks. He shared the following updates:
 - i. Meeting with Chancellor Cummings
 1. Discussed ways to increase Staff Council's impact on campus. Discussed the council's roles and responsibilities. The hinderance of the quick turnaround in chairs, and the need to make staff council more aligned with Senate Council. Also, reintroduced the idea of flex scheduling and the idea of accountability within departments. Devan and Tim will be exploring more campuses for research purposes. Plans to meet with Revels to assist in this effort
 - ii. Executive Board Meeting
 1. Discussed the importance of attendance in Staff Council and enforcing those policies. Currently, after 3 consecutive absences one is dismissed. More discussion will continue around this topic in future meetings. With over 400 plus staff employees we represent, being active is vital.

- 2. Employee of the Month (EOM) will be scheduled on a rotating schedule to encourage more participation. The monthly schedule will be finalized shortly.
- iii. The Publications Committee will be updating our online and social media platforms. They are creating an online concern form for staff to leave confidential care and concerns. This item is in progress.
- iv. Tim met with Gabe in Admin & Finance. He advised that the request for the \$5000 recurring for Staff Council was on his list to consider.
- v. Tim will be attending the Board of Trustees meeting and will present the Staff Council's pending items regarding funding and etc.

6. Committee Chair Reports

- a. Budget Committee (Shakisha Davis)
 - i. Shakisha, Tim, and Devan meet to discuss the balance in Staff Council's account. We have a total balance of \$2306. \$789.42 in Staff Council/ERC and \$1,516.80 in Staff Council (Gifts & Awards).
 - ii. Currently, discussing ways to increase funding. Tim will be asking each department for a donation to the Staff Council. He will also meet with Gabe about our budget as well.
 - iii. The committee is reviewing all expenses from the past year to budget accordingly for upcoming activities.
 - iv. Suggested that we have personalized items for with Staff Council Logo for awards and recognition.
- b. Publications & Information (Devan Britt)
 - i. Shared updates for social media and digital platforms will be occurring this week.
 - ii. Created a set schedule for EOM process, the updated process will be shared with council to ensure we have structured system
 - iii. Will like to create a flashback email blast/newsletter to send out to university. This is currently in progress
 - iv. Website updates are underway to include pics, forms, and updated information. If you have any questions or suggestions for the concern form, please submit to Devan.
- c. Constitution (Jocelyn Graham)
 - i. Committee has meet twice to revamp constitution to align with the university system process and Staff Assembly
 - ii. Suggested Changes and Corrections
 - 1. Terms-Suggested current delegate terms be adjusted from 2 years to 3 years. Each delegate will be given the opportunity to opt in for an extra year at the end of their 2 year term. The executive board term will shift from 1 year to 3 years.
 - 2. Dismissal-Adding a clause for dismissal to remove an Executive Board Member
 - iii. Splitting Positions-Currently the Secretary and Treasurer position is combined. Suggested this be split for 2 separate roles. Currently, Shakisha Davis is serving in this combined role and agrees this role should be split. She will get the choice to choose which role she prefers if approved.
 - iv. Meetings-Suggesting a change for committees to meet once monthly
 - v. Additional Committees- Would like to add an Events Committee and a Health & Wellness Committee
 - vi. Change to Chair Elect position-Currently Chair Elect role is limited and serves to run the election of new officers in January. Tim proposed 2 alternatives to this position:
 - 1. 2 Vice Chairs- The current vice chair will be 1st Vice Chair and will serve as second in command to Chair and assist in specific duties. The current chair elect will serve as 2nd Vice Chair and will govern the Committee Chairs and solve any issues of concerns the committees are facing.

2. Chair Elect will remain the same but if term changes to 3 years for Chair will serve 2 years and the Chair Elect will serve the last year as Chair.
The council will vote on this during the next meeting after further discussion.
- vii. Limitation-Executive Board can only serve as chair to one committee to prevent overload and equal distribution of duties
- d. Scholarship (Devan)
 - i. The Endowment Scholarship deadline is February 28. The scholarship committee will review applications. They are looking to implement requirements for the scholarship. If you have any suggestions, please send them to Devan.
- e. Election Committee (Shakisha Davis)
 - i. The committee (Shakisha, Kristie, Tim, and Devan) met to discuss current special elections and the process. We had 50 nominations and only 9 to accept.
 - ii. The elections were held February 9-14, 2023
 - iii. Results-The following will be filling these vacant staff council positions
 1. Phyllis Smith-2nd Alternate for Academic Affairs
 2. Paula K. Cummings- 1st Alternate for Advancement/Chancellor
 3. Ramonda L. Crosby-Delegate for Finance & Admin
 4. Lindsey Locklear-Rhyne-1st Alternate for Finance & Admin
 5. Penny Oxendine-2nd Alternate for Student Affairs
 - iv. Still Vacant-Council is still in need of the following to have a complete council. We are actively working to fill these positions asap.
 1. **Delegate-Finance & Admin (Must be from Facilities)**
 2. **2nd Alternate-Finance & Admin**
 3. **2nd Alternate-Advancement/Chancellor**
- f. Employee Recognition (Timothy Sampson)
 - i. Currently in need of a Chair, and suggested Asa Lowry to assist in this role. Asa hasn't approved to take on this role at this moment but will provide an update later. Jocelyn was also suggested to assist the chair in this matter.
- g. Human Resources (Sarah Hunt)
 - i. No updates
- h. Health & Wellness (New Pending Committee-Whitney Locklear)
 - i. Whitney, Shania, Devan, and Kristie took the initiative to begin planning for this new committee. They met to discuss potential events for March, April, and May. The following items were shared
 1. March
 - a. Accessibility and Disability Walk-walk on campus to see what areas are not accessible and report those items to be fixed.
 - b. Spring Break (6-8th) Tiny Baxley-All Staff opportunity to participate
 - i. Yoga Event outside on the lawn (2 times a day)
 - ii. Mindfulness Event-Business Department to do an event focused on mediation and etc.
 - c. Sports Empowerment Event -March 23rd (8am-2pm) Field next to Lumbee Hall
 2. April
 - a. Special Olympics-April 4th-volunteers to assist
 - b. Initiative for Walking club-for staff to walk 1-2 miles during lunch
 3. May
 - a. Sodexo-Nutritional Lunch event
 - i. Possibly teach health recipes, classes, or interactive event
 - ii. Will also participate in the newsletter to have a column to promote ginger app, events, health and wellness tips. Tim suggested she meet with Asa since she is now chair of Events Committee

7. Old Business (Timothy Sampson)

- a. Special Called Elections
 - i. **Approved**-New Council Members
 - 1. Phyllis Smith-2nd Alternate for Academic Affairs
 - 2. Paula K. Cummings- 1st Alternate for Advancement/Chancellor
 - 3. Ramonda L. Crosby-Delegate for Finance & Admin
 - 4. Lindsey Locklear-Rhyne-1st Alternate for Finance & Admin
 - 5. Penny Oxendine-2nd Alternate for Student Affairs
 - ii. Motion-Jocelyn Graham
 - iii. Second-Asa Lowry

Shakisha will reach out to them regarding the next meeting and congratulate them. Devan will add them to listserv and calendar invite.

- b. Meeting dates
 - i. Changing date from 3rd Thursday to 1st, 2nd, or last Thursday of the month. Tim asked everyone to look at their calendars to see what other dates work. The current date conflicts with other meetings. Please report availability to Devan.
- c. Team of the Month rather than Quarter
 - i. Change to Month because there is a great participation and is doable.

8. New Business

- a. Employee of the Month Timeline
 - i. Approval of New Timeline: Thursday or Friday of the 1st of each month
- b. Honorary Delegate Voting
 - i. Teresa Bryant has agreed to be Honorary Delegate-**Approved**
 - 1. Motion: Jocelyn
 - 2. Second-Whitney
- c. Health & Wellness Committee Vote
 - i. Add Health & Wellness Committee to Staff Council that aligns with the campus committee-**Approved**
 - 1. Motion-Jocelyn
 - 2. Second-Shakisha
- d. Events Committee Vote
 - i. We need to add an Event Committee who plans, schedules, and creates events-**Approved**
 - 1. Motion-Whitney
 - 2. Second-Asa
 - ii. Nomination of Asa to Chair this committee-**Approved**
 - 1. Motion-Shakisha
 - 2. Second-Whitney

9. Announcements

- a. No Announcements

10. Adjournment

- a. Tim Adjourned meeting at 1:07pm