

## MINUTES

### UNC PEMBROKE STAFF COUNCIL MEETING Chavis University Center - Room 233 April 3, 2001

**Call to Order:** Mr. Randall Blue called the meeting to order at 3:00 p.m.

**Roll Call:**

**Members Present:** Randall Blue, Cynthia Oxendine, Carol Hunt, Marla Locklear, Gary Strickland, Roger Killian, Valerie Deese, Debbie Jacobs, Melissa Vance, Lawrence Locklear, Sharlene Locklear, Vivian Oxendine, Sharon Campbell, Webster Smith, Carlene Cummings, Linda Hunt

**Members Absent:** Gale Sampson

**Approval of Minutes:** March 6, 2001 minutes approved

**Agenda Item: Treasurer's Report:**

Marla Locklear reported Staff Council account (1-17089) with an available balance of \$1,587.29 and Restricted Account (6-67003) with an available balance of \$3, 122.32.

**Agenda Item: Committee Reports**

**Personnel Committee:** Valerie Deese, Chair, reported that the personnel committee met and stated that they are scheduling a meeting with Kate Locklear, Human Resources Director, and staff members. The purpose of the meeting is to inquire as to how the Personnel Committee and Staff Council can help Human Resources in providing services to staff members more efficiently. Personnel Committee is considering conducting a survey of all staff members to inquire as to what type of training would be desired by staff. Personnel Committee will be addressing Human Resources about accessibility for physical plant staff members to HR Online. The committee is going to look at producing a master calendar of all UNCP activities and the cumbersome use of paper as far as time sheets and leave sheets and why are both required.

**Scholarship Committee:** Darlene Cummings resigned as Chair and Randall Blue asked Carlene Cummings to serve as Chair. She accepted.

**Budget Committee:** It was reported the committee did not met.

**Constitution Committee:** Lawrence Locklear asked if any revisions were warranted to the constitution as it related to specific committees to let him know.

**Election Committee:** It was reported the committee has not met.

**ERC Committee:** Melissa Vance reported that "Employee of the Quarter" had been selected and would be recognized on Monday, April 9, 2001. Employee Bash will be Thursday, May 10, 2001, 2:30 - 4:30 p.m. in the University Lounge. The committee recommends purchasing T-shirts and decorations for the Bash. The T-shirts will cost approximately \$1,851.82 and the committee is

requesting Staff Council's approval. The committee also asked that each Staff Council member solicit a gift to give as a door prize at the Bash as well as assist with decorating. Staff Council voted unanimously on purchasing the T-shirts and decorations for the Bash.

**Publications Committee:** Lawrence Locklear reported for Gale Sampson that the Staff Council Webpage has been designed and ready for view at [www.uncp.edu/council](http://www.uncp.edu/council). Lawrence presented Staff Council with a preview of what the site will look like.

**UNFINISHED BUSINESS:**

**Agenda Item: Goals for New Year**

List of 17 goals were passed out and Staff Council approved them (see attached sheet).

**New Business:**

**Follow up on Ron Penny's visit:**

Roger Killian reported that Mr. Penny stated that the UNC classification system would be changing within five years which would allow more flexibility for SPA/EPA employees.

**Further Business:**

**Retiree Reception/Gift Proposal**

It was noted that Robert Canida II, Chair of Faculty Development & Welfare Subcommittee, is asking Staff Council's approval for the Retiree Reception and Gift Proposal. Carlene Cummings was asked to request that Robert submit the proposal to Staff Council for consideration.

**May Meeting:** The next staff council meeting will be held Tuesday, May 1, 2001, at 3:00 p.m. in Room 233, University Chavis Center.

**Adjournment:** 4:45 p.m.

Respectfully submitted,

Marla Locklear  
Secretary/Treasurer