

MINUTES

UNC PEMBROKE STAFF COUNCIL MEETING

Jones Health P.E. Building Room#34

February 06, 2003

3:00 pm

Call to Order: Ms. Nancy Starnes called the meeting to order at 3:05 p.m.

Roll Call:

Members Present: Randall Blue, Von Breeden, Teresa Bryant, Amy Bullard, Tony Chavis, Sally Ann Clark, Carlene Cummings, Brenda Jacobs, Kimberly Locklear, Penny Locklear, Emily Love, Mike Oxendine, Ellen Revels, Shirley Rodgers, Nancy Starnes, Melissa Vance,

Members Absent: Excused: David Thaggard
Others: Susan Cummings, Annette Gwalthney-Jones,

Treasure's Report: The operating account (117089) has a balance of \$1,733.80 with expenses of \$66.39. The restricted account (667003) has a balance of \$1,041.31 with expenses no expenses

Committee Reports:

Scholarship – No Official Meeting Ms Carlene informed us that after talking to Ila Killian that once you have your money moved into the endowed fund, that all the interest must be awarded. She also stated that the way the economy is going it would be a while before we had interest to award.

Budget Committee – Met

Constitution – Did not meet

Election – Met and discussed ways to boost participation in the election process. The suggestions were:

- a. Contact the department heads and let them recommend persons in their area for the ballot.
- b. Look into having electronic voting for convenience.
- c. Have a drawing from the persons who voted and give a small prize.
- d. Tally voters by area or department and give the group with the most participation an ice cream or pizza party. (Ms Teresa Bryant contacted Dr. Meadors and he agreed to sponsor the event.)
- e. Contact SGA and see how they handled their elections and obtain participation.

ERC – Met and announced the Employee of the Quarter Ms. Helen Alston from Biology.

- a. The committee passed out handouts on a program called Peer Recognition; it had some similarities to our current program. The committee will look at it in more detail a see if we want to try to incorporate some of these things into our program.
- b. Homecoming Events – Guess the score for the game, department with most people attending the homecoming game
- c. Other scheduled events were announced
 - Spring Break Fundraiser March 3 –7. (Committee will confirm a date.
 - Yard Sale – in May 2003
 - Family Day April 12, 2003
 - Time for prayer during activity period one day a month.

Publications – Met their minutes were as follows:

The Publications Committee met at Bert's on Thursday, January 30, 2003 to discuss and explore ideas for the website. Committee members present were Shirley Rodgers (chair), Brenda K. Jacobs, and Emily Love. Chair Rodgers shared that she is currently working on updating the Staff Council website. She has already updated the Committee site (with new officers & members). She anticipates updating more as time permits. Ideas were then shared about how to improve the Staff Council website. Emily Love suggested that a survey be done among staff to get a feel of what they would like to see/participate in. i.e. to bring back the luncheon and or to work with Sodexho where staff can meet for breakfast and fellowship before starting their workday. The committee felt these ideas were great and should be submitted to Staff Council for their input. If approved, a form would be devised and will be available on the Staff Council website for staff to complete and submit online. Emily would oversee the setting up of the form.

Chair Shirley Rodgers submitted these minutes and a copy will be in the Staff Council records. Ms. Nancy and the committee agreed that the survey was a good idea and the Publication committee was given permission to proceed. Ms. Penny Locklear Chair of the Personnel Committee was asked to work with this committee.

Personnel – Met and discussed the following policies, Solicitation, Adverse Weather, Hiring. Committee made suggestion that wording of the Solicitation Policy be amended the question on the weather policy was why was it safe for staff to report to work if students are on a delay. Ms Nancy and the Council charge this committee to make their suggestions on the policies and bring back to the Council for further discussion.

Old Business:

Minutes from December 2002 were approved with correction if necessary.

Introduction of Chancellor Appointee – Ms Sally Ann Clark was appointed by Chancellor after the appointment of Donna Strickland was retracted.

New Business:

Goals – Ms Nancy gave her suggestions for goals for the Council. A list will be prepared and discussed at executive committee meeting and presented to the council in March for approval to submit to Chancellor Meadors.

Morale Building Activities – Health Fair, Dance Lessons, Blood pressure checks, more wellness activities.

Adverse Weather Policy – Ms Nancy will compose a letter for submission to Chancellor Meadors and bring to the Council for review at our next meeting.

SEANC Membership – It was stressed that every staff should be a member of this organization. This is the State Employees voice. We will try to have a SEANC representative speak on campus about this organization.

Executive Committee meeting with Chancellor - The executive committee will meet with Chancellor Meadors after our March 6 meeting. The committee will present Dr. Meadors with the letter on adverse weather policy and FY'03 Goals if approved in the Council March meeting.

Announcements:

Emily Love has been appointed to the Planning Committee
Amy Bullard has been appointed to the Personnel Committee
Debbie Jacobs continues her appointment on the In- Range committee
Carlene Cummings has been appointed to the Retirement Committee.

Next meeting will be on Thursday March 6, 2003 at 3:00 p.m. Chavis University Center Room 233.

Chair Nancy Starnes adjourned meeting at 4:00 p.m.

Respectfully submitted,

Von A. Breeden
Secretary FY'03