STAFF SENATE
UNC PEMBROKE

AGENDA
Tuesday October 1, 2024
3:00 PM
University Center Room 213

1. **Call to Order: Timothy Sampson @ 3:04**

2. **Roll Call by Secretary: Phyllis Smith for Concetta Bullard**
   a. *Members Present:* Timothy Sampson, Phyllis Smith, Jamie Oxendine, Paula Cummings, Steven Locklear, Paige Boone, Jasmine McCrae, Daniel Perdue, Penny Oxendine, Kristie Hunt, Sharon Blue
   b. *Members Absent:* Concetta Bullard, Taylor Strickland, Francine Cummings, Chris Locklear, Rosa Ball

3. **Approval of Agenda: Timothy Sampson**
   a. 1st Motion: Sharon Blue
   b. 2nd Motion: Kristie Hunt
   c. Agenda Approved

4. **Reports/Remarks from Guest**
   a. Angela Revels, AVC for Human Resources
       i. HR Updates
           1. Reminded us of the damage our sister institutions are having to deal with in the aftermath of Hurricane Helene
           2. There is a Disaster Relief fund that is managed by Ms. Donna Strickland
           3. For students impacted by the hurricane refer to CCS
           4. HR Colleagues from UNC System Home Office will be on UNCP campus the end of this month to address concerns and answer questions
   b. Benefits
       i. Donna Strickland, Deputy Chief HR Officer
       ii. Nicole Snipes, Human Resources Consultant
           1. Ensure all contact information is up to date
           2. Open Enrollment started September 30th and will run until October 25, 2024
           3. Third party administrator for the State Health Care Plan will be changing from Blue Cross Blue Shield of NC over to Aetna on January 1, 2025
           4. Benefits and Co-Pays will remain the same
           5. Only premium change is with Dental – 2% increase
           6. Completing the Tobacco Attestation saves you $60 monthly
           7. HR will hold sessions and assist with Open Enrollment here on campus on:
               • October 11th (10:00AM-4:00PM) – Health Science Building
               • October 17th (1:00PM-5:00PM) – University Center
               • October 24th (8:30AM-4:30PM) – Mary Livermore Library

5. **Chairs Report: Timothy Sampson**
   a. Received a lot of good feedback regarding the Annual Chancellors' Cup Golf Tournament. Awaiting the results to see who won the tournament and how much monies was raised.

6. **Committee Chair Reports**
   a. *Budget Committee*: Phyllis Smith
       i. State Fund has balance of $788
       ii. Non-State Fund currently has balance of $13,341.38

   iii. Student Affairs and University College has donated $2,500 each to assist with the cost of the 2024 Staff Appreciation Meal that will be held on October 10, 2024

     1. Sodexo will be catering the meals for 1st and 2nd shift

 b. *Publications & Information*: Timothy Sampson

   i. No updates

 c. *Constitution*: Timothy Sampson for Taylor Strickland

   i. it has currently been revised three times

     1. the blue, red, and green colors reflect the different changes

 d. *Scholarship*: Timothy Sampson

   i. No updates

 e. *Election Committee*: Timothy Sampson

   i. There were 23 nominations submitted for individual to join Staff Senate

   ii. Notifications must be sent out by October 15th

   iii. Elections will run from October 15 thru November 15th

   iv. New Senators must be announced to campus by November 20th

   v. New Senators terms will begin at the January 2025 meeting

 f. *Employee Recognition*: Paula Cummings

   i. Employee of the Year sign has been located by Chief Johnson

   ii. Form for Staff Awards has been created

   iii. Requesting assistance with Employee of the Month donations

   iv. Reaching out to companies for quotes for Staff Awards plaques/trophies

 g. *Human Resources*: Kristie Hunt

   i. Sub-Committee will meet on November 11th.

   ii. Meeting with Glenn Reynolds on October 2nd to discuss nutritious meals

   iii. Working to get QR Code in various buildings across campus

 h. *Health & Wellness*: Jamie Oxendine

   i. Safety & Accessibility Walk taking place on November 19th,

     1. Meeting at UC Mall; walk around from 5:15PM to 7:00PM

     2. Requesting 4 members from Student Affairs, 4 from Facilities, 10 from SGA, 4 from Police and Public Safety, 3 from EHS, 4 from ARC and 4 from Faculty Senate.

   ii. Submitted request to UCM for artwork approval for Health & Wellness handout that will be given to new hires during Onboarding,

   iii. Headspace Care Training – determining best method/strategy to make it work well

   iv. Have partnered with Amber Sessoms regarding Financial Wellness

   v. Walking Club is every Tuesday from 11:00AM to 1:00PM

 i. *Events*: Jasmine McCrae

   i. Sub-Committees last meeting was held on September 23rd

   ii. Staff Appreciation Meal will take place on October 10th

   iii. Discuss pushing out an 'Interest Survey' to see what employees would be willing to give and/or donate their monies to

   iv. Fundraisers:

     1. Christmas ornaments; still have about 150 remaining from 2024,

     2. You've Been Mugged $5

      • Purchase hot chocolate, candy canes, marshmallows from Sam's

7. Old Business

 a. Memorial Cards for Staff: Phyllis Smith

   i. Provided the artwork created by UCM

   ii. *With Sympathy* card: black and gold in color

 b. Employee Recognition Items: Paula Cummings

   i. Already discussed in Committee Chair Report

 c. Jacobs Hall Traffic Pattern: Sharon Blue

   i. No updates

   d. Constitution Approval: Timothy Sampson
     i. 1st Motion: Kristie Hunt
     ii. 2nd Motion: Sharon Blue
     iii. Constitution Approved: passed with 9 approvals and 1 abstained
   e. Staff Senate Stickers: Phyllis Smith
     i. Provided quotes from Print Services and 4imprint
       1. Print Services: $420 for 500 stickers; not on roll
       2. 4imprint: $390.60 for 1,000 stickers; on a roll
     ii. Approval to purchase stickers from 4mprints made by Daniel Perdue
       1. 2nd Motion: Kristie Hunt
       2. Motion Approved

8. New Business
   a. Committee Meeting Changes
     i. Timothy Sampson suggested that Staff Senate meetings go to a BOT/BOG structure,
       1. Sub-Committee Meetings to be held the day before scheduled Staff Senate Meeting
       2. Possibly requiring a full day of Sub-Committee meetings for Statt Senate members
   b. Any questions for HR System Office Visitors are to be emailed to Timothy Sampson

9. Adjournment @ 3:57

Visiting Faculty/Staff Member on UNCP Campus: No visitors in attendance

**Note: Guests are limited to 3 minutes for comments