



University of North Carolina School of the Arts
Staff Council

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April 25, 2013

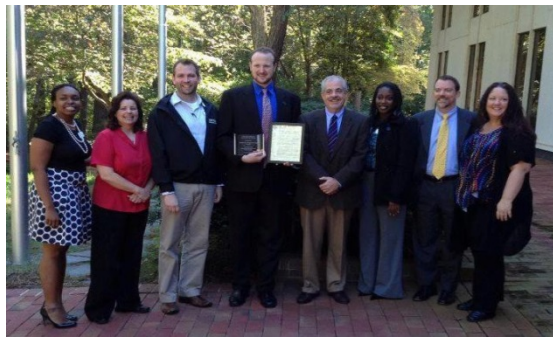
To: UNCSA Board of Trustees

From: Elizabeth Spruill, Chair UNCSA Staff Council

As Chair of the UNCSA Staff Council, 2012-2013, my mission was to unite the campus community. In difficult times of budget cuts, low morale, campus construction projects, a new Human Resource director and a Chancellor's search upon us, I felt it was imperative to build a stronger relationship with Faculty and Student Councils along with the Executive Administration. I believe we have been successful in that endeavor and hopefully the relationships will continue to grow.

The highlighted moments are:

In October, 2012, the Staff Council along with the entire UNCSA campus congratulated Edwin H. Martinat III for receiving the Erskine B. Bowles Staff Service Award out of 32,000 Staff employees in the UNC system.



In March, 2013 the Staff Council hosted an All Staff Meeting to update the campus community about Construction and Parking, Strategic Planning, HR news and the progress of the Chancellor Search. Those attending speakers were;

Chief Operating Officer, **George Burnette**
Associate Vice Chancellor for Facilities Management, **Christopher Boyd**
Chief of Police, **Deb Cheesebro**
Director of Human Resources, **James Lucas**
Director of Economic Development and External Affairs, **Jim DeCristo**
Associate Provost, **David English**
Staff Council Past Chair, **Nyambi Shannon**

2012-2013 Executive Committee:

Elizabeth Spruill, Chair

Dolores Watson, Chair Elect
Nyambi R. Shannon, Past Chair
Sarah Lawrence, Secretary
Leslie Kamtman, Staff Council Parliamentarian and Chair of Professional Development Committee
Mary Graves, Chair of Membership & Elections Committee
Angela Tuttle and Nyambi R. Shannon, Co-Chairs of Social Events Committee
Ashley Weets, Chair of Community Service Committee

2012-2013 UNC Staff Assembly Delegates:

Elizabeth Spruill, Mail Center
Dolores Watson, Filmmaking
Nyambi R. Shannon, Residence Life Housing & Programs

Alternates:

Joe Rick, Residence Life Housing & Programs
Jonas Silver, Alumni Office

Staff Council Standing Committee accomplishments:

Professional Development Committee

Members: Leslie Kamtman, Chair; TaWanna Archia, Rebecca Brown, Sarah Lawrence, Alice Thompson, Mike Shoaf

The Professional Development Committee sponsored a variety of Excel workshops throughout the year, a customer service workshop, and initiated a Lunch and Learn series to highlight the skills and talents of UNCSA employees. The first Lunch and Learn was “The Art of Couponing.” The Committee is working with Human Resources to develop a variety of training opportunities for the Staff. The Committee will sponsor several additional workshops throughout the summer, including Adobe and Outlook workshops.

Membership and Elections Committee

Members: Mary Graves, Chair; Leslie Kamtman, Parliamentarian; Sarah Lawrence, Nyambi Shannon, Erik Salzwedel

- Worked closely with Human Resources to update, and keep accurate, the listing of all UNCSA Staff employees, their home department and their Staff Council district.
- Conducted elections for Chair-Elect and Secretary in July 2012 at the regular monthly meeting.
- Organized the submission of the UNCSA staff nomination for the UNC Erskine Bowles Staff Outstanding Service award. Organized celebration when Edwin Martinat was honored with this UNC-wide esteemed award.
- Conducted the “12th Annual Outstanding Service Award” call for nominations and formation of a selection committee.
- Worked with “Celebration of Excellence” Committee to plan an awards day ceremony for staff, faculty and students. The 29 nominees for the Staff Outstanding Service award were recognized and the recipient was announced, and given an acrylic memento.
- Added position of Parliamentarian to the committee.
- Drew up amendments to the Staff Council By-Laws, including a plan to reconfigure one of the Staff Council voting districts and form two districts.
- Welcomed 28 new staff employees to UNCSA throughout the year with an informative email about Staff Council and UNCSA services, along with presenting each with a UNCSA mug, which was handmade by staff employee, Suzanna Watkins from the Kenan Institute.

- In Progress:
 - Preparing to send out “A Call for Nominations” for two representatives and one alternate for odd-numbered districts.
 - Elections will be held in May.
 - Will seek nominations for officers and then conduct election of officers at the first meeting of the Staff Council after July 1st.

Social Events Committee

Angela Tuttle & Nyambi Shannon, Co-Chairs; Joe Rick, Edwin Martinat, Stephen Cochrane, Abby Coleman, Krista Johnson, Mitsuyo McNeill, Nyambi Shannon, Patrice Slattery

- The 5th Annual Pumpkin Carving & Costume Contest, Bake Sale in October.
 - Baked Sale proceeds donated to the Susan G. Komen organization.
- Encouraged staff to wear pink on Fridays for the month of October in honor of Breast Cancer Awareness month.
- Annual Holiday Potluck luncheon in December
- Raised awareness during American Heart Association month in February by distributing red ribbons and showing CPR videos.
- Staff & Faculty Kickball game in March. Staff, Faculty & Student Kickball game in April.
- Pickle Pride Day, March 22. Staff was encouraged to wear green and/or UNCOSA logo clothing.
- Led morale boosting lunch walks every Monday & Friday on campus and in the surrounding community throughout the year for Staff, Faculty and students.

Community Service Committee

Ashley Weets & Jamie Moore, Co-Chairs; Joe Rick, Allen Carnes

- Built ginger bread houses at Mrs. Pumpkins Bakery in November.
 - Proceeds went to the Children’s Home.
- Collected cans of food for the Second Harvest Food Bank during the Holiday Potluck in the month of December.
- Participated in Creek Week activities including Washington Park Clean Up on March 23 (Keep Winston-Salem Beautiful).
- Continues to work on “Adopt a Street” & community garden projects.
- Encouraged the campus community to participate in the Color Run 5K that benefited Big Brothers/Big Sisters.
- Staff & Students volunteered at the Forsyth Humane Society to clean transport vehicles and walking paths. They also petted and walked the animals.

It has been an honor and a privilege to serve as Chair of the UNCOSA Staff Council this year. I look forward to working with the campus community in the future to help promote the continued success of the University of North Carolina School of the Arts.

Respectfully submitted,
 Elizabeth Spruill
 Chair, UNCOSA Staff Council