



UNCSA
Minutes of the Staff Council Meeting
December 13, 2012

I. Welcome

- Called to Order – Elizabeth Spruill, Chairperson
 - Called to Order at 11:09am
- Roll Call – Sarah Lawrence
 - Attendance – there is a quorum (12 representatives plus 2 alternates standing in for representatives)
 - Representatives:
 - In attendance: 12
 - Philippe Verpil, Stephen Cochrane, Mary Graves, Bill Huesman, Sharon Hush, , Kesa Jessup, Leslie Kamtman, Allen Carnes, Kathi Rainwater, Elizabeth Spruill, Debra Thompson, Ashley Weets
 - Excused:11
 - Stephen Atkinson, Vicki Berry, Rebecca Brown, Suevary Crawford, Bobby Jackson, Diane Millette, Marilyn James, Kurt Linney, Brent Carter, Benjamin Collier, Joseph Roberts
 - Alternates:
 - In attendance: 4
 - Sarah Lawrence, Jonas Silver, Gary Cobb (voting for Rebecca Brown), Alex Johnston (voting for Marilyn James)
 - Committee Chairs/Honorary Members: 2
 - In attendance: 5
 - Jim DeCristo, Nyambi Shannon (Ex Officio/Past Chair), James Lucas/Delores Harris, Angela Tuttle (Committee Chair)
 - Visitors:
 - In attendance: 3
 - Jennifer Wells, Brittany Pannell, Lauren Whitaker

II. Approval of minutes

- Motion: Leslie Kamtman
- Second: Sharon Hush
- Passed by majority

III. Administrative Updates

- **James Lucas - HR**
 - **New Leave process**
 - Payroll was completed this week and with the new system time spent was 1 and ½ days. In the past it normally took 3-4 days.
 - Next employees to go live with electronic timesheets will be EPA Exempt
 - Still working on Campus Police electronic timesheets because of the length of shifts.
 - By May 2013 all employees will be entering in time using the electronic timesheets
 - It will be important to enter in time correctly as HR will not see the timesheets. The timesheets will feed directly to Payroll. In the past HR has corrected any mistakes but no longer.
 - Paper timesheets will still need to be sent to HR
 - Training will be conducted for all employees.
 - All employees will have to complete his/her own timesheet, no one else will be able to complete a timesheet for another employee. This includes Facilities/Housekeeping.
 - New hires will only be allowed to start the first of the month
 - The new leave system controls this
 - UNC Fit looks at how we do business and it is a negative for us when there are new hires in the middle of the month.
 - Information will be placed in the Every Friday Email (EFE)

- **Training Schedule**
 - Sexual Harassment training will be held in the spring. It will be mandatory for everyone!
 - Optional Training
 - Excel
 - Basic Excel
 - Other training classes that HR is working on
 - Employee Recognition
 - Will pull together a committee for spring
- **Chancellor Search Committee – Nyambi Shannon**
 - Staff was the second highest group to complete the survey (Students were highest)
 - Position has been advertised
 - Check website for updates
 - Will have three names to present to President Ross by April.

IV. Committee Reports

- **Executive Committee – Elizabeth Spruill, Chair**
 - E. Spruill attended the Staff Assembly video conference on November 30th.
 - Working on Best Practices for Grievances.
 - Looking at salary ranges
 - Researching to see what happened to monies that were not used for raises
 - E. Spruill attended the Board of Trustee Meeting on December 8th
 - 200,000 Nut Cracker tickets sold as of December 8th.
 - Money for Nut Cracker goes toward scholarships
 - 50 year celebration on April 11, 2013
 - Spring Dance performance in Chapel Hill on April 22, 2013
 - David Nelson working on Strategic Plan
 - For more information on the Strategic Plan check the website
- **Membership & Elections Committee – Mary Graves, Chair**
 - New employees introduced him/herself
 - New employees were given a mug (created by Suzanna Watkins)
 - Four new staff members
 - Amy Werner (Advancement)
 - Britney Pannell (HS Res Life)
 - Taneika Daley (Campus Police)
 - Scott Chandler (Stevens Center)
 - Two representatives resigned(Lauren Partin, District 1 and Leah Dula Brown, District 4)
 - Two alternates resigned (Debra Gunter, District 1 and Paige Greason, District 3)
 - Two new representatives and two new alternates (Allen Carnes, Representative- District 1, LaToya Wiley, Alternate-District 1, Philippe Verpil Representative-District 4 and Nakita Green, Alternate, District 3)
 - Changes to by-laws were passed out to everyone to review to be voted on during the January's Staff Council Meeting.
- **Professional Development Committee – Leslie Kamtman**
 - Meeting with James Lucas to discuss staff professional development workshops
- **Social Events Committee – Angela Tuttle**
 - Holiday Pot Luck, tomorrow, Friday, December 14, 2012 from 12:00 noon to 2:00 p.m.
- **Community Service Committees – Ashley Weets**
 - Collecting non-perishable food items for donation to the Second Harvest Food Bank during the Pot Luck tomorrow, Friday, December 14.
- **Employee Moral Boosting Task Force – Elizabeth Spruill**
 - No report.

V. Unfinished Business

- Think about for January's meeting how to better distribute Nut Cracker and other tickets to the campus.

VI. New Business

- Faculty Council has an ad hoc committee to review how to survey senior administrators. Need volunteers. Sharon Hush volunteered

VII. Adjournment 12:10 p.m.

submitted by: Sarah Lawrence, Secretary