



UNCSA
Minutes of the Staff Council Meeting
September 20, 2012

I. Call to order

Elizabeth Spruill called to order the regular meeting of the UNCSA Staff Council at 11:05am on September 20, 2012 in the Eisenberg Social Hall.

II. Roll Call –

Representatives in Attendance: Stephen Atkinson, Rebecca Brown, Steven Cochrane, Abby Coleman, Mary Graves, Bill Huesman, Sharon Hush, Bobby Jackson, Kesa Jessup, Leslie Kamtman, Sarah Lawrence, Kathi Rainwater, Elizabeth Spruill, Debra Thompson, Dolores Watson, Ashley Weets, Diane Millette. We have a quorum.

Alternates in Attendance: Debra Gunter, Joseph Roberts, Alex Johnston, Jonas Silver, Phil Verpil, Sarah Lawrence

Past Chairperson: Ambi Shannon

III. Approval of minutes

The minutes of the July meeting were approved (motion, Debra Thompson; second, Leslie Kamtman). There was no August meeting.

IV. Announcements

Elizabeth Spruill reported that the by-laws state that representatives are allowed three unexcused absences. If a representative is unable to attend the meeting, he/she needs to contact Sarah Lawrence and the district alternate. When you receive Staff Council Emails please remember to forward them to your district.

V. Getting to Know You

James Lucas, Director of Human Resources, talked about the Employee Appreciation Day. He told us to read the EFE about the Fun Fest. There will be something in the EFE every Friday about the Fun Fest; that is the only way employees will find out the details. No separate email will be sent out. The Fun Fest will be on Friday this year instead of Wednesday, as it has been in the past. The date is Friday, October 12. There will be a breakfast from 7:00 -9:00, Lunch from 11:00 – 2:00, and a carnival will be held from 12:00 – 4:00. There will be massages, face painting, games, classic cars, food and fun. IT IS FREE!!

Service Awards are considered Employee Recognition and will be a separate event.

James presented information about the state-approved Holiday Schedule for 2013. He compared the 2012 holiday schedule with the 2013 holiday schedule. Next year Christmas is an issue. If the Veteran's Day holiday is used on December 23 and Good Friday on December 27, employees can be off the entire week for Christmas. If we would like for employees to be off on Good Friday as scheduled, we could give employees the same leave options they have in 2012 during Christmas. He will present to the EC so he requested input from staff on what they would like. It was mentioned that students are in classes on Good Friday.

The question was asked, what will happen on December 21 as the system will be down for maintenance all day? James said that HR is aware of this and is working on a backup plan for that day.

It was questioned as to the reasoning why we have to take leave or compensatory time one day during the Christmas holidays, when we do not when the campus closes due to weather, if safety is an issue. Jim DeCristo stated that there are advantages to being off the whole week of Christmas. Maintenance can be done during that time; energy is saved therefore saving a lot of money.

James will email the staff council the tentative schedule to present to your district.

VI. Miscellaneous II

The Kenan Conversations 2012 flyer was distributed to all. Only new administrators and faculty are listed.

VII. Committee Reports

A. Executive Committee

Elizabeth Spruill reported that there is a UNC Staff Assembly Meeting video conference on Wednesday, October 10, 2012 in the RJR Screening room. The time is 2:00 – 4:00 PM.

There is an in-person UNC Staff Assembly Meeting October, 15-16 at General Administration in Chapel Hill. Elizabeth Spruill, Ambi Shannon, and Dolores Watson will attend this meeting. This is a voting meeting.

Need two alternates. Jonas Silver has volunteered but still need one more volunteer.

B. Membership and Elections Committee

Mary Graves reported that this is a quiet time of the year and the committee has not met. She will send each district a listing of their members. The committee will revisit the by-laws. Mary reported that there were twelve new employees. James Lucas was the only new employee in attendance and he received a mug. The mugs were made by Suzanna Watkins.

The committee needs members. You do not have to be a staff council representative to be on a committee. Please ask all staff in your district.

C. Professional Development Committee

Leslie Kamtman reported that there are two Excel Formulas and Functions workshops scheduled for September (offered by Sarah Lawrence). These workshops are September 25 and 26. The September 25 session has three available seats and the September 26 session has one available seat. Excel Pivot will be offered October 16. There will be an Adobe workshop offered in November. The committee is working with James Lucas, HR Director, to create more staff development workshops.

D. Social Events Committee and Community Service Committee

Ambi Shannon thanked the Employee Appreciate Committee. The Social Events and Community Service Committees are currently planning events. They are looking at adopting a street. Residence Life has adopted a street and Staff Council will wait to see how it works for Residence Life before adopting a street. One of the concerns is that the street must be cleaned eight times a year. They are researching a community garden. Residence Life is looking also to have a community garden. There is not a spot at this time for Staff Council to have a community garden but once the construction is complete there should be one. The committee will be working with Sunnyside Ministries. It was suggested that Staff Council have a holiday craft fair.

E. Morale Boosting Task Force

Elizabeth Spruill reported that the task force needs a chairperson. Dolores Watson volunteered.

VIII. General Session

A. Old Business

No old business

B. New Business

Leslie Kamtman reported that the Campus Development Committee needs a staff council representative. The committee meets ever second Wednesday of the month at 12:45. The committee by-laws state that the member must be a staff council representative. She will send an email to the distribution list so those representatives that were not in attendance today will have an opportunity to volunteer.

IX. Adjournment 11:51 AM

submitted by: Sarah Lawrence, Secretary