



UNCSA
Minutes of the Staff Council Meeting
January 17, 2013

I. Welcome

- Called to Order – Elizabeth Spruill, Chairperson
 - Called to Order at 11:05 AM
- Roll Call – Sarah Lawrence
 - Attendance – there is a quorum (14 representatives plus 4 alternates standing in for representatives)
 - Representatives: 14
 - Philippe Verpil, Vicki Berry, Rebecca Brown, Stephen Cochrane, Mary Graves, Bill Huesman, Sharon Hush, Kesa Jessup, Leslie Kamtman, Diane Millette, Kathi Rainwater, Elizabeth Spruill, Dolores Watson, Ashley Weets
 - Excused: 6
 - Abby Coleman, Bobby Jackson, Marilyn James, Kurt Linney, Allen Carnes, Debra Thompson
 - Alternates: 5
 - Sarah Lawrence, Brent Carter (Voting for Kurt Linney), Alex Johnston (voting for Marilyn James), LaToya Wiley (voting for Allen Carnes), Joseph Roberts (voting for Bobby Jackson)
 - Other: 5
 - Jim DeCristo, Nyambi Shannon (Ex Officio/Past Chair), James Lucas, Jennifer Wells, and Lois Barnes

II. Approval of minutes

- Motion: Leslie Kamtman, Second: Steven Cochrane, Passed by majority

III. Administrative Updates

- **James Lucas - HR**
 - **Adverse Weather**
 - If the University is closed then there is no leave charge.
 - If the University opens late there is no charge for the late opening. If employees do not show, vacation, sick or compensatory time can be used or time missed must be made up within the week of the day taken.
 - **Compensatory Time**
 - Revisions to the compensatory time are being made.
 - Cannot come in early and work through lunch to accumulate compensatory time.
 - Compensatory time must be approved by supervisor before earned.
 - Supervisor must document why the employee is working those hours.
 - Compensatory and reason must be on timesheet.
 - Training will be available for Supervisors.
 - SPA Exempt is not entitled to compensatory time.
 - Must be on books to use compensatory time.
 - All will be addressed in new policy.
 - Employee should use compensatory time within the week it was earned or as soon as possible after earning the time. Supervisor must adjust time out or as soon as possible after an event and get off books as soon as possible.
 - Compensatory time must be off the books by end of the year.
 - Cannot let it build up to take vacation.
 - **Community Service**
 - Cannot use Community Service in 15 – 30 minute increments. What community service can be done in less than 30 minutes?
 - Receive 24 hours a calendar year.
 - Funerals are not community service, must use vacation or sick leave.
 - **Timesheets**
 - 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.
- Timesheet Information will be placed in the Every Friday Email (EFE).
- **Chancellor Search Committee – Nyambi Shannon**
 - Mission Statement on website.
 - Committee working on questions.
 - Committee will meet at end of January to choose 8-12 candidates.
 - There will be “Airport” interviews so candidates’ present job will not be jeopardized and to keep everything confidential.
 - End of March, first of April three candidates will be presented to President Ross.
 - The top three candidates and their spouses (partners) will be invited to campus for interviews.
 - Interviews will take place after spring break.
 - Interviews will be open like the HR interviews and everyone will be invited to the interviews at the same time.

IV. Committee Reports

- **Executive Committee – Elizabeth Spruill, Chair**
 - E. Spruill will be going to Chapel Hill on January 29th to the UNC Staff Assembly Meeting. Video conference will be available.
- **Membership & Elections Committee – Mary Graves, Chair**
 - New employees introduced him/herself (LaToya Wiley and Lois Barnes).
 - Representative from Facilities has resigned.
 - Working to fill Page Greason’s position (alternate).
- **Professional Development Committee – Leslie Kamtman**
 - Upcoming Merging Excel data to Word – offered by Sarah Lawrence.
 - Meeting with Delores Harris to talk about training that will be provided by HR.
- **Social Events Committee – Angela Tuttle**
 - No report.
 - Need ideas for social events.
- **Community Service Committees – Ashley Weets**
 - No report.
 - If you know of an organization that UNCSCA can partner with contact Ashley Weets.
 - Need volunteers for this committee.
- **Employee Morale Boosting Task Force – Elizabeth Spruill**
 - No report.

V. Unfinished Business

- Mary Graves made a motion to amend by laws.
 - Leslie Kamtman seconded the motion.
 - Motion approved and passed.

VI. New Business

- Website has been updated by Sarah Lawrence.
- Elizabeth Spruill asked that representatives please contact their district’s alternate and Sarah Lawrence if you are unable to make the meeting.

VII. Adjournment 11:50 p.m.

submitted by: Sarah Lawrence, Secretary