



Minutes of the Staff Council Meeting

February 16, 2012

Representatives in Attendance

Stephen Atkinson, Vickie Berry, Stephen Cochrane, Abby Coleman, Mary Graves, Nakita Green, Bill Huesman, Leslie Kamtman, Sarah Lawrence, Kurt Linney, Diane Millette, Lauren Partin, Kathi Rainwater, Erik Salzwedel, Russell Scott, Nyambi Shannon, Elizabeth Spruill, Christia Thomason, Dolores Watson

I. Call to order

Nyambi called to order the regular meeting of the UNCOSA Staff Council at 11:06am on February 16, 2012 in the RJR Screening Room.

II. Approval of minutes from last meeting

Minutes of January meeting were approved (motion, Graves; second, Kamtman)

III. Getting to Know You

UNCOSA District 2 *Advancement* = *Advancing the Mission of UNCOSA*

Erik explained the organizational structure of Advancement and introduced members of the Office of Development and UNCOSA Foundation, Inc.

Advancement – Led by Chief Advancement Officer (currently vacant)

In the absence of CAO, Paula Pressley, Marla Carpenter (Communications), Erik Salzwedel, and Jim DeCristo (Community Affairs, and our liaison to the Chancellor and Executive Council) are operating Advancement as a team, under the supervision of George Burnette.

- Development (or fundraising) – Individual Giving, Corporate Support, Foundation Grants
- Marketing – Brand Mktg, Admissions Mktg, Development Mktg, Performance Mktg
- Communications – News Bureau, Public Communication, Web, Social Media
- Alumni Relations

To clarify, the **UNCOSA Foundation** is in the same offices as Advancement, but is a separate entity, legally an “operating foundation” – a 501c3 non-profit organization established to solely benefit UNCOSA. The Executive Director is Cindy Liberty, who is not a University employee. Angela Tuttle are State employees and handle the payables and receivables functions for the Foundation. Governance is provided by an autonomous, volunteer, Board of Directors. It receives, accounts for, and manages donations; it disburses funds according to policies, legal regulations, restrictions, and donor wishes.

Office of Development consists of Paula Pressley, Director of Individual and Planned Giving; Erik Salzwedel, Manager of Corporate and Foundation Relations; Lisa Ransom, Major Gifts Officer; Ketura Parker, Annual Fund Manager; Laurie Clark, Liaison to the Chancellor; Mark Graves, Business Manager; Debra Thompson, Donor Stewardship; Rachel Williams and Sue Ellen McNeil, development associates. Jonas Silver is Director of Alumni Relations, and works closely with Advancement. Additional Development support (labor/expertise) is provided by Communications and Marketing and the Performing Arts Management student interns.

Paula Pressley addressed the Council

With the overall budget of UNCOSA running between \$30 and \$35 million, it takes a combination of State appropriation, student tuition and fees, and private funding to accomplish the mission.

What Development raises infuses scholarship funds, endowments, and programs outside of the minimum educational requirements. Private funds are at the heart of achieving excellence in 5 schools.

In individual giving, we are ahead in every category. We are 12.7% ahead of our unrestricted goal for this year and 57% ahead of where we were last year at this time with unrestricted fundraising.

Welcome new employees

Mary and Sarah introduced the new employees in attendance: Nick Johnson, IT; Ashley Weets, College Res Life; Rachel Williams, Lisa Ransom, and Laurie Wright Clark, Advancement. They were

given a mug. Representatives took the remainder of mugs to deliver. Altogether, we have 20 who have joined the UNCSA community in the past year or so.

IV. Committee Reports

A. **Executive Committee** –

UNC Staff Assembly, Have a Heart Month – each campus is encouraged to complete a community service project. Ours will be the Chili Cook-off to raise funds for Sunnyside Ministry.

UNCSA Food Drive - Bring in cans starting now at several collection points.

End of Year Evaluation of Senior Administration is required by SACS initiative. Staff Council will partner with Faculty Council. Each year, select administrators should be reviewed on a rotating basis. Faculty decided to revise the process and make it a campus-wide evaluation.

B. **Membership and Elections Committee** –

Goals for 2012

a. Elections will be held for even-numbered districts and a few other vacancies.

Want to revisit the By-Laws and division of reps among districts.

Email or call Mary with specific suggestions. Committee may propose revision of the By-Laws in March, to be ready for elections in April.

b. 11th Annual Outstanding Service Award – will be calling for nominations and forming selection committee. The Award is up to \$1000 before tax, thanks to Administration.

c. Celebration of Excellence Award Ceremony will be held in coordination with Provost, Student Life, and Financial Aid. Students, Faculty and Staff Awards will be at one ceremony.

d. Welcome gifts for new employees. Kay Bosworth donated this round of mugs. Suzanna Watkins has volunteered to make mugs. She is donating her time and talent and materials.

C. **Professional Development Committee** –

Planning Outlook, Adobe, and Excel training/workshops in March and April.

D. **Social Events Committee – Community Service Committee.**

Chili Cook-off is scheduled for Friday, February 24, 11:30 – 1:30 in Eisenberg Social Hall and will include chili, soup, cornbread, desserts and drinks for \$4. Bowls, spoons, and napkins have been donated. Proceeds will go to Sunnyside Ministries. Cooks and bakers needed.

In March, Staff Council will help with the UNCSA Food Drive.

Vickie Berry is trying to organize DASH Baseball Friends and Family tickets for UNCSA. Last time, they were \$7.50 each.

V. General Session

A. Old Business –

Morale Challenge idea of an Ombudsman has been researched by Leslie. She will report soon.

B. New Business –

- **HR director** search has received 27 applications and the posting is still up and position open.
- **Students for Sustainability** has been formed and is beginning a campaign for education and against waste on campus. They are addressing issues ranging from duplex copying to save paper and screen resolutions and sleep modes to conserve energy. Report dripping or running faucets and toilets.
- Campus Development Committee needs a Staff Council representative. Bill Huesman volunteered.

Announcement

Oklahoma! will be re-broadcast on April 13, 9pm on UNC-TV

VI. ADJOURNMENT 11:59am

submitted by: Erik J. Salzwedel, secretary