



UNIVERSITY OF NORTH CAROLINA
SCHOOL of the ARTS

STAFF COUNCIL MEETING October 15, 2009 EISENBERG SOCIAL HALL	
Voting Representatives Present	TaWanna Archia, Amanda Balwah, Rebecca Brown, Sherri Campbell, Darren Chiott, Bennett Coe, Casey Forrest, Mark Graves, Bessie Hairston, Alex Johnston, Harriette Jones, Susan Mecum, Teresa Prevatte, Ginger Salmons, Debbie Spence, Elizabeth Spruill, Katherine Taylor, Jessica Williams
Ex Officio	Susan Porter
Alternates and Guests Present	Kay Bosworth, Patrick Donnelly, Christina Dowell, Mary Graves, Bill Huesman, Gail Phillips, Bridgett Robinson, Eric Salzwedel, Ashley Sanders, Nyambi Shannon, Mike Shoaf
Call to Order and Roll Call	Amanda Balwah welcomed the members and called the meeting to order. Katherine Taylor took roll call.
Approval of Minutes	The June 2009 minutes were accepted as written after a motion was made, properly seconded and unanimously approved.
Discussion of Bylaws and Recommendations	<p>Eleven amendments to the Staff Council bylaws were proposed. A motion was made to approve all of the proposed amendments, properly seconded and unanimously approved. The amendments are as follows:</p> <ul style="list-style-type: none">• To insure consistency, the language of the bylaws will be changed so that the Membership and Elections Committee is referred to as such throughout the bylaws. The bylaws previously referred to this committee as both the Elections Committee and the Membership Committee.• Under III.A.6. 'non-voting' will be added to clarify that the ex-officio representative does not have voting rights within the Staff Council.• The language regarding labels and printouts will be removed from III.B.4.i and it will be stated that electronic ballots may be used during Staff Council elections.• III.B5.i and III.B.5.ii will be removed from the bylaws because the information is repeated in III.C.2.a-d.• Newly elected representatives will assume responsibilities at the first meeting after July 1st. The language throughout the bylaws will be changed to 'first meeting after July 1st' to clarify this.• Because the Staff Council has had difficulty recruiting representatives to run for officer positions, alternates and representatives will be allowed to run for officer positions. If an alternate is elected, they may serve as a non-voting officer, but may vote in the event that their district's representative is absent. The language under III.B.5.vii will be updated to reflect this change.• Throughout the bylaws, the word 'member' will be replaced with 'representative'. All persons described in Section I of the bylaws shall be members and those elected by their districts are representatives.

	<ul style="list-style-type: none"> • The Chair of Staff Council will be allowed to appoint a designee to work with UNCOSA's web master on updates to the Staff Council webpage. This will be updated under III.C.1. • Under III.D.1.c the name of the Education and Employee Relations Committee will be changed to the Professional Development Committee. • Under III.D.1.d.ii the name of the Communications and Events Committee will be changed to the Social Events Committee and the newsletter will be eliminated from the duties of this committee. • In Section IV a quorum will be clarified as simply a majority greater than 50%. <p>It was discussed whether the Chair should be allowed to vote, or if the Chair should only serve as a tie-breaker. The discussion was tabled for the next meeting.</p>
<p>UNC Staff Assembly Report</p>	<p>Amanda Balwah attended the UNC Staff Assembly meeting in Chapel Hill on October 6th.</p> <ul style="list-style-type: none"> • This year the Staff Assembly wants to re-tool and re-focus to be more effective in the areas of communication, collaboration, staff development and community involvement. • The assembly will be following Erskine Bowles' University Action Plan for 2009-2010. • General Administration is completing a longitudinal study that focuses on effective K-12 teachers throughout the state. K-12 Education is the number one priority of the 2009-2010 action plan. Need-based aid is another area that will be examined. • For more information, see the Action Plan handout and/or GA's website. • UNCOSA's Staff Council will need two alternate delegates to serve on the Assembly. The Past Chair and Chair Elect serve as delegates, but since the Past Chair is no longer here, it is important to have alternates in place.
<p>Election of Officers and Delegates</p>	<p>Candidates for Secretary/Treasurer and Chair Elect were announced. Ballots were distributed and tallied.</p> <ul style="list-style-type: none"> • Katherine Taylor will serve as Secretary/Treasurer for 2009-2010. • Kay Bosworth will serve as Chair Elect for 2009-2010
<p>Committee Discussion and Reports</p>	<p>Ashley Sanders gave an update on the Professional Development Committee.</p> <ul style="list-style-type: none"> • In June Eddy Cavanaugh presented information about the security of personal information at home and at work. • In July Michelle Brock from Forsyth EMS presented "Are you ready?", an information session about planning for emergencies. • In September Jimmy Phillips from Wells Fargo presented a session on managing change. • Ashley announced that there are several options for future information sessions: information on Robert's Rules of Order; training on FERPA and HIPPA; training on spotting different weather situations • Many staff participated in the Professional Development Survey and the topics that we want to learn about most are workplace ethics

	<p>and effective communication.</p> <ul style="list-style-type: none"> • Ashley announced that the committee would love to see more participation in the sessions and encouraged everyone to attend any of the sessions that they find interesting. <p>Ginger Salmons gave an update on the Social Events Committee.</p> <ul style="list-style-type: none"> • The committee held a Bring-Your-Own-Bag Lunch event in July. Several staff members played volleyball and enjoyed lunch together. • The Annual Pumpkin Carving Contest will be held on October 29th at 1:30 p.m. in Daniels Plaza. If it rains the contest will be held inside Hanes Student Commons near the Pickle Jar. Each district may enter one pumpkin. • On November 18th the committee will host a holiday cookie swap. Participants should bring cookies, a copy of the recipe, and a container. • The tentative date for the annual holiday potluck is December 16th. Ginger announced that the committee will collect canned food and non-perishables for a local food bank again this year. • Todd Hoover and Susan Mecum will join the committee. • Ginger also encouraged everyone to email ideas for activities and join the committee for meetings. <p>Amanda reiterated the importance of participation in committees and asked for volunteers to chair the Community Service Committee and the Membership and Elections Committee.</p>
<p>Old Business</p>	<p>A twelfth amendment to the bylaws was proposed. A motion of approval was made, seconded, and the amendment was approved with no opposition.</p> <ul style="list-style-type: none"> • Committees will no longer be required to submit an attendance record to the Secretary within five working days of the meeting. The only committee requirement under IV.E is the summarized report presented at each Staff Council meeting. <p>Amanda Balwah gave an update on the Staff Development fund.</p> <ul style="list-style-type: none"> • The language in the bylaws for the fund is being revised and more information will be announced shortly.
<p>New Business</p>	<ul style="list-style-type: none"> • Questions were raised about how the evaluations of the administrators and the Chancellor will be conducted. The practices of the other UNC campuses are currently being researched. • Amanda Balwah informed the members of the Council that the Staff Assembly would like each UNC campus to pick 3 things that are a concern to us. They will use these items to create a list of 10 things to focus on this year.
<p>Announcements</p>	<ul style="list-style-type: none"> • Keyona McNeill has asked for volunteers to be representatives on the Wellness Committee. Any staff member can be a representative on this committee. • Flu shots will be available on Friday, October 23rd in Eisenberg from 10:00 a.m.-3:00 p.m. Amanda reminded everyone to bring his or her insurance card. • The next Staff Council meeting will be held on November 19th.
<p>Minutes submitted</p>	

by:

Katherine Taylor