

UNIVERSITY OF
NORTH CAROLINA
SCHOOL OF THE
ARTS

STAFF COUNCIL MEETING OCTOBER 16, 2008 HANES STUDENT COMMONS CONFERENCE ROOM	
Members Present:	Amanda Balwah, Rebecca Brown, Gary Davis, Judson Fraley, Trish Garner, Tomika Haney-Springs, Walter Harris, Erin Haynes, Krista Johnson, Harriette Jones, Diane Millette, Fred Neely, Tonya O'Neal, Kim Pauley, Cathy Pighini, Ramona Richmond, Libby Rush, Ginger Salmons, Mike Shoaf, Martha Urbanik, Billy Wynne
Others Present	Ben Coe, Mark Deal, Sonja Fuller, Mary Graves, Antonio Johnson, Dalcyrus Simmons, Jessica Taylor, Angela Tuttle, Suzanna Watkins
Call to Order	Cathy Pighini welcomed the representatives and called the meeting to order. She then introduced Chief Academic Officer Elaine Pruitt.
Budget Update	<ul style="list-style-type: none"> • The CAO reported on issues affecting UNCSCA including the UNC Tomorrow initiative and President Bowles' goals of streamlining the academic process at all system schools, addressing the problems with the Banner computer program used by the system, and increasing the emphasis on accountability, among other issues. Other issues that affect our campus include implementation of the semester system in 2011 and the student information part of the Banner program that will allow online registration. • UNCSCA's major focus at this time is a strategic plan for the school initiated by the Board of Trustees. The mission statement is being revised. • The economic condition of the state is currently affected by a shortfall in revenue projections. The governor has asked for 3-4% budget reversion that could increase to 8% by the end of the year. Reversions are temporary and funds are restored when available. UNCSCA has identified unfilled positions, lapsed salaries, and equipment allocations to revert that will not disrupt the function of the school. There may be possible future cuts in every area but no definite information is available yet and no further comments will be made until after the CFO meeting at General Administration next week.
Approval of Minutes	A motion was made and seconded that the minutes from the September meeting be approved as written. It passed unanimously.
Updates from Staff Assembly Meeting	<ul style="list-style-type: none"> • Amanda Balwah reported that the Governance Committee formed last year met again to discuss discrepancies in the Staff Council bylaws. An amended draft should be available at the next meeting. • The state health plan is \$242M in debt due to increased doctor visits, particularly by retirees. This could result in future changes to the plan. • Amanda is a member of the Staff Assembly Innovations and Initiatives Committee, which will discuss issues that impact employees in a positive way. One current project is a textbook proposal that would assist staff taking classes in the UNC system. • Tonya O'Neal reported that the results of the tuition waiver survey are being reviewed and will be available at a future meeting. She is a member

	<p>of the Staff Assembly Human Resources Committee that considers benefits and employee relations issues. She invites staff to send her suggestions to present to that committee.</p> <ul style="list-style-type: none"> • Cathy Pighini: <ul style="list-style-type: none"> ○ Encouraged representatives to read the HR Newsletter ○ Distributed information on the UNC system policy on flexible work schedules. Policy is determined by each individual school. ○ The original draft of the Article 16 proposal was distributed. Cathy will meet with the previous council representative who was on the Staff Assembly HR Committee to gain a better understanding of the proposed resolution and present more information at the next meeting. ○ President Bowles spoke to the UNC Staff Assembly representatives and hopes to visit individual campuses more often. He would like to see the Staff Assembly meet 4 times each year like the Faculty Assembly does. ○ Cathy is a member of the Staff Assembly Staff Development Committee; its initiatives include a GED program at member system schools.
Vacation Day	<ul style="list-style-type: none"> • Martha Urbanik discussed all staff employees being able to take January 2, 2009 as a mandatory vacation day since it is a Friday following the holiday break and students will not have arrived yet on campus. School policy requires that someone be available to answer telephones if campus is open for business. This should not be used as an excuse to deny an employee the opportunity to use a vacation day if desired. Ginger Salmons will check on the Human Resources policy regarding this. Representatives are asked to poll their districts and report opinions at the next meeting
Committee Reports	<ul style="list-style-type: none"> • Rebecca Brown of the Education and Employee Relations Committee reported that the HR trainer position will not be filled because of the budget reversion. Beth Cox will address this at the next meeting. Also, a pumpkin carving contest to encourage employee collaboration and community has been schedule for October 31. • Amanda Balwah reported that the Communications Committee met on October 18 to discuss planning the All-School Potluck. The estimated budget is \$300-\$500. They are soliciting donations for raffle items and centerpieces. Krista Johnson is coordinating the meal. The tentative date is December 16. • Amanda asked for a volunteer from the Staff Council to serve as chair of the Communications Committee. She is now chair-elect and her other duties do not allow for enough time to chair this group. • Tonya O'Neal of the Elections and Membership Committee continues reviewing and updating the composition of the districts and discussed procedures with other system schools at the Staff Assembly meeting. She will review the election process with representatives at the next meeting. • There was no report from the Community Service committee.
Other Business	<ul style="list-style-type: none"> • Members were again reminded to read the HR Newsletter, which includes new hires and issues of interest. • Chris Boyd has agreed to allow meetings of the housekeeping and maintenance staff to discuss campus issues. Cathy Pighini will help

	<p>facilitate these meetings.</p> <ul style="list-style-type: none"> • Cathy encouraged representatives to distribute information and communication from staff council and the administration to their district members. • A training session on how to deal with the media will be offered by Suzanne Hilser-Wiles and Marla Carpenter on November 6 at 2 PM. The site will be determined by the number of response received. A notice will be sent via email in the near future. • The next meeting will be held on November 20, location originally in the Dance faculty lounge, now to be determined. A notice will be sent advising time and place. • The welcome packets for new employees were displayed. Information on taking new employees to lunch will be sent at a later date.
Minutes submitted by:	Martha Urbanik