

UNIVERSITY OF
NORTH CAROLINA
SCHOOL OF THE
ARTS

STAFF COUNCIL MEETING SEPTEMBER 18, 2008 HANES STUDENT COMMONS CONFERENCE ROOM	
Members Present:	Jessica Adams, Amanda Balwah, Rebecca Brown, Stephen Cochrane, Judson Fraley, Tomika Haney-Springs, Erin Haynes, Krista Johnson, Alex Johnston, Harriette Jones, Annette Joyner, Fred Neely, Tonya O'Neal, Kim Pauley, Cathy Pighini, Susan Porter, Ramona Richmond, Mike Shoaf, Martha Urbanik, Billy Wynne
Others Present	Bessie Hairston, Phil Lohman, Gail Phillips, Eric Salzwedel, Dalcyrus Simmons
Introductions	The meeting was called to order and Cathy Pighini introduced the officers and the chairs of the Staff Council committees for the non-representatives attending the meeting.
Approval of Minutes	A motion was made and seconded to approve the minutes as written. It passed unanimously.
Review of Bylaws	<ul style="list-style-type: none"> • The chair thinks that a review of the recently enacted bylaws is necessary because of concerns raised by other Staff Council members regarding UNCSA delegate representation to the UNC Staff Assembly. The bylaws designate the past chair as a delegate, but the past chair is not a representative to Staff Council and would not have voting authorization. The chair asked for volunteers to re-staff the Governance Committee and review the current bylaws with Jim DeCristo and suggest changes. She will send the bylaws to council members for review. • Another section needing clarification is B5.x., when "a representative misses three unexcused meetings" and how to interpret "unexcused." Representatives were reminded to keep their district alternates informed of council business in the event they would need to attend meetings. • There was discussion on how to transmit council minutes and COO reports to district members, possibly by way of the Communications Committee, since not all staff have access to email or have other literacy issues, and not everyone reads information put in their mailboxes. Annette Joyner said that Diane Millette in Facility Services is very good at posting email everyone should see, but Annette would like to see a set meeting time for her district members to receive and discuss information. The chair said she would meet with Chris Boyd to discuss this possibility and suggested that council officers could also be present for these meetings. It was also mentioned that a bilingual staff member be available for non-English speakers. • Cathy said she would post a list of representatives to Staff Council and their districts at the council website and asked for suggestions of any other information that should be posted. The Staff Council page can be accessed at the UNCSA website through the "For Faculty & Staff" page. • Cathy would also like to see Staff Council representation at the Faculty Council meetings. No schedule has been set for those yet. She also

	<p>asked for suggestions on interacting with the Chancellor and Board of Trustees, potential guest speakers, and other activities. She reminded the council members that Board of Trustees meeting are open to the public and encouraged the representatives to attend.</p> <ul style="list-style-type: none"> • Erin Haynes asked about the availability of software training; this will be addressed when the new trainer position in HR is filled.
Reports	<ul style="list-style-type: none"> • The Environmental Fair will be held on campus on Saturday, Sept. 27 and will be open to the public. It will be advertised in the local newspaper. There will be 20-25 different green vendors with displays, face painting and craft projects, films, and guest speakers. There will not be items for sale but Le Bleu is providing free bottled water. • Education and Employee Relations Committee: Reported that the committee is still determining its goals. The new trainer position in HR should be filled by October 1 and class/seminar offerings will be identified soon after that date. Anyone with questions or suggestions should contact Rebecca Brown or Erin Haynes. Susan Porter reminded staff to check the OSP website for training and development opportunities. There is a link to their site on the HR page. Training does not have to be specific to an employee's campus position to be included in the HR file. • Membership and Elections Committee: Tonya O'Neal is working with HR to assemble welcome packet information for new hires. With assistance from Jim DeCristo she hopes to have a new voting system in place for the next election period. Anyone interested in serving on this committee can contact her. • Community Service Committee: Jessica Adams reported the committee met to discuss projects for each term with the possibility for one each month starting next year. The fall term project will be Toys for Tots; a meeting with their representative will determine how to proceed. Department contacts will be notified about publicizing the project. The winter term project will be a food drive since most local food pantries need more items after the holidays. There also may be a competition based on a current high school project to raise pennies for overseas charities with a potential prize for the winning department. The spring project will be a combined sustainability/community service project based on discarded logo items such as letterhead, envelopes, etc. Mike Shoaf suggested a bottle cap project to benefit cancer patients similar to one currently being conducted in a local school. Jessica said she will investigate adding this as soon as possible. • Communications Committee: They will be having a meeting this afternoon and will have more to report at the next meeting. Cathy reported that Staff Council will be hosting the All-School Potluck this year and Lauren Whitaker will be attending the committee meeting today to discuss this. The potluck and council newsletter are keeping them busy.
Other Business	<ul style="list-style-type: none"> • Cathy reported that the logo mugs and hot chocolate for new employee welcome packets have been ordered. To date there are 16 new hires to distribute to. She hope to complete the welcome letter by the end of the week for review by council officers. It will contain links to various websites that provide information about the campus, OSP, a new campus map, etc. Staff will be asked to take these new employees to lunch and are encouraged to introduce them to the campus community.

Next Meeting	• The next Staff Council meeting is Thursday, October 16 at 11 AM.
Minutes submitted by:	Martha Urbanik