

NORTH
CAROLINA
SCHOOL
OF THE
ARTS

STAFF COUNCIL MEETING MAY 15, 2008 WELCOME CENTER PRESENTATION ROOM	
Members Present:	Jessica Adams, Amanda Balwah, Rebecca Brown, Jean Marie Gallagher, Tomika Haney-Springs, Erin Haynes, Harriette Jones, Fred Neely, Robin O'Neal, Gail Phillips, Cathy Pighini, Ginger Salmons, Mike Shoaf, Patrice Slattery, Martha Urbanik, Suzanna Watkins, Lauren Whitaker, Jessica Williams, Billy Wynne
Introductions	Suzanna Watkins welcomed the newly elected members who then introduced themselves.
Approval of Minutes	A motion was made and passed to approve the minutes from the February, March, and April meetings.
Announcements	<ul style="list-style-type: none"> • The Confidentiality Pledge is being reviewed and more information will be available at a later date. • Jean Marie Gallagher is leaving NCSA. She was applauded and thanked for her years of service and work on the Staff Council, as were Jim DeCristo, Debbie Frezell, Leslie Kamtman, Suzanna Watkins, and Lauren Whitaker. • Jean Marie distributed certificates of attendance to current council members Joiner, Pighini, Lambert, Neely, Simmons, Urbanik, Shoaf, Phillips, Jones and Watkins.
Reports	<ul style="list-style-type: none"> • Notes from the May Board of Trustees meeting and the Annual Staff Council Report are attached. • Voting for new representatives to Staff Council is complete (see attached).
New Business	<ul style="list-style-type: none"> • Nominations for officers were solicited. Jim DeCristo will send an email asking for nominations. He will include an explanation of the co-chair duties and length of terms. Voting will be done by email. • It was suggested that a meeting be held June 19 to finalize chair and committee elections. • The council discussed moving the first fall meeting because of the conflict with students arriving for the beginning of classes. • Suggestions for an Annual Service project will also be solicited when the officer nomination email is sent. • The next meeting of the UNC Staff Assembly will be October 10. The council members were advised that 3 representatives from NCSA should attend.
Minutes submitted by:	Martha Urbanik

Board of Trustees Notes– NC School of the Arts – May 8, 2008

Name change resolution will be taken to BOG this afternoon (from NCSA to UNCSA)

Clean audit from NCSA Foundation 100% compliance- Rob King report

Chief Operating Officer Annual Report Highlights

- Working with city officials to get the campus street names in compliance with 911
- BANNER Implementation is ongoing
- P-card: implemented this year
- Dining Hall: theme nights have added variety
- CELL phones were audited, many found unnecessary; substantial savings \$13,000 this year...looking at consolidating plans...certainly purchase the appropriate plan for each staff member with a cell phone
- Residence halls will eliminate landlines...\$65,000 annual savings
- Jim DeCristo: recurring funding for CDI (half a million) secured through legislative process. Also for Library funding. UNC Tomorrow report submitted
- IT developed and implemented C.U.K.E.S.—great system of communication by email and text messaging... includes faculty staff students friends family parents.....successful (thx to Student Life for getting students and parents to enroll).
- Facilities Management: 120,000 energy efficiency grant project in Gray Sustainability issues, capture of rainwater, 3,500 gallon tank for landscape watering... sprinklers & smoke alarms (shut down res. Halls for summer session) also windows replaced to increase energy efficiency...ahead of the curve compared to other campuses....computers for housekeepers to check email (getting them trained).
- Student Life: playing field for students finally became a reality!! Orig. Plan was delayed as it became a parking area...lots of clearing and preparations were needed. Peer review in Student Life took place.... Housing is over 100% there is a waiting list, no need to lease to WSSU any longer...76% of our student population is housed on campus!!!
- General Counsel: licensing agreements, study abroad issues, pandemic plan, and disclosure of student information issues.
- Public Safety: Deb and her group are great ambassadors, accommodating to the BOG; audible siren/announcement system and call boxes across campus installed; emergency quick reference charts; campus emergency plan has been revised (Threat Assessment Training).

→ Dedication and work of all staff recognized and appreciated.

Chief Academic Officer Annual Report Highlights

- Institutional Research is a one person office. Hundreds of reports each year go to GA.
- Library: Architect selected.
- Dance: interim Dean, Alex Ewing, Ethan Stiefel new dean; tribute to Susan McCullough drew large number of alumni; Festival Of NC Dance hosted here this spring (over 400 students & their teachers); Dance Arts Exchange (10 ballets reps. Teaching master classes and auditioning).
- Design & production: Gold Remy award. Tilford had designs in a display. Birth of a monster was a collaboration Between Film and D&P. USITT rising star award went to one of our students. More awards that went to our D&P students.
- Drama: more than 20 alum appearing on Broadway (7 in television). Also had students present in LA besides NY. Acting for the camera class-on camera audition course added. Business for actors course. Freedman was keynote speaker. ARCH program is high school program that takes clowning to ill children every year. Thespian fest hosted here for high school theater programs.
- Filmmaking: Jordan Kerner new dean. Film industry in the state. Curriculum emphasis on storytelling. First two years will concentrate on liberal arts education core and this will allow transfers more easily (the 3rd & 4th years will be “center of excellence”). Increase Film Graduate programs. New studio system for determining which films will be made. Many films will be adaptations of short stories (helping students to learn how to pitch their story). American Immersion (grant supported) value and worth orientation...students going to New Orleans to build houses during Carter habitat blitz...learning stories of Americans.
- Music: Fletcher opera did 2 productions. NATS, winners, more hosting, guest artists, 30th anniversary Of our Fisk organ. Ransom Williams. Dean Tom Clark is moving on.
- Undergrad. Academics: Spanish & psychology courses added. Restructuring courses. Kenan Writers. Working to infuse technology...launch online course initiative. \$10 book club for faculty and staff. Dean search continues.
- HS Academics: three national merit scholars. One Jefferson Scholar (Hannah barefoot, VA). More awards. New wellness course in h.s. SACS accreditation process. 140 taking AP courses. Bright kids. Dean search here, too.
- Library: Gwathlme architect. New initiatives to increase student support...career, writing center, learning specialist, ref. librarian all in one area (one-stop).
- Registrar: June Putt retiring. Search process underway. Student Banner will initiate more automated system of admissions, registrar, financial aid, student accounts. Academic Data Coordinator (new position).
- Teaching and Learning Center: we are only campus without this. Even though not funded, started one this year with limited resources.
- Commencement: May 31, HS 9am, College afternoon.

Chief Advancement Officer Annual Report Highlights:

- Staffing issues. Jobs had grown to reflect personal skills and interests...revised jobs descriptions to accurately reflect the needs. Big learning curve, new to state system of personnel hiring.
- Hired Foundation Grant writer, alum of School of Music, excellent fundraiser. Prospecting for new funding sources. Erik Salswedel
- Planned giving: engage former contributors, get them re-involved.
- Giannini Society: 99% retention rate this year, reengaging this group.
- Under funded scholarships: worked with foundation to increase endowed scholarships already in place that need additional funding... Working with donors and potential donors.
- Marketing: Indiv. Schools and departments are left to develop their own tools, trying to revise what we put out there. Web site responsibility is now under Communications & Marketing, a working group of advisors, hiring new webmaster. WORKING ON NEW LOGO. RFPs out there for a designer.
- Press: thx to Marla Carpenter. Pitching stories to hometown newspapers. Lots of effort and gets the name of the school out there.
- Manager of Individual Giving (Kaki Cheek hired yesterday).
- Short term goals – next year’s budget – new reporting formats. Donor database is not being used properly; Kenan match...growing fund-raising program; Fletcher opera match... major gifts plans...
- Alumni Program: how to effectively engage them, communicate with them, response, giving, small number – need to discover why they don’t have an ongoing, lifelong relationship with the school.

Chancellor:

- “I am here to sweep up after the elephants.” Praised Beth Cox as special advisor to him
- Tipping point of the school... transform itself in order to survive, to stay the same it must change. Maintaining and growing this unique institution.
- Fletcher Opera...new School of Music Dean...interim dean will be chosen... maestro to be the exec. Director of the Fletcher Opera Program —need to raise 5 million dollars.
- Working on the image of the school as a ”center of excellence”
- Our Met opera winner will sing to open the legislature (also cierra peyton will recite Maya Angelo poem).
- We are showing the state that we are the state’s school of the arts... UNC Festival of the Arts
- Triad University Transformation Group... 12 four-year colleges in this area banding together to create programs to stimulate economic growth in this area
- Maya Angelou’s 80th birthday; she has agreed to support a scholarship fund here. Funding for scholarships for children of need...concert at joel Colesium end of November.
- Wants to have better communication with faculty and staff. Attends faculty council meetings.
- Continue to place the students in the best professional settings...Disney Imagineering recommendations....

- Employee appreciation week... historically a rift between administration and faculty...working hard to build a feeling of trust...handing out pancakes for 2.5 hours... luncheon and awards ceremony... building family... our school needs...
- We have hosted over 1,000 people in the chancellor's residence....asked people to sign up for it...two nights....cooking dinner for the chancellor's circle... pickles, the official school dog... published two dvd's.... given interviews to promote the school
- Vision 2020 comes from what the faculty and students are saying to us....Didn't come to change the school. Taking to the next level....

2007-08 Annual Report NCSA Staff Council

OFFICERS

Suzanna Watkins, EPA Co-Chair
Jean Marie Gallagher, SPA Co-Chair
Martha Urbanik, Secretary/Treasurer

REPRESENTATIVES

Debbie Frezell
Leslie Kamtman
Lauren Whitaker
Jim DeCristo
Suzanna Watkins
Ramona Richmond
Cathy Pighini
Martha Urbanik
Steve Cochrane
Alice Thompson
Jean Marie Gallagher
Libby Rush
Billy Wynne
Mike Shoaf
Lisa Lambert
Annette Joyner
Harriette Jones
Fred Neely
Trish Garner
Gary Davis
Alternates:
Mary Jane Degnan
Ginger Salmons
Angela Tuttle
Dalcyrus Simmons
HR Representative

Susan Porter

HIGHLIGHTS

- Election for SPA Co-Chair
- Chancellor's Open House in lieu of convocation
- JC Boykin, Chair of UNC Staff Assembly visited in March 2008
- Regular attendance at C.O.O. meetings by co-chairs brought good information
- Volunteers for the campus Insurance Committee
 - Mary Jane Degnan - SPA
 - Robin O'Neal - SPA
 - Bill Wood - EPA

ACCOMPLISHMENTS

- Amended the Bylaws
 - ⌚ Moved to Voting districts from electing by Federal Job Classifications
 - ⌚ District monitoring given to Membership and Election Comm.
 - ⌚ UNC Staff Assembly Delegates – will be the Officers
 - ⌚ Three annual events to coordinate, Fall Mtg, Election Mtg., Holiday Luncheon
 - ⌚ Annual Service Project
 - ⌚ Record attendance at meetings; strongly encourage representatives' participation
- Newsletter attempted Jan 2008 – April 2008, interest but little support
- Web page – regularly posted minutes also included bylaws, pix of reps, meeting dates
- Notebook of information to pass to the next chair
- Tokens of appreciation for those reps. whose term ends in May

NOTES OF APPRECIATION

- Special thanks to Debbie Frezell for her extra work as a representative on the HR Task Force
- Thanks to Vice Chancellor Anne White for providing funding from her discretionary acct.
- Appreciation to Jim DeCristo for coordinating the election process in 2007 and 2008
- Gratitude to Joan Roggenkamp for her administrative support in the election process
- Recognition of Lauren Whitaker, Alice Thompson, Cathy Pighini and Jean Marie Gallagher for working on the Bylaws revision as the Governance Committee
- Gail Phillips has shown special dedication to the Staff Council; attending meetings and working on committees although she is not a representative or alternate – many thanks!

UNC STAFF ASSEMBLY

Delegates for 2007-08

Jean Marie Gallagher

Debbie Frezell

Jim DeCristo

Met April 2007, September 2007 and May 2008 (still establishing identity and refining mission)

Business

HR Task Force – Recommendation to establish “substantially equivalent” HR programs

Tuition Waiver for Family/MATCH – proposal being developed – watch for survey

Proposal for Distinguished Mentors Program – Task force to explore

WORK YET TO BE DONE

- Bylaws and Election process – still need some revisions (i.e, administrators included?)
- Need to reestablish the committees – name chairs – recruit members, esp. non-reps
- Discuss funding – ask administrators – develop a budget proposal
- Develop a Flyer or postcard to provide info. for new staff members about Staff Council
- Discuss ways that representatives can regularly communicate within their districts (staff meetings, email, walk to offices, meet for lunch)
- Increase participation of reps at meetings (look at attendance)
- Find ways to work on Apathy, Time constraints (longer meetings?)

Respectfully submitted by Jean Marie Gallagher

May 15, 2008

Staff Council Representatives for 2008-2009

DISTRICT	LOCATION	REPRESENTATIVE	TERM
District 1	Sunnyside and Main Street	Amanda Balwah	2008-10
District 2	2 nd Floor Admin. Bldg	Kim Pauley	2008-10
District 3	Connector	Jessica Adams	2008-10
District 4	D&P and HR	Ginger Salmons	2008-10
District 5	Dance	Tonya O'Neal	2008-10
District 6	Facilities	Diane Millette Mike Shoaf	1-year transition 2008-09 2007-09
District 7	Housekeeping	Harriette Jones, Annette Joyner, Fred Neely	2007-09 2007-09 2007-09
District 8	Film Village	Alice Thompson	2007-09
District 9	Information Technology	Billy Wynne	2007-09
District 10	Finance	Stephen Cochrane Elizabeth Rush	2007-09 2007-09
District 11	High School Academics Programs and School of Drama	Cathy Pighini	2007-09
District 12	Downtown	Alex Johnston	2008-10
District 13	Welcome Center	Jessica Williams Trish Garner	2008-10 2007-09
District 14	Performance Facilities and Music Complex	Martha Urbanik	2007-09 (Secretary/Treasurer)
District 15	NCSA Campus Police	Gary Davis	2007-09
District 16	Semans Library	Rebecca Brown	2008-10
District 17	Hanes Student Commons	Tomika Haney-Springs Lisa Lambert Ramona Richmond	1-year transition 2008-09 2007-09 2007-09