

NORTH
CAROLINA
SCHOOL
OF THE
ARTS

STAFF COUNCIL MEETING OCTOBER 18, 2007 RJR SCREENING ROOM	
Present:	Stephen Cochrane, Gary Davis, Jean Marie Gallagher, Harriette Jones, Annette Joyner, Lisa Lambert, Fred Neely, Gail Phillips, Cathy Pighini, Susan Porter, Mike Shoaf, Dalcyrus Simmons, Alice Thompson, Martha Urbanik, Suzanna Watkins, Bill Wynne
Approval of Minutes	The minutes from the September 20 meeting were approved.
Reports	<ul style="list-style-type: none"> • Suzanna Watkins reported on information gathered from meetings of the Chief Operating Officer (see Attachment I). Items of interest included: State-mandated energy plan for all campuses to be implemented within 5 years (more info available at www.energyNC.net); GA group will visit campus 10/29 & 10/30 with members of Ernst & Young to evaluate staffing and efficiency as part of President Bowles' PACE Study; Environmental Awareness Day on campus 11/9; "Floating" open house at Chancellor's residence on 10/26. • Jean Marie Gallagher gave a brief report on the 2-day UNC Staff Assembly meeting held in Chapel Hill. She was elected vice chair of the Chair's Committee. Debbie Frezell was elected to the HR Task Force. Issues to be addressed will include tuition waivers for staff and how to make professional development and training for staff mandatory. Jean Marie reminded council members to bring issues to the council that department members feel are important.
New Business	<ul style="list-style-type: none"> • The members reviewed handouts of council representation by Federal Job Classifications and by campus location (see Attachment II). The council would like feedback from representatives and members of their departments and areas as to the best ways of facilitating communication among employees. Some suggestions included meetings within the various campus areas and a question box. • The committee also reviewed a draft of a survey to be distributed to all NCSA staff requesting feedback on issues important to them. The survey will be revised and refined during the course of the year and the best way to obtain survey results determined before distribution to staff members.
Upcoming Events	<ul style="list-style-type: none"> • The NCSA Chocolate Festival to benefit the Triad Chapter of the Susan G. Komen Foundation will be held Wednesday, October 24. • Friday, October 26 is the deadline for NC Flex enrollment and also the "floating" open house at the Chancellor's residence. Buses will operate between the circle at Performance Place and the residence between 1 and 4 P.M. • Wednesday, December 12 is the scheduled date for the All-School Luncheon.
Minutes submitted by:	Martha Urbanik

Attachment I

Chief Operating Officer Staff Meetings Notes from October Meetings

Admin

- Cell Phone policy – Recommendation from PACE study to use an allowance for personal cell phone use on University business instead of University buying the phone and paying for service. Reminder that university employees get discounts from AT&T (15%), Alltel (15%) and Verizon (19%)
- Assessment- GA personnel to visit with some offices to gauge efficiency, appropriate staffing

Campus Security

- Chief Deb has a draft Overall Campus Emergency Plan (24 pages) being reviewed by COO and lawyer. CUKE (Campus Updates on Key Emergencies) system training starts this week. Campus Police to re-evaluate safe places (tornado). Laminated Emergency Procedures sheet to be posted in all depts.
- Threat Assessment Team for each campus – trained to help spot troublesome behavior, is to cover employees (workplace violence) as well as students
- CAS system (Campus Alert System) – will keep emergency pagers
- Put decals where they're supposed to go.

Facilities

- Campus Energy Plan to be adopted – Mandate from GA to reduce energy consumption by 20% over a number of years
- Sustainability Committee – Jamie Moore chair
- Petroleum reduction plan

HR

- Information Security Acknowledgement – to be posted on website - informs employees what information is public and what is confidential, and their responsibilities to secure confidential information. New hires will sign as condition of employment.
- HR Banner kickoff this week
- Possibility of NCSA moving to all-EPA – pros and cons need to be explored
- Recommend all to watch UNC-Tomorrow DVD on website (unctomorrow.org) – is meant to be honest view of system
- Career banding to be completed by February
- Shared leave policy – donees can post thank-yous on EFE
- Center for Creative Leadership – NCSA can apply for grants to send employees at no charge

Devel/Marketing

- Logo – Black and white box logo is the one to use at present. Development/Marketing to look into developing a brand manual
- NCSA “playbill” to be reinstated at Stevens Center – fall version and winter version
- UNC-TV to do 5-minute “featurette” on ODE for NC Now – airs when?

Other

- Open house for staff to be scheduled at Chancellor's residence at some point in future
- 10/15 Debbie Frezell received Governor's Award for Excellence in Raleigh.

Survey Draft Handout -- NCSA Staff Council Meeting – October 18, 2007

Draft – Survey of NCSA Staff by Staff Council – Draft

1. How do you get information about what is happening on campus?
 - a. In your department
 - b. In other departments
 2. Staff Council currently elects representatives by Federal Job Classification. What do you think about having representatives by area or department instead?
 3. Does your supervisor encourage you to participate in training, education or professional development programs?
 4. What kind of training, education or professional development are you most interested in?
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Dates to Remember

Oct. 26....NC Flex sign up deadline

Oct. 26....EPA-NT/SPA Open House at Chancellor's.....1-4 pm

Oct. 27....Family Weekend.....9:30 am, BB&T Lobby

Oct. 28....1st Annual Miss NCSA Pageant.....6 pm, Watson Hall

Nov. 2....Admissions Open House

Nov. 4....Environmental Awareness Day

Dec. 12....All School Holiday Covered Dish Luncheon

DRAFT -- Tentative Plan for Staff Council Representation -- DRAFT

Smith	Billie	Acad	
Taylor	Mary C.	Acad	
Camacho	Gabriella	Alum	
Graves	Mark	Alum	
James Toia	Eva	Alum	Area 1
Mount	Joseph	Alum	1 rep. (10 staff)
Citron	Ira	Found.	
Tuttle	Angela	Found.	
Thompson	Lee	Comm	
Carpenter	Marla	Comm & Mkt	
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Bunting	Betsy	Admin	
Cochran	Geri	Admin	
Davis	Claudia	Admin	
DeCristo	Jim	Admin	Area 2
Rickard	Cheryl	Admin	1 rep. (8 staff)
Roggenkamp	Joan	Admin	
Tillman	Likesha	Admin	
Joyner	Annette	Admin	
Wood	Bill	Admin	
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Brown	Melissa	Connector	
Buchanan	Sarah	Connector	
Driver	Samantha	Connector	Area 3
Green	Nakita	Connector	1 rep. (7 staff)
Crosby	Barbara	Connector	
Norwood	Donald	Connector	
Stowe	John	Connector	
Watts	J.J.	Connector	
Wells	Jennifer	Connector	
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Carter	Pamela	D&P	
Davis	Jannie	D&P	
Dowell	Christina	D&P	Area 4
Gonza	Brenda	D&P	1 rep. (6 staff)
Heath	James	D&P	
Roberts	Joseph	D&P	
Shepley	Virginia	D&P	
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Briggs	Bebe	Dance	
Dalby	Jefferson	Dance	
Fulk	Sally	Dance	Area 5
Johnston	Debbie	Dance	1 rep. (11 staff)
O'Neal	Tonya	Dance	
Partridge	Franklin	Dance	
Rhodes	Kenneth	Dance	
Wheeling	Patricia	Dance	
Wilson	John	Dance	
Cespedes	Altagracia	Dance	
Jackson	Aaron	Dance	
Grillo	Kathryn	Dance-Cost	
Ashford	Hannah	Dance-Costu.	

DRAFT -- Tentative Plan for Staff Council Representation -- DRAFT

Chisholm	Tony	Facilities
Creech	Karyl	Facilities
Deal	Mark	Facilities
Gauldin	Donald	Facilities
Grubbs	James	Facilities
Harrison	Danny	Facilities
Jones	David	Facilities
Martin	Timothy	Facilities
Millette	Diane	Facilities
Mitchell	Brent	Facilities
Morrison	Edward	Facilities
Parrish	Bill	Facilities
Russell	Robert	Facilities
Shoaf	Michael	Facilities
Southern	Jason	Facilities
Walser	Roney	Facilities
Coonfer	Wade	Film
Detweiler	Drew	Film
Fuller	Sonja	Film
Haynes	Erin	Film
Jones	Matthew	Film
Miller	Kate	Film
Pauley	Kimberly	Film
Poston	Tiger	Film
Rhodes	Dallas	Film
Salter	Kyle	Film
Seiler	Patsy	Film
Self	Eric	Film
Phillips	Gail	Film
Spillman	Patricia	Film
Thompson	Alice	Film
Cox	Beth	HR
Porter	Susan	HR
Salmons	Ginger	HR
Sanders	Ashley	HR
Bailey	Kay	IT
Cao	Kim	IT
Carter	Brent	IT
Caston	David	IT
Cavanaugh	Eddy	IT
Forrest	Casey	IT
Harris	Walter	IT
Hunt	Shannon	IT
Linney	Kurt	IT
Pandi	Tamar	IT
Smith	Lisa	IT
Wynne	Billy	IT

Area 6
1 rep. (16 staff)

Area 7
1 rep. (13 staff)

Area 8
1 rep. (16 staff)

Cochrane	Stephen	Finance	
Cook	Doris	Finance	
Gunter	Debra	Finance	
Hodge	Deborah	Finance	Area 9
Ioannou	Carin	Finance	1 rep. (11 staff)
Miller	Sue	Finance	
Phillips	Denise	Finance	
Reich	Janice	Finance	
Rush	Elizabeth	Finance	
Spence	Deborah	Finance	
Vogler	Shalon	Finance	
Hoover	Todd	Gray	
Lane	Jill	Gray	
Pighini	Cathy	Gray	
West	Chenetta	Gray	Area 10
White	Sylvia	Gray	1 rep. (8 staff)
Brown	Windell	Gray	
Crawford	Suevary	Gray	
Miller	Robin	Gray	
Santos	Hector	Drama	
Carmona	Damon	Drama	
Degnan	Mary Jane	Drama	
Prevatte	Teresa	Drama	
Bosworth	Kay	Stevens	
Davis	Steve	Stevens	
Hunter	Ronnie	Stevens	
James	Marilyn	Stevens	Area 11
Johnston	Jennifer "Alex"	Stevens	1 rep. (11 staff)
O'Kelly	Patrick	Stevens	
Perry	Joy	Stevens	
Rainwater	Kathy	Stevens	
Scott	Russell	Stevens	
Spencer	Scott	Stevens	
Valoris	Paul	Stevens	
Chiott	Darren	Welcome	
Garner	Trish	Welcome	
George	Laresha	Welcome	
Kamiab	Jane	Welcome	Area 12
Koscher	Mary	Welcome	1 rep. (16 staff)
Lawson	Sheeler	Welcome	
Jones	Harriette	Welcome	
McNeill	Teresa	Welcome	
Mecum	Susan	Welcome	
Moore	Donita	Welcome	
Ndege	Anthony	Welcome	
Poole	Bill	Welcome	
Putt	June	Welcome	
Sloan	Casey	Welcome	
Stumpf	Lynne	Welcome	
Teachey	Martha	Welcome	

Williams	Jessica	Welcome	
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Barnes	Martha	Hanes	
Cameron	Wayne	Hanes	
Campbell	Sherri	Hanes	
Clancy	Laura	Hanes	
Cooper	Carol	Hanes	
Devine	Jim	Hanes	
Feeser	Amanda	Hanes	
Fraley	Judson	Hanes	
Gallagher	Jean Marie	Hanes	
Gentry	Marie	Hanes	
Gump	Nora	Hanes	
Haney-springs	Tomika	Hanes	
Hartman	Genell	Hanes	
Holland	Steve	Hanes	
Kearns	Marc	Hanes	Area 13
Lambert	Lisa	Hanes	2 reps. (27 staff)
Lewis	Denise	Hanes	
Madigan	Ann	Hanes	
Moore	April	Hanes	
Murray	Thomas	Hanes	
Poole	Thomas	Hanes	
Potter	Ann	Hanes	
Rhymer	Alphonso	Hanes	
Richmond	Ramona	Hanes	
Rick	Joe	Hanes	
Waldo	Karen	Hanes	
Whitaker	Lauren	Hanes	
Jackson	Bobby	Hanes	
Mccollum	Barron	Hanes	
Mitchell	James	Hanes	
Simmons	Dalcyrus	Hanes	
Hernandez	Sammy	Fitness Ctr	
Bohannan-Jones	Christine	Fitness Ctr	
Frezell	Debbie	Fitness Ctr	
Balwah	Amanda	Kenan	Area 14
Lotich	Lynda	Kenan	1 rep. (3 staff)
Watkins	Suzanna	Kenan	requested to be added to area 1
Hammarback	Julie	Music	
Huesman	Bill	Music	Area 15
Huesman	Bill	Music	1 rep. (7 staff)
Lewis	Carolyn	Music	
Taylor	Mary K.	Music	
Urbanik	Martha	Music	
Basemore	Allen	Music	
Hairston	Bessie	Music	
Wilmot	Kenneth	Music	

DRAFT -- Tentative Plan for Staff Council Representation -- DRAFT

Johnson	Mark	Perf Fac	
LaFever	Brent	Perf Fac	Area 16
Parks	Stephen	Perf Fac	1 rep. (4 staff)
Robinson	Bridgett	Perf Fac	
Carter	Sonja	Perf. Fac	
O'Neal	Robin	Perf. Fac.	
Boyce	Eric	Police	
Cheesebro	Deb	Police	
Cobb	Gary	Police	
Collins	Melissa	Police	Area 17
Davis	Gary	Police	1 rep. (13 staff)
Dorsett	Eddie	Police	
Faye jr	Walter	Police	
Fries	Ronald	Police	
Fuiell	Sherrie	Police	
Helsabeck	Chris	Police	
Pittman	Celisa	Police	
Sheppard	Geraldine	Police	
Wooten	Robin	Police	
Brown	Rebecca	Semans	
Dailey	Gregory	Semans	
Donnelly	Patrick	Semans	
Kamtman	Leslie	Semans	
Keely	Susan	Semans	
Koontz	Sylvia	Semans	
Cespedes	Adalgisa	Semans	
Nicholas	John	Semans	Area 18
Rowe	Kathryn	Semans	1 rep. (12 staff)
Slattery	Patrice	Semans	
Smidowicz	Karolina	Semans	
Thomason	Christia	Semans	
Weavil	Vicki	Semans	
Angel	Kevin	Facilities	
Booker	Keith	Facilities	
Caldwell	Vivian	Facilities	
Franklin	Jerry	Facilities	
Harding	Robert	Facilities	Area 19 (14 staff)
Hester	Jason	Facilities	1 rep.
Johnson	Antonio	Facilities	
Mitchell	Hector	Facilities	
Moore	Jamie	Facilities	
Neely	Fred	Facilities	
Quick	Michael	Facilities	
Rush	Robert	Facilities	
Coward	Shawn		
Lane	Amanda		