

NORTH
CAROLINA
SCHOOL
OF THE
ARTS

STAFF COUNCIL MEETING FEBRUARY 21, 2008 WELCOME CENTER PRESENTATION ROOM	
Present:	Gary Davis, Jim DeCristo, Debbie Frezell, Jean Marie Gallagher, Harriette Jones, Annette Joyner, Lisa Lambert, Fred Neely, Gail Phillips, Susan Porter, Libby Rush, Mike, Shoaf, Dalcyrus Simmons, Angela Tuttle, Martha Urbanik, Suzanna Watkins, Lauren Whitaker
Welcome	Jean Marie Gallagher and Suzanna Watkins welcomed all you were able to attend today's meeting.
Approval of Minutes	A motion was made to approve the minutes of the November meeting. It was seconded and the minutes were approved.
Announcements	<ul style="list-style-type: none"> • Notes from the COO's meeting were attached to the agenda for review by council members. No review took place so that time could be given to a discussion of the bylaws. • J. C. Boykin, chair of the UNC Staff Assembly, will attend the March 20 Staff Council meeting. Members are encouraged to bring other campus staff who might be interested in hearing him. • There will be drawings for two \$50 WalMart gift cards at the March meeting. The meeting will be held the week of spring break; you must be present to win. • The Staff Council website can now be viewed at http://www.ncarts.edu/administration/staffcouncil.htm • A Staff Newsletter will soon be added at the website. Anyone wishing to contribute information to the newsletter is asked to contact Jean Marie Gallagher.
Reports	<ul style="list-style-type: none"> • Debbie Frezell reported that the proposal from the HR Task Force has been sent to President Bowles. The proposal concentrates more on adding new articles dealing with compensation, recruitment (specifically bonuses), and retention aspects of the current law. She said there was some concern that staff would be losing some protections under the current act and would be separating from the state system. This is not true; the Office of State Personnel will still be heavily involved in the HR units of the UNC system, there will just be more flexibility. Debbie said she will report on the status of the recommendations at the next meeting. The proposal is currently on the policy agenda for the Board of Governors and, once approved, will go on to the legislative liaisons and possibly make it onto the May legislative session agenda. It is unlikely to be voted on until next year. This will have the advantage of allowing additional time for a more in-depth review if it is needed. • There was no report from the Employee Relations/Education committee.
New Business	<ul style="list-style-type: none"> • The bylaw changes were distributed and Lauren Whitaker reported that the Governance Committee still has work to do on the format of the new bylaws document but has completed proposed changes as to how the council does business (see attached underlined sections). The biggest change involves a transition from electing representatives under federal job classifications to elections based on voting districts. Voting districts are comprised of the various buildings on campus (see attached). The committee felt this would allow representatives to better know their constituency and facilitate communication among staff.

	<ul style="list-style-type: none"> • Jean Marie said that the proposed changes are based on what other UNC system schools do. Staff council will work with Human Resources to determine the exact employees in each district. This information will be needed for this spring's elections. Representation will continue to be 1 representative for every 15 employees. • Lauren explained how the committee determined the changes to the district system. Pros include: Equal footing of EPA and SPA members on the council; more simplicity and clarity; will improve and streamline communication; will bring the representatives to the UNC Staff Assembly in line with the other member schools; newer/less known employees would have more of a chance of election if they are known by their district members; it reflects the way the staff actually work, i.e. most of the custodial staff know each other and their specific work areas and will maintain their own district for cohesiveness; it will prevent burnout of the co-chairs if they serve for only 1 year. • Cons of the new voting districts include: It reinforces compartmentalization; doesn't promote cohesion or communication; might result in under-representation by some classifications; might provide unbalance between EPA and SPA staff; may make for competition between employee and supervisor at election time; may not contribute to diversity; districts may not be automatically maintained. • Also under the new bylaws the current chair, past chair, and chair-elect would be the representatives to the UNC Staff Assembly. • Other discussion included: Executive Committee decisions/resolutions should come from the entire council; no term limits; including 9-month employees in an annual All-School Staff Meeting to be held in August; including CDI in the Stevens Center district; meetings within districts to facilitate news and communication; combining the HR/IT district with D&P staff in the same building; the Membership Committee will track how well each district functions and determine if any changes should be made. • A motion was made and seconded to accept the bylaws and the proposed changes as written. Ballots were distributed for voting. Lauren explained that the Special Events to be voted for have yet to be determined, but it seemed natural for the council to sponsor them, especially the holiday potluck. The COO will be asked for a contribution to fund it each year. An annual community service project may also be proposed. • Jean Marie explained that the item regarding the HR Ex-Officio representative to Staff Council was included because of questions regarding the purpose of that position. No historical data was found to determine when it was included on the council. Susan Porter did not have that information and said that the HR Director appointed her to complete Bob Roberts' term when he left the school. • The ballots were counted and the proposed changes adopted; the HR position will remain as ex-officio. The current representatives will serve out the remainder of their terms but will represent a district rather than a job classification after the spring elections. Employee names for each district will be forthcoming for spring elections.
Other Business	<ul style="list-style-type: none"> • 2 SPA and 1 EPA-NT volunteers are needed for the Campus Insurance Committee that will meet monthly. • UNC Tomorrow task force committees are being formed and volunteers are needed.
Minutes submitted by:	Martha Urbanik

Chief Operating Officer Staff Meetings January-February Summary

Admin

- ⊗ FRS/Banner are running parallel systems now – Current Banner live date is March 1
- ⊗ Be nice to your friends in Financial Services – they are under STRESS!
- ⊗ Krista Johnson is new executive assistant to Carin Iouannou
- ⊗ Lisa Smith still working on cell phone allowance
- ⊗ BOG approved NCSA tuition and fee increases
- ⊗ Business 40 study – very important to get responses from campus – please complete survey (emailed)

Campus Security

- ⊗ Campus Police will host a one-day training conference for the NC association of Law Enforcement – March 27

Facilities

- ⊗ New campus architect is Stephen Atkinson
- ⊗ Campus recycling program to be started soon
- ⊗ Will be working on a campus map with Duda Paine architects
- ⊗ Still working with the city on street names
- ⊗ Have started email training for housekeepers, and CUKES registration for those who are participating

Legal

- ⊗ Final versions of the Smoking Policy, Gift Policy and Alcohol Policy are almost complete
- ⊗ Betsy Bunting is writing a response to the campus safety recommendations and Roy Cooper's statewide safety report

Human Resources

- ⊗ Banner HR training is underway, live date is March 1, Susan Porter is working hard on Banner and Cynthia will be helping her temporarily
- ⊗ Ashley Sanders will be out on maternity leave, Terra and Taffany will be helping out temporarily

Advancement

- ⊗ Will be seeking bids on a website overhaul and administrative support for the site. In the meantime small changes are still possible – contact Lisa Smith

Other

- ⊗ Lots of flu among students lately

**North Carolina School of the Arts Staff Council
By-Laws**

I. Establishment

The organization shall be the North Carolina School of the Arts (NCSA) Staff Council (Staff Council). The Staff Council was established in 2006 by combining the former SPA Staff Council and the former EPA Staff Council. The Staff Council shall represent each permanent (part-time or full-time) employee who is subject to the State Personnel Act (SPA) and each non-teaching employee who is e empt from the State Personnel Act (EPA-NT), hereafter referred to as “Staff”.

II. Mission

The mission of the Staff Council is to foster a positive and respectful working environment by advocating for the interests and concerns of each Staff member. While advancing and supporting the mission and goals of NCSA, the Staff Council shall

- serve as a liaison between the Staff, the administration, and the Chancellor,
- promote a sense of community among all school employees;
- provide regular communication to staff on issues affecting staff members;
- review policies and procedures and make recommendations to the Chancellor and/or administration;
- encourage professional and personal development of the Staff;
- represent issues and concerns of the Staff through our delegates to the state-wide UNC Staff Assembly.

III. Membership

A. Composition

1. Membership on the Staff Council is open to all NCSA permanent (part-time or full-time) SPA and permanent (part-time or full-time) EPA-NT employees by being elected to serve as a representative.
2. NCSA Staff Council, representatives to the Staff Council will serve for two years and be elected as follows
 - i. Fall 2006: 5 EPA-NT employees will be elected for a term of two academic years (Fall 2006 through Spring 2008) to the Staff Council from a ratio of 1 representative for every 15 EPA-NT employees. The 15 elected council members on the former SPA Staff Council shall continue to serve their term until May 2007 elections. Thus, a 20 member Staff Council will be formed.
 - ii. Spring 2007: SPA employees will be elected to the Staff Council to serve a 2-year term ending in Spring 2009.

Transition to voting districts as outlined (in the Appendix)
Spring 2008 Elections, Districts 1, 3, 4, 5, 11, 15 & 17
Spring 2009 - Even numbered Districts (except 4)
Spring 2010 - Odd numbered Districts
Spring 2011 - Even numbered Districts
Then alternate even and odd voting districts each year thereafter.

3. New representatives to the Staff Council who are elected in the Spring term will assume duties at the Fall Staff Council meeting.
4. Representatives are responsible for attending each monthly meeting. If attendance is not possible, arrangements must be made by the representative for attendance by an alternate. (Representatives are charged with keeping the alternate informed of all pertinent matters discussed in the meetings should the alternate have to assume the role of the representative without notice.). Alternates are encouraged to attend Staff Council meetings; however they must abstain from voting.
5. The representatives on the Staff Council shall be the liaison between the Staff Council and the constituents that he/she represents and shall make themselves known to their constituents, indicating methods for contact, a willingness to hear concerns, receive information and suggestions, and communicate these effectively to the Staff Council.
6. The Officers of the Staff Council (see section C "Officers") shall appoint an ex-officio member from Human Resources every two years who shall serve a two year term.

B. Elections

1. The outgoing representatives on the Staff Council have the responsibility of conducting the elections of the new representatives. These elections should be conducted in the Spring of each election year by the Election Committee.
2. The following scale will determine the number of representatives:

1-15 employees	1 representative
16-31 employees	2 representatives
32-47 employees	3 representatives
3. It is the responsibility of the Election Committee to review the number of employees in each voting district, (see Appendix for Voting Districts) in preparation for each election, and make any adjustments necessary to keep membership adhering to the scale above (See III B 2).

4. Nomination Procedure.
 - i. The Election Committee will request from Human Resources the appropriate printouts to determine staff members eligible for nomination (see Article I.) and the appropriate printouts and labels need to contact all staff members.
 - ii. The Election Committee will mail a nomination form to each staff member employed in a permanent (part-time or full-time) position. The form shall identify the district, the number of nominations allowed, and instructions for the return of the form (manner, date, time, and place).
 - iii. Each staff member within a voting district may nominate the number of staff members eligible to be elected that year.
 - iv. Nomination of candidates for election to the Staff Council shall be in writing and shall be kept confidential.
 - v. After the closing date of nominations, the Election Committee shall certify the eligibility of the nominees and shall notify the nominees that their names will be placed on the election ballots unless they withdraw by a specified date.

5. Election Procedure.
 - i. The Election Committee will prepare the election ballots indicating the name of the district, the names of the nominees in alphabetical order, the number to be elected, and instructions for voting.
 - ii. The Election Committee will mail the ballots to each staff member eligible to vote.
 - iii. Elections shall be by secret ballot and shall be kept confidential. If the number of candidates running within a district is equal to or less than the number of seats being filled for that district, the candidates may be elected by acclamation by the Election Committee.
 - iv. At the close of the elections, the Election Committee will count the ballots.
 - v. Representatives will be selected based on the highest number of votes received. In case of a tie, there will be a run off. The person receiving the next highest number of votes in each category will serve as the alternates to the representatives on the Staff Council.
 - vi. The Election Committee shall notify the newly elected representatives and shall make the results of the election known to the NCSA community.
 - vii. Nominations for the open Officers' positions will be accepted by the Election Committee by telephone, email, or written message for one week following the announcement that notifies campus of the results of the election of new representatives.
 - viii. The Election Committee will contact nominees to verify acceptance of their nomination. Upon acceptance, the Election Committee will prepare the ballots for use at the spring elections meeting.
 - ix.
 - x. All records pertaining to the nomination/election process shall be stored with the Staff Council secretary for one year.

- xi. In the event that a voting district loses a representative, or a representative misses three consecutive unexcused meetings, the alternate will become the representative and the person receiving the next highest number of votes will become the alternate. Adherence to this policy is critical to the cohesiveness of the Staff Council, and the policy will be enforced. The Secretary/Treasurer will take attendance at each meeting and advise the Officers when a representative has missed three consecutive meetings. The Membership Committee will monitor the voting districts at least twice each year and advise the Officers of any; vacancies or imbalances in representation through the hiring of or departure of staff members. Any unusual or special circumstances should be brought to the attention of the Membership Committee for discussion and consideration.

C. Officers

Officers of the Staff Council shall consist of a Chair, Chair-Elect, and a Secretary/Treasurer. These Officers, along with the chairs of the standing committees constitute the Executive Committee.

Chair

The Chair shall call and preside over the meetings and work with the Chair-Elect as a leadership team for the Staff Council. They may appoint ad hoc committees as appropriate. They shall serve as liaisons for the Staff Council with the Faculty Council, the Chancellor and the administration. The Chair shall serve a 1-year term and cannot serve two consecutive terms. The Secretary/Treasurer shall serve a 1-year term and may be elected to serve one additional term.

Chair-Elect.

The one-year term of the Chair-Elect will serve as a training period for the responsibilities to be assumed. The Chair-Elect shall automatically succeed the Chair and shall assume office at the FALL meeting. The duties of the Chair-Elect shall be to assist the Chair in setting the agenda, running the meetings, and to share responsibility to represent the Staff Council by attending meetings of the Chief Operating Officer, Board of Trustees, Faculty Council, and other committees as necessary.

Past Chair

After having served as the Chair of the Staff Council, the Past Chair will serve as a non-voting ex-officio member and will be available to advise the next Chair for his/her term.

Secretary/Treasurer

The Secretary/Treasurer shall record all minutes of all meetings of the Staff Council and distribute to the Staff Council representatives within seven working days of the meeting. The Secretary/Treasurer will give five

working days notice of all Staff Council regular meetings, and will inform the representatives on all voting issues. The Secretary/Treasurer will record the attendance at each meeting and advise the other Officers if a representative has missed three consecutive meetings. The Secretary/Treasurer will also be responsible for keeping accurate accounting records of expenditures from funds available to the Staff Council for operating expenses.

2. The Elections Committee will conduct a spring elections meeting at which the Officers shall be elected by the newly elected and current members of the Staff Council. The Officers will assume duties in the Fall of the election year.
 - a. Nominations for the open Officers' positions will be accepted by the Election Committee by telephone, email, or written message for one week following the announcement that notifies campus of the results of the election of new representatives.
 - b. The Election Committee will contact nominees to verify acceptance of their nomination. Upon acceptance, the Election Committee will prepare the ballots for use at the spring elections meeting.
 - c. Nominees will be asked to speak briefly to the assembled Staff Council at the elections meeting to express their interest and outline their philosophy.
 - d. Ballots will be distributed, completed and collected by the Elections Committee and counted before the meeting concludes and will announce the results; naming the new Officers for the year.
3. All officers may be elected from new and current Staff Council members.
 - a. The Chair, Chair-Elect and Past Chair shall serve as representatives to the UNC Staff Assembly at the monthly video conference and the two meetings conducted in Chapel Hill each year. Should one of these be unavailable to travel to Chapel Hill, alternates will be sought to equal three members from NCSA in attendance at those meetings.

D. Committees

1. The committees of the Staff Council shall be as follows:
 - a. The Executive Committee consists of the Chair, Chair-Elect, the Secretary/Treasurer and the chairs of the standing Committees. This committee will meet to set the agenda for regular meetings and when necessary to discuss issues pertinent to the operation and direction of the Staff Council.
 - b. Membership and Elections
 - i. Coordinate Election Procedure (see Article III-B)
 - ii. Monitor the voting districts at least twice each year and advise the Officers of any; vacancies or imbalances in representation through the hiring of or departure of staff members.
 - iii. Maintain list of new employees through HR
 - iv. Send welcome packet with Representative contact info
 - c. Education and Employee Relations

- i. Educational opportunities
 - ii. Resource management
 - iii. Campus liaisons
 - iv. Employee Appreciation Representatives
 - d. Communications
 - i. Email
 - ii. Web site
 - iii. Special events, including Annual Meeting of Staff in August and All-School Holiday Potluck in December
 - iv. Manage contact lists
 - v.
 - e. Community Service
 - i. Annual Community Service Project
2. The Officers shall appoint Staff Council members to serve as chairs on standing Staff Council committees for one year. Staff Council members may also represent the Staff on various NCSA committees for a term determined by the committee Officers.
3. Committees may be added or deleted by the Officers as they see fit in order to accomplish the mission of the Staff Council.
4. Any staff member of NCSA, as defined in Section I, can request to serve on any Staff Council committee.

IV. Meetings

All regular, annual and special meetings of the Staff Council, except for committee meetings, require the presence of a quorum to conduct business. A Quorum shall consist of fifty percent of the elected representatives of the Staff Council and must be present in all meetings to conduct business.

A. REGULAR MEETINGS

The Staff Council shall meet on the 3rd Thursday of every academic month, or as needed and called by the Chair. In the absence of the Chair, the meeting will be conducted by the Chair-Elect. If both are unavailable to meet, the meeting will be rescheduled.

B. ELECTION MEETING

The regular meeting in May shall be known as the election meeting and shall be for the purpose of announcing the results of the elections, receiving reports from the subcommittees, selecting dates and times for the following year's meetings, and for any other business deemed necessary by the Officers of the membership.

C. ANNUAL ALL SCHOOL STAFF MEETING

The Staff Council shall conduct a meeting each August for all staff members as defined in Section I to introduce the Council members to the full staff, to apprise the full staff of proceedings and accomplishments of the previous year, and to report on goals for the current year. The Annual All School Staff

Meeting will include a forum staff members to present questions and concerns to the Council.

D. OPEN MEETINGS

Meetings of the Staff Council are open to all staff members. If confidential issues are on the table, then either the Chair or the Chair-Elect has the power to call the Staff Council to closed session and excuse all visitors.

E. SPECIAL MEETINGS

Special meetings may be called by either the Chair or the Chair-Elect. The purpose of these meetings shall be stated in the call and, except in cases of emergency, at least five working days' notice shall be given.

F. COMMITTEE MEETINGS

Committees which meet on behalf of the Staff Council will be required to submit an attendance record to the Secretary/Treasurer within five working days of the meeting and be prepared to summarize committee activity at the next regular meeting.

V. Budget and Appropriations

The Chair or the Chair-Elect of the Staff Council shall have the authority to approve expenditures from the funds available for operating expenses of the Staff Council.

VI. Business Proceedings

Roberts Rules of Order shall govern the proceedings of all meetings of the Staff Council and its constituent parts except as provided the By-Laws of the Staff Council.

VII. By-Law Amendments

These By-Laws may be amended by a simple majority (a quorum vote of Staff Council membership) at a regular meeting of the Staff Council.

Appendix – Voting Districts

District 1: Academic House, Alumni House, Advancement/PR, Foundation & Kenan Institute for the Arts

District 2: Admin Bldg. 2nd Floor

District 3: Connector Bldg.

District 4: D&P

District 5: Dance Bldg. & Dance Costume Shop

District 6: Facility Services

District 7: Film

District 8: HR and IT

District 9: Finance & Purchasing

District 10: Gray Bldg & Drama

District 11: Stevens Center

District 12: Welcome Center

District 13: Hanes Student Commons and Fitness Center

District 14: Music

District 15: Perf. Facilities

District 16: Campus Police

District 17: Semans Library

District 18: Housekeeping