

NORTH  
CAROLINA  
SCHOOL  
OF THE  
**ARTS**

<b>STAFF COUNCIL MEETING NOVEMBER 15, 2007 RJR SCREENING ROOM</b>	
<b>Present:</b>	Debbie Frezell, Harriette Jones, Lisa Lambert, Fred Neely, Cathy Pighini, Susan Porter, Libby Rush, Mike Shoaf, Dalcyrus Simmons, Alice Thompson, Angela Tuttle, Martha Urbanik, Suzanna Watkins, Lauren Whitaker, Bill Wynne
<b>Welcome</b>	Suzanna Watkins welcomed the members and distributed handouts (see attachments).
<b>Approval of Minutes</b>	A motion was made and seconded to approve the minutes of the October meeting.
<b>COO Meeting Notes</b>	<ul style="list-style-type: none"> <li>• Suzanna reviewed notes from the Chief Operating Officer meetings, calling attention to the guidelines for political campaign activities, the UNC Campus Safety Task Force Report, and a draft of the NCSA Campus Emergency Plan available from Chief Cheesebro.</li> <li>• There was a reminder of the all-campus staff potluck on December 12 and the community food drive occurring now through December 10.</li> </ul>
<b>Reports</b>	<ul style="list-style-type: none"> <li>• Jean Marie Gallagher was absent from the meeting and will give her report on the UNC Staff Assembly meeting at the next meeting. Suzanna did inform the council that J. C. Boykin, chair of the UNC Staff Assembly, will visit the NCSA campus and attend the next meeting on January 17.</li> <li>• Ramona Richmond was attending a conference and will report on the Employee Relations/Education committee at the next council meeting.</li> <li>• Future council meetings will be relocated because of a class that will be held in RJR during January and February. Suggestions for a new location included Eisenberg, 301 Commons, and the Welcome Center. Suzanna will check on the availability of each. Scheduling may necessitate a time change for the meetings.</li> <li>• Debbie Frezell reported on the HR Task Force and its subcommittees charged with reviewing how the state universities operate under the OSP system and various issues including employee recruitment, retention, and accountability. The subcommittees are: Position Management; Recruitment; Compensation/Rewards; Performance Management; and Employee Relations. It has been suggested that any changes to the current system be submitted as an article to the general statute that governs OSP, rather than trying to pass new legislation. The Compensation/Rewards committee has received a lot of input from campus HR directors and feels they</li> </ul>

	<p>have enough information with which to make a recommendation. She will report their recommendation(s) at a later meeting.</p>
<b>New Business</b>	<ul style="list-style-type: none"> <li>• Suzanna asked for volunteers for the Governance Committee, which will be charged with reviewing and revising the bylaws. New bylaws were passed by the council last year but have not formally been adopted. Cathy Pighini, Alice Thompson, and Lauren Whitaker volunteered to serve on this committee. They will bring recommendations to the February meeting.</li> <li>• An alternate to the UNC Staff Assembly meetings is needed in case any of the current 3 representatives cannot attend. Suzanna would like to see some flexibility in the selection because of individual situations that might arise. The issue was tabled until the bylaws can be reviewed and amended.</li> <li>• Ideas for a newsletter were discussed including volunteer reporters from each department/arts school and/or classification. Harriette Jones volunteered to help and Suzanna will discuss more ideas with Jean Marie and bring them to the next meeting.</li> </ul>
<b>Other Business</b>	<ul style="list-style-type: none"> <li>• Harriette reported that Chris Boyd has agreed to set aside an office in Facility Services and provide a computer for the housekeeping/maintenance staff for use before and after working hours starting in January. There is also the possibility that classes will be offered to those who need them.</li> <li>• Cathy Pighini asked how council members are communicating council activities with their constituents. The co-chairs are considering earlier suggestions as well as representation by location versus classification. There was discussion that constant moving of campus offices negates any benefit of representation by physical location.</li> <li>• There is no timetable for a Staff Council website. Suzanna will check with Lisa Hardin again about any progress.</li> <li>• Lauren Whitaker commented on how beautiful and well-maintained the campus has been recently and offered kudos to the grounds staff.</li> <li>• Susanna reported that Jamie Moore is working on identifying trees on campus and developing some type of signage that would facilitate a walking tour.</li> <li>• A December council meeting has traditionally not been held. The next meeting will be January 17, 2008.</li> </ul>
<b>Minutes submitted by:</b>	Martha Urbanik