I. Welcome

- Called to Order – Elizabeth Spruill, Chairperson
  - Called to Order at 11:10am
- Roll Call – Sarah Lawrence
  - Attendance
    - Representatives:
      - Stephen Atkinson, Rebecca Brown, Abby Coleman, Suevary Crawford, Mary Graves, Bill Huesman, Sharon Hush, Bobby Jackson, Leslie Kamtman, Kathi Rainwater, Elizabeth Spruill, Debra Thompson, Dolores Watson, Ashley Weets, Jonas Silver
    - Excused: 4
      - Vickie Berry, Diane Millette, Kesa Jessup, Alex Johnston
- Alternates: 3
  - Sarah Lawrence (voting for Kesa Jessup), Joseph Roberts, Phil Verpil
- Committee Chairs/Honorary Members: 4
  - Jim DeCristo, Delores Harris (representing James Lucas) Nyambi Shannon (Ex Officio/Past Chair), Angela Tuttle (Committee Chair)
- Visitors: 6

II. Approval of minutes

- Motion: Leslie Kamtman
- Second: Nyambi Shannon
- No Discussion
- Passed by majority

III. Administrative Updates

- Human Resources – Delores Harris
  - 2013 Calendar:
    - Good Friday will be taken on December 22, 2013
    - Veterans Day will be taken on December 23, 2013
  - New Payroll System for SPA and EPA-NT
    - Information will be in the EFE
- Administration - Jim DeCristo
  - Chancellor
    - Last day will be June 30, 2013
    - General Administration will conduct the Search
    - New Chancellor appointment by April/May to start July 1, 2013
- Plan Updates
  - Campus Master Plan Process
    - Work will proceed slowly until new chancellor is on board
    - Required by Board of Governors
    - In existence for more than 10 years
  - Strategic Plan
    - Work will proceed slowly until new chancellor is on board
- Other
  - No impact on building projects
  - No All staff meeting for staff to ask questions concerning the search and process
  - Searches from all campus are happening within a very short period of time by GA
  - Interim is only brought in if needed.
IV. Committee Reports

- Executive Committee – Elizabeth Spruill, Chair
  - October 1 – Provost Meeting
    - UNCSA Compact
    - Mission/Guiding Principles
    - High School Administration Forum
    - Dean of Film Search will take place after the New Chancellor arrives (J. DeCristo)
  - October 2 – Chief Operating Officer Meeting
    - James Lucas – HR - Benefits of Enrollment
      - Do not wait until last minute
    - Lisa Hardin-Smith – IT - Wireless Project is going on in all areas
    - Jamie Moore – Construction pictures are on the Facilities website
    - Working with Campus Police to share the Bike Ride Share Program
      - Students, Faculty and Staff will be eligible to use the Bikes
    - Faculty Rank Approved
      - Next step – Rank must be approved by Tom Ross and BOG
    - James Lucas – Employee Appreciation Day discussed
  - October 5 – Board of Trustees Meeting
    - New Chair – Rob King
    - $2.4 Million raised in Donations
    - $6 Million raised for the Kenan Executive Scholarship
    - 20% increase in student counseling
      - The Pet a Dog program is used for counseling
        - Most all students participate
    - Representatives from all five schools
    - Dale Pollock – Faculty Council Chair
      - Staff Council and Faculty Council need to work together
  - October 15-16 – UNCS Staff Assembly Meeting
    - Staff Council members attended
    - Creating a new strategic plan
    - Need $9.1 billion budget for next three months
    - Researching Health Plan for families
    - Edwin Martinat received the Erskine Bowles Service Award

- Membership & Elections Committee – Mary Graves, Chair
  - Several new employees
  - Lost representative in District 1
  - Lost alternate in District 10

- Professional Development Committee – Leslie Kamtmam
  - Meeting with James Lucas to discuss staff professional development workshops

- Social Events & Community Service Committees – Nyambi Shannon
  - Social Events and Community Service Committees are once again two separate committees
    - Need volunteers for each of these committees
  - Breast Cancer awareness
    - Wear Pink on Fridays for month of October
    - Pumpkin Carving contest and Bake Sale
      - Wednesday, October 31 from 11:00 AM – 2:00 PM

- Employee Moral Boosting Task Force
  - Nothing Reported

V. Unfinished Business

- No old business
VI. **New Business**
- Elizabeth Spruill moved to amend the By-Laws (Section IV. Meetings, B. Annual All-School Staff Meeting) from “…a meeting each August…” to “a meeting in the Fall semester and a meeting in the Spring semester”.
  - Nyambi Shannon Seconded
  - Discussion held – more explanation needed
  - Motion passed

VII. **Celebration In Recognition of Edwin Martinat**
- Kay Boswell spoke about all of Edwin’s accomplishments and the Erskine Bowles Service Award
  - Edwin received flowers and a “crown” (hat) and a standing ovation
- A celebratory party in honor of Edwin winning the Erskine Bowles Service Award followed the meeting.

VIII. **Adjournment** 12:04 p.m.

submitted by: Sarah Lawrence, Secretary