Winter Meeting of the UNC System Staff Assembly
Video Conference Meeting Minutes
February 5, 2009, 9:30 a.m. to 5 p.m.

Opening:
Open General Meeting- Chairman Kelley Eakins- Boykin called the meeting to order at 9:35 a.m.

Roll Call:
The Chair asked for official roll call of attending delegates. The secretary took roll call and the following were counted in attendance;

Appalachian State University – 3 delegates
East Carolina University – 3 delegates
Elizabeth City State University – 2 delegates, 1 delegate came in late
Fayetteville State University – 2 delegates
North Carolina A & T State University – 2 delegates
North Carolina Central University – 2 delegates
North Carolina School of Science and Math – 3 delegates
North Carolina State University – 2 delegates
UNC Ashville – 3 delegates
UNC Chapel Hill – 3 delegates
UNC Charlotte – 3 delegates
UNC GA – 2 delegates, 1 delegate came in late
UNC Greensboro – 3 delegates
UNC Pembroke – 3 delegates, 1 delegate came in late
UNC School of the Arts – 3 delegates
UNC Wilmington – 3 delegates
Western Carolina University – 3 delegates
Winston Salem State University – 3 delegates, 1 alternate

The roster was updated with the information and roll call finished 9:50a.m.
Kelley reviewed and noted the following changes to the agenda.
The executive committee would like to move state of the universities to the end of the agenda. Motion was made to change the agenda, no discussion followed.
Motion was made to accept the agenda with changes and seconded. Changes were properly accepted to agenda.

Meeting Minutes:
The Chair directed the delegates to move to minutes of the October meeting. She called for discussion
Changes were as follows: J. Leffe Asheville – Make note of name on 10th page.
Sherri asked that changes that also be sent email with 1st sentence of paragraph.
Kelley noted there are misspellings and we are voting on correct information.
– Amanda Balwah, UNCSA - 3rd Page 2500 for Breast Cancer sponsored by the Festival at the school not council.
Motion to accept the minutes with changes was made by Stacy Sears and properly seconded by Hap Giberson. Minutes accepted for Oct 9-10, 2009 meeting.
At this time there was reference to new attendees.
Wayne Reeves noted that alternate for ECU here.
Judi Leffe noted alternate for UNCA here.

Chairman Kelley Eaves-Boykin asked the parliamentarian to review parliamentary procedure, Robert's Rules of Order. Parliamentary procedure was reviewed. The Chair stated, "because we have guests that are not delegates and alternates when we get to discussion and do vote we will do a roll call vote so we have correct delegates." Delegates will state name and institution. She welcomed the visitors but stated they cannot participate or vote.
When we call for discussion we will list schools and they will be called to make the discussion.

Review of Staff Assembly Mission:
Chairman Eaves-Boykin reminded everyone of understanding the reason for meeting and being a part of the staff assembly. She asked that everyone take time to review the mission of the assembly.

Speaker Sherry Joyner - NC Thinks Website Presentation

Website stated: www.ncthinks.nc.gov.

There are 3 significant differences
State employee bonus program has variables. What would be most effective to market it? The thought was to create a new face. SEIBP and NC Thinks joined together as group.
Another thought; you should be strategic.

1-Identify challenges
2. Communicate info to employees
3. Invite employee to think of solution to
4. Use NC Thinks as a tool to process recognize and reward suggestions.

II NC Thinks is top down marketing
III Online submission system- it brings transparency to bring trust
On the home webpage under news NCIDs needed

1. Click log in (right bottom) is there a coordinator the other thing is how to submit a suggestion up top make a suggestion or button at the bottom right.
2. Questions to answer. Then submit.

- Review navigation –Tells about us. Has Welcome, administration, and shows members.
- FAQ – General statute was pulled apart so if you have questions it should be in here. Look at Coordinator there is a coordinator for every agency, university, college, etc. see list of coordinators click on university you should see the list.
- Cheers Page- Award winners are posted anything 2007 and later will be here. Before was paper and will not be shown.
- Toolbox – has valuable resources for coordinators and leaders in the agencies you can find forms and a handbook and guidelines for coordinators.

The website has a Suggestion Search that anyone can use. Anyone can search to see if theirs is a new idea. Administrators- Resources for Managers Coordinators and others. Has a toolbar can look at suggestions for their area of expertise. There is a letter that can be sent to the suggestor. View suggestions awarded – now you can look at the savings on the financials page.
Ann Lemmon asked for examples of some things that were strategic or common strategic waste of over inventory, motion, correction and overproduction. Example used; Tommy Griffin stated DOT came up with a suggestion that saves 250,000 every year. About 4 years ago. Agriculture submitted 1 combined annual notice to private applicators had 2 mailings to go out they combined and gave the idea and how to get it done. By starting process earlier they didn't have to hire temp workers to help get done on shortened time line. He received leave time for this instead of money.
Campus administrators are just starting to get this site. The site was just finished over winter holidays.
Questions from the assembly as follows;
Is there a projected time to roll out? They are doing a soft launch.
Is this site appropriate for all staff? Yes this is for full time and part time employees'.
Do you have an article to put in our newsletter? Yes there will be newsletter you can link to the site.
How is this funded? The goal is to be receipt funded. Right now it is funded by OSP.
Do you know coordinator for NCCU – Vanessa Gregory???.
You can contact your HR Directors
Is it up to the coordinator to make sure that the ideas are applicable? Look at Best Practices.
Chairman Eaves-Boykin thanked speaker, Sherry Joyner for spending the time to update the Staff Assembly about the new website for NCTHINKS.

Chairs Report-

Chairman Kelley Eaves-Boykin attached all trip reports for reading pleasure of all her travels to Chapel Hill.

- She has attended BOG meetings October, November, December and January.
- She was appointed to the task force for hate crimes. She will go back Monday for the Hate Crime Commission meeting and later in the week for the Faculty Assembly to discuss the budget. This is the first time the Faculty Assembly and Staff Assembly got together and are looking forward to gathering info and sharing. The Hate Crime Task Force met with UNC Charlotte. SGA President to discuss hate crimes. They also discussed preachers being on campus, they had inputs from all universities on that subject. She stated we need input from students to make decisions. She has had requests to do campus visits. That is going to be part of a discussion she will have with Rob Nelson next week while at GA. The task force has no recommendations at this time. They are asking for feedback from your constituents on hate crimes, and to continue to gather information on changes that can help with budget reductions, and to hopefully reduce furloughs, etc. There was a call for questions – Ruby Messick UNC Central - asked for a template that could be used for hate crimes. Chairman Eaves-Boykin said there is no template, just send to Kelley or the

commission. Judi Leffe, Ashville, questioned, are people sending suggestions on how to help during this time, it would be helpful to see what others are doing. Chairman Eaves-Boykin stated, Judith and she are going to send to everyone, but they are going to combine first.

Administration Report-

Ann Lemmon from General Administration gave the administration report. Ann stated the campuses are caught up in budget. As you know Erskine and the board have discussions with the campuses on the tuition increases. The feel is that Campuses will need to back up on some of their increases to help the people of NC with their budget issues. The possibility of furloughs was thrown out and then it hit a headline. General Administration did not want to take the lead regarding the furlough stance. There were 2 things from legislation. They aren't in committees yet. Lots of talk in the halls no hard work yet. Non budgetary issues that were staff related were being discussed. There were 3 concerns

1. Extension of phased retirement to run out – asking for extension.
2. Re-employment of retirees and to change from 6 month to 3 months.
3. Substantially equivalent legislation is on the agenda it is so complex may go through one body but not both. Some point during the 2 years cycle we should have a yea or nay.

It was stated that Reinhart says the stimulus act was looking good for Higher Ed. Right now there are research dollars infrastructure monies. Everything that related to higher education looked good. Gov Perdue is talking today about what is coming from the Federal Government and will it look good for us. UNC Tomorrow Phase 2 reports are out on the website. We have a group looking through the recommendations. It was questioned are they looking at staff issues. Ann Lemmon- Admittedly they are looking more at Faculty instead of Staff. They are trying to identify the AA, HR, IT, etc., issues separately. Staff issues are out there for review but could kill a forest.
Kelley thanked Ann for her administrative report.

Rebie Coleman, NCCU stated, Kendra Cardwell arrived and is filling in for Darin Nalls.

Kelley called for 10 minute break at 10:51 a.m.

Open discussion during 10 min break:
Questions arose on "What does the term furlough mean?" It means unpaid leave or time off. The employee is still employed, still retaining all benefits, but not being paid for a day(s) taken off. Ann stated - unpaid leave of work and it can be hours, days, or weeks. You cannot substitute any kind of leave for it. It has requirements for exempt. There would be strict regulation to look at. It isn't something that exists in NC now. They are expecting to see legislation on this. Discussion came up on unemployment.

State Budget Discussion -
As discussion took shape there was the statement that we need to make sure there are not comments we don't want to craft as a university issue. We want both agencies and universities because we operate under different policies. Chairman Eaves-Boykin said we don't need to formally open this up. At this time to ask questions of concerns on the budget. Kelley reminded everyone, of their packets, the contents should have received info from Judith Wenger, others have received info for layoff plans from Gov Perdue and The Daily Tar heel may approach Kelley and she may make a statement regarding staff assembly's response. Joyce Shaw ECSU questioned what considerations are being made? What is being communicated to the students? Ann –It is GA understands this is happening on a campus by campus basis. We are looking at impact on courses and students. She has seen this on a few campuses, Charlotte, Greensboro and UNCW. While we recognize there is a budget crisis we are not going to cause suffering to students. There is nothing system wide.
Chris App State stated, Additional shortfall for the State Health Plan yesterday. Is this an additional update? Ann – The Gen Assembly will be asked to enact legislation equivalent to 300 million this year, could be 1.2 billion budget shortfall over the next 2 year 7-2009 thru 6-2011.
Fiscal Research said they would be looking at serious changes but nothing specific. The floating number is for premiums to be increased by 28%. This would have negative effect. Benefit deductions eliminated. Wellness Groups stopped. This remains to be seen. Joyce Shaw –Questioned RIF policy–Is there a severance policy attached to the RIF. Ann Lemmon -There are guidelines around what severance has to be. OSP has RIF guidelines and each campus has their own guidelines. It does allow seniority to come into account. It does call for probationary to be riffed first. The thing about RIF you don't get the immediate budget hit. You have severance, leave, healthcare and unemployment. Ray C- UNCG – We have been challenged to go on to look at a 7% budget cut. Would this be inclusive of furloughs? Ann Lemmon replies: we would like the budget cut to be non recurring. Permanent we would have to fight for budget to come back. Furloughs are one time monies. Layoffs speak to permanent. They are asking for as much to be to non-recurring as possible. We are seeing student applications up in many areas. Graduate programs but now when you compare us to ELON Duke we are. Wayne Reeves asked if Kelley or Ann talk to the autonomy of each institution. Furloughs would be an avenue of a broad base that would be suited to each institution. Then SPA and even EPA going upward based on downward based. Kelley – Take a look at each department. It is driven looking downward and look

at each department and look at the cut you can take. Margo Gross – came back this past round. The universities are calculating up to 10% now. To meet that additional 1% they would not go 1% across the board because other divisions would have to be higher because AA would reflect against quality of education. The cut cannot be across the board. It has to be strategic. Vacant positions are being looked at. Paper articles are expounding on the numbers and we need to make sure we relay this. It is being looked at department by department and division by division not across the board. Alan Chapel Hill- One thing we need to make sure of is we don't have a knock down effect. The reduction in hours should not be reflected in the retirement fund if furloughs are considered. Ann – That is one thing being looked at while looking at this option. They are especially looking at people in their last 5 years of work. That would require specific legislation and a definition about salary used for retirement to be added. Although we have this for EPA we couldn't on our own say this couldn't affect retirement for all employees. We have the ORP to consider and state agencies don't. What we did find health care in universities is different. For universities when you work half the month you are covered, some of the agencies you have to work all workdays of the month. Something would need to be added to cover for furloughs. Chapel Hill is looking at a reduction of hours as a relief and they don't know the total impact and we need to move forward to let them know. Source of funds is not a relevant factor in determining an employee be laid off. Rather efficiency and state service should relate. Ann stated this would need to be better defined. Nancy Jones – UNCW – She wanted to remind the assembly that spouses have been laid off and many feel that even a furlough would create a hardship. Ann stated they are aware and they are looking at this as closely as possible. They are looking at strategic cuts. Scott Milman- UNCG- Has there been any thought at letting agency set up funds to help with pay for furloughs? Ann – No. Nancy Williams Asheville- Do the SPA and EPA differ? Angela – ECU – Would it be feasible to restructure pools to give priority on a temp pool for RIFs first, to allow having ½ benefits. The issue around benefits you cannot offer benefits to temps (per Ann). Alan Chap Hill –Chapel Hill talked with someone from Tar Heel Temps UNC Chapel Hill. They compete directly those agencies usually have benefits with there employees so they go with the outside agencies. We may need to move forward in less stressful times. Joyce Shaw – Can you explain priority consideration to me. Ann – No. It really is policy specific. As a RIF employee that meets those standards for the position you do get priority; all things being equal if you have three applications and one has RIF consideration. That employee, if they meet the requirement they should get the job. There are also grade and salary regulations. The employee has to request priority consideration at a certain time. Ann would hope that people are not looked at as damaged goods. Policy is governed by OSP for SPA employees. Ray Kern UNCG, would they look at a voluntary furlough program? Ann, we have discussed this. RIFs have happened on some campuses. ECU some employees have taken voluntary cut in hours. One employee cut 10 hours a week. So it has been discussed. Should people look at this before hand they may want to make it a voluntary an option? Cathy NCSA – What time is going to be needed for furloughs? Ann – this may not be an option this year since the pace of the state is a different nature. If it cleared committees quickly you could get something enacted in as little as two weeks (this hasn't happened) OSP would have to develop the policy then to be approved by State Personnel System. Then need to be reviewed by areas. You are looking at a six week window after legislation to have window of opportunity looking at a couple of months. The hard work hasn't started yet to do this. LaMonica Singleton, WSSU - Did you say you didn't need to seek legislation regarding Furloughs for EPA employees? Ann, we have incomplete authority because it could affect the benefit plans. Basically we need legislation to do this properly.

Chairman Kelley Eaves-Boykin Calls LUNCH – 12:00p.m.

Alan Chapel Hill- If the university system given substantially equiv authority. Ann - No the municipalities have taken a substantial and are looking at the furloughs. We are looking at this. Substantial enact is still looking at this. Tommy asked Legislation doesn't give guidance on furloughs Kelley and Ann said they are waiting to hear. Everyone agrees it needs to be explored but don't know. Scott - Legislators are talking about escrow funds that were kept from fines that were supposed to go to public schools that have been asked for. Ann- Some schools have asked about accessing the escrow funds.
Angela ECU – There may be some dept whose jobs can be combined. Have you considered Job sharing? 2 people share the same job. Job sharing is allowed. Employees would have to submit a joint proposal. Ann stated this would take both to half time, no benefits. While it saves 2 parts they lose benefits. Wayne Reeves- Pres Bowles has outlined a strategy to meet all the tasks coming from legislators. Gov asked for 6 he has asked for 7. Wayne asked that each institution know when they reach a critical point of when they will be looking at personnel cuts.

Called back to order at 1:21 pm. By Kelley Eaves-Boykin
Roll call completed 1:30.

Committee reports:

Budget and Planning Committee-

The committee created and sent funding form to be used by the UNC Staff Assembly committees to establish funding requests. It was sent to the executive committee to be approved. Budget updates were sent to the budget and planning committee by Ruth Brill. This information is inclusive through December 31, 2008. Ruth advised them to contact Debbie Robertson to be liaison with accounting in GA. The budget info isn't being posted on blackboard. The

committee is seeking a directive on this action. The committee will not move forward until meeting with Ann Lemmon, Ruth Brill and Debbie Robertson. Plans for a conference call will be on our agenda. In addition the Budget and Planning Committee will look into the function of other budget committees, such as Faculty Assembly, to review objectives and mission statements. The Budget and Planning committee sent the one form through to be approved. The Executive committee approved with one addition, they asked for them to add a signature line. Kelley asked were there any questions? Right now we are still looking at our budget in the tough economic times. As we do projects, we need to have a way to request funding for the committees and this is the reason for the creation of this form. Kelley asked for a motion to approve. Stacy made motion to approve. Kathryn UNC Charlotte – properly seconded. Ruby asked for the name of the form. Staff Assembly fund request form. States the date of the request, name of requestor, name of institution, address, city, state, zip, phone number, email, committee, project name the amount of funding you are requesting, purpose of funding the vendor name and address. Other information for the requestor was read then the requestor's signature. Roll Call Vote – 44 voted yes. Funding form adopted unanimously.

Chairs Committee Report –
The committee has been very active. Thank you to the committee members. We had many issues to address and had several calls for information to provide from October to the end of January. We've had several meetings. We had some that were based on trying to define topics. Chairs committee tries to address a topic across all institutions and come back to Staff Assembly with that resolution. The committee turned over to the HR committee the tuition waiver program. The committee had several topics to address that they narrowed down to three. They took those three to the executive committee, to find out what they could refine, something doable. The committee is looking for something to work on the next twelve to fourteen months that would be good for the Staff Assembly. Recently spoke with Ann Lemmon and will bring back to the Chairs committee so they can narrow down from the three. Chairman Eaves-Boykin sent out a call for information on UNC Tomorrow report for staff and faculty retention. All information has been compiled into one document but hasn't been put in a presentable report. Wayne will finalize and turn in fairly quickly so they will have the assembly's response. The other call was information in response to Kelley talking with President Bowles regarding talking to budget issues, ideas and comments. Wayne shared that information with all Chairs. Thanked the Chairs for providing that information as well. The committee looked at the status of how information is flowing to the Staff Councils/Forums/Senates. From that conversation we found there was a disconnect of information flowing to the Chair and their constituents. We are working to ensure as a staff assembly and as an executive committee to share with the Chairs the information received regarding the budget situation of the university and its agencies. Chairman Eaves-Boykin is providing some level of information on her trip reports so all universities are receiving some information regarding the budget issues. Wayne entertained questions. Sherri asked for clarification on one sentence.

Communications Committee –
Sherri gave an update on Blackboard. She gave Suzanne a thank you on her work so far. We are still working on maintenance. Tammy McKenzie showed an interest in doing that. We have Marc working on the video conferencing system for PCs. We want to make sure we have all the correct procedures before sending out. We would like to send a newsletter to the Chairs and Staff Assembly between mid April and May even if is a startup saying it is coming. Maybe even a mass email to let Chairs share. Ann stated they are revamping their website. Beth thinks we may not be able to do that right now. Sherri asked Ann did she see an email being shared by email. Ann said that is fine, she knew that we wanted to do something a little more ambitious and that would be on hold. Sherri was hoping Marc would be there to discuss the progress. Kelley brought up the mention of Blackboard. Suzanne has been our main contact and she has been responsible for the last four years. At this time Marc joined the video conference and discussed the desktop video conferencing system. Suzanne has given access to Sherri, Kelley and Tammy for leadership roles, so they can help others with Blackboard. Cathy Pighini, UNC School of the Arts, shared she manages Blackboard at her campus and she too has an interest to have that ability on blackboard. Kelley gave no objection so Suzanne will add. Scott at UNCG stated on reason Suz was tagged for Blackboard was she was secretary. As we go forward, "what do you think about an executive level communication they can house at UNCG but that person can do the leadership activities." Kelley agreed, she thinks we need to have a technology position, even though the secretary does that they do a lot of other stuff that they have to do, and unless you are a techie you don't just jump into it. Marc joined in at this time and stated they have the video conferencing system working but it could be simple or it could be complex and they would provide guidance. Kelley explained to the assembly what Marc was bringing up and having a web cam at your computer. Wayne – When Suz started this the best place was at her university. I think the Communications Committee needs to look at is it feasible to change the place or what is best. . Wayne brought up that we need to look at where in the future we want to communication board at Greensboro or maybe get something at GA. Ann Lemmon – one reason is we don't have blackboard at GA. Scott brought forth the fact that as things progressed with the UNC Staff Assembly Suzanne because of her commitments in the past has held on to the responsibility of blackboard and we need to look at the roll changes and how this can be kept up as we move forward We may want to amend the bylaws to add that position. Scott said the innovations and technology looked at something non university owned but there would be costs associated with that and it was not feasible. Judi Leffe UNCA stated, Ashville doesn't have blackboard, they have NOODLE. Kelley responded there are a lot of issues with noodle. Ann stated that GA's IT department is looking at other software.

Kelley discussed that the GA website there is an area where we have to have passwords to get on and down load material for executive committee. Ann said we may want to look at using that once we get the new GA site running. Marc stated that since the resources that Suzanne has made available is up and running, we are best sticking with that. Kelley now that Suz has given access to us you will have more people do the operations part of it. We may still need to call Suzanne. Suzanne – That is fine, she will try to help. But she did share the name of Rob Owens and if something changes she will let us know. Are there any other questions?

Diversity and Historically Black Institutions – Kelley said we didn't receive a report. Rebie doesn't have a report. She had death and sickness in her family and she was not there. Wayne will give a quick summary. The committee looked at the UNC Tomorrow faculty and staff report and f. There were two references in the report concerning Diversity across institutions. Ms Norma Houston was collecting that communication. Wayne did talk with her. The entire report has been put together. The entire report has been put together. It is being reviewed and waiting on next meeting to see what existing programs statements are and forward objectives and recommendations. They will have Chairs share with their Staff Councils/Forums and put on the GA website.

The assembly moved on rather than take a break as the agenda states.

Governance committee report
The Governance committee is looking at four categories.

1- We are looking at a nominating committee and the protocols involved.
2- Work on an operations manual is proceeding
3- Bylaws protocol necessary to implement the changes needed.
4- Biggest concern - How to deal with alternates?

Committee agreed to meet the fourth Friday of the month. Steve Carlton agreed to be secretary. Kelley noted she included updated bylaws in the packets. These were the bylaws that were voted on in the last three meetings. Kelley thanked Joyce Shaw and Steve Carlton. Kelley would like to have a discussion, Ever since the assembly came into inception we stated that alternates can serve on committees, but they cannot be Chairs or hold a committee office, nor could they vote but they could work. Angela Marshall, ECU, is an alternate, what is the question? That being on a committee is you can't have a voting right. Kelley said yes this is it. JC Boykin said the biggest reason for having an alternate on a committee is if a delegate left this would cause retention of knowledge Maybe we should not have used the word alternate because that really refers to working in the stead but the assembly alternate really has a role. Scott felt that paying for the travel is something to be looked at in the future too. Ann stated the Staff Assembly only pays travel for three persons per institution; the campus can pay for the alternate. They can come to our meetings but they or the campus will have to pay for themselves unless acting as a delegate. Alternates have to serve in the stead of others in many cases but in our case alternates do have other roles. They only assume full responsibility when they are stepping up in the stead of a delegate. Scott – Paying for travel is only done if the alternate is traveling in place of the assembly. The campus can but staff assembly only pays for 3 bodies. Kelley said 99 % of committee work should be done outside of the quarterly meetings, but committees should be meeting on a monthly basis. We are talking about an alternate elected to the institution. Their service to the assembly is they are a non voting delegate and they would maintain that status as a non voting delegate. Joyce Shaw stated she feels we need another word for someone serving on a committee who isn't filling in as an alternate. If someone wants to volunteer that is fine but they are not an alternate at that time. Kelley asked to clarify, they are an assembly alternate. Their service to the assembly their title as part of the assembly is alternate Joyce said if they are not replacing someone on the committee then they would not be an alternate. Ann – they are an alternate to the assembly. Judi Leffe, UNCA, stated Steve Elliott was new rep but didn't attend the first meeting. She took Nancy is an alternate and made her the delegate and made Steve the alternate. This is something new that is developed. She thinks it is imperative that the new candidate the new representative should be at the first meeting. Maybe we should look at the by-laws. Jonalyn Crite, UNCA, questioned in committee attendance, there is nothing in the bylaws about a quorum. Should there be something about establishing a quorum. As Chair there have been times if alternates were not present we would not have enough to do the business of the committee. Kelley said Roberts's rules of order states that we must have a quorum. Sherri said the bylaws does state certain things such as Angela – ECU, Just as clarity, would an alternate be allowed to serve on the committee, are you saying they can serve but can't vote. Kelley – they can serve on the committees but they don't vote. Cathy Pighini, School of the Arts, An alternate can participate but cannot vote unless you are representing the delegate. True. Kelley, Yes. The other part is Sect B-1 paragraph 2 that wording be put in the bylaws; alternates are encouraged to participate on committees. They don't have to do anything but be an alternate. But it is encouraged. There was a statement made or asked. Do we need to say or is it known that alternates can serve on committees. Joyce Shaw- Alternates have been serving she doesn't think wording needs to be added to the bylaws. Scott Milman agrees. No wording needs to be added. Nancy Jones would like to comment that we at UNCW encouraged all to come as well so they will have familiarity to how the assembly works. We have today our Chair elect Rick Thompson so there would be some familiarity with Staff Assembly. JC Boykin this concludes the report. It is agreed that we moved forward as discussed.

Human Resources Committee

Jonalyn Crite. – The committee has been meeting monthly; they established the second Thursday at 9:00 am. Since October the committee has established priorities

1. Flex work policy –will discuss since we have documentation to bring forward.
2. Formulation of educational benefits survey information, resolution to be.
3. Pay resolution –in October we were encouraged by Andy Willis to continue submitting these, but looking at the economy a resolution does not appear to be doable, reasonable or affordable. However, the committee will submit something related to this at the spring 2009 meeting.
4. Continue to monitor the status of Article 16 which was on hold until this session of the legislature.
5. Seek to support staff organizations on all campuses.

Kelley, in your package you have a draft of flexible work schedule policy cover letter to President Bowles and the information regarding it. Jonalyn, UNCA, This was brought up in October and now we want more consideration taken and a recommendation to send to President Bowles. Kelley would like to open the floor for questions and comments. The committee would like to recommend to the assembly to vote to accept and move forward and send to President Bowles. M. Ericson asked about the telecommuting part of this document. Jonalyn replied yes it is in the flex policy Kelley thought with the budget deficit we are suffering to have cost savings added to the document would be beneficial. The committee can give some examples but it could vary from campus to campus. Kelley thought it was a very good report. Marc, in discussion on savings regarding flex time and telecommuting there is a cost savings rate you can look at. Kelley thinks we should look at a small, medium and large. Cathy Pighini, UNCSA On the last page under procedures, the last paragraph. The first line says the flex schedule agreement. She has seen where is there is an actual form that shows tracking methods and to show how production is being met and if it is worthwhile. She would suggest we have an agreement that would be included. Jonalyn stated all these documents are on blackboard. Nancy Jones has this on blackboard. Sherri will send to the assembly. Wayne – the approval of the flex schedules, the procedural aspect you state the approval or disapproval is non grievable. But you put some factors are considered. How did you come to the conclusion that these factors can be considered grievable but the overall process is not? Alan Moran, UNC Chapel Hill, stated the flex schedule is a privilege not a right. It has to be of some cost benefit to the unit not just the employee. Faith UNC Chapel Hill the factors they could be possibly grievable but this is outside of that as an extra privilege, it isn't a property right. They may be outside the flex right. How can you say the factors are non grievable here but are grievable in other areas. They have to be applied to a property right. Ann- from an HR perspective looking at the employee with sick mother is going to be out anyway then yes I am going to give them the opportunity. It is in the best interest of the sick mother. They are all management factors. This has been mandated by OSP. This is a privilege you can consider but you have no right you have no right to grieve. A discussion on the management business factors was considered. Angela ECU Maybe one thing that could eliminate this is to state in condensed form to further define it is a privilege not a right. Alan Moran UNC Chapel Hill, it is stated. Angela, ECU, Tell me the explanation why it is a privilege. The language used is the language on OSP's recommended policy. Alan- Chap Hill this policy was to give employees more options. They saw it as a benefit. Not a right and we know if it is abused it will be taken away. If flexible scheduling interferes with work it will be taken away. He would ask that staff assembly bring forth as it is. This would be a positive when in a climate that we don't have a lot of positives to bring forward. A little bit of a silver lining. Tom Johnson. – He interpreted 6 to 8 and 4 to 6. Jonalyn – the attachment shows some of the hours and looks at weekend hours too. So weekdays could be changed as well. Kelley – we would need to look at departments that work more than one shift a day. M Ericson – look at the mechanics – Ann looking at the HR perspective. Until we put in our current system. We wouldn't consider. This would be done on each campus. They would go to automated. It would be how much administration people would take on. That is the good thing you left room for each campus to go on their own. Tommy Griffin commented on how it is working on their campus. They have discussed the moral boosting and covering time off. The Chairman thanked everyone for the discussion. We probably need to add the examples of the cost savings and that will show Erskine we are trying to be proactive. It is flexible enough the campuses can apply it in the way they need to. Wayne had a separate question, are you on track to have a resolution ready for the meeting in spring for the educational benefit survey. Kelley asked that that we table that question until we vote on the resolution. Faith Thompson UNC Chapel Hill makes a motion upon the inclusion of statistical data you are looking for that the letter and the sample be sent forward concerning flex time. The motion was properly seconded by Tommy Griffin UNC Chapel Hill. Wayne Reeves, ECU asked "what is going to be included in the report"? Faith Constance UNC Chapel Hill answered "the statistical data concerning the costs savings from the use of flex time already currently in practice across the 17 institutions. Alan Moran, UNC Chapel Hill, asks that all institutions wrap up data and forward to the HR committee. The vote was unanimous – 44 votes. Chairman Kelley Eaves- Boykin states we accept the flexible scheduling with adding the statistics. Thank you, HR Committee for taking the time to flesh this out. Wayne – Final wording on resolution for the employee benefit tuition waiver. The Chair read from the report, it will be presented at the spring 2009 meeting. Jonalyn Crite, UNC Charlotte, said they will meet next week to look at the time frame for the tuition waiver. If we have to adjust what we have to present in the spring we will let everyone know. But she thinks it is doable. Chair Boykin reminded that Ann let us know article 16 is on the legislative priorities for the BOG. It is the fourth bullet on the report. Are there any other questions?

Innovations and Initiatives Committee
Judi Leffe. –The committee took on the text book assistance program. They use this program in Charlotte. The scholarship is given each fall and spring semester for a student's books. The committee will look at more things to be able to bring to staff, but in light of the current budget situation looking at tabling until the budget climate is better. Chairman Eaves-Boykin asked for an update on the Distinguished Staff Mentors- Gail and Margo- Will we have an update at the spring meeting. Budget has slowed this moving forward.

Legislative Priorities Committee
Kelley Eaves Boykin, We met on the 22nd – Kyle Johnson and Phil Husley were on call. Looked at the RIF policies and asked that all schools look at their RIF policies. We had discussion around the budget situation. They had thoughts and discussions on furloughs. One thought is that just because someone is off doesn't mean their work gets done. Tom Johnson – We need to look at someone taking a furlough and then they may have to work over to get caught up. Ann stated, any day during that week that an EPA is put on furlough they become subject to overtime for that week. There will have to be a management component to that. Judi Leffe, UNC Asheville – President Bowles stated in light of our situation and the furloughs that may take place, the efficiency and quality as we have known, will not be as it was. Others will be required to fill in. Not the usual will be expected in these situations and times. Other questions were if you get called in while on furlough. In that case you would not be on furlough. Ann's answer is for once you are going to take a vacation day if you take off.

Staff Development Committee
Aubrey, The committee met yesterday. The committee has met regularly monthly and the committee has developed a mission statement and purpose to recommend policies and practices promoting and encourage staff development to sustain a progressive work force throughout the UNC system. In meetings the discussion has identified 6 initiatives that we recommend to the body that we will begin to focus on as well. Asked Ann to respond –

1. Free fitness facilities for use on all campuses.
2. Funding for staff development ensured for all employees.
3. Permission, time and communication of current employees' opportunities and benefits. We want to make sure all employees have opportunity and ample time for training, education, events, etc.
4. Flex hours for training and fitness.
5. More and different training opportunities.
6. Staff development – mission statements on each campus.

Aubrey will email this information to Sherri. Some actions they are looking at are encouraging each campus to post information and share- inter-institutional exchanges. Finally the committee is with adverse weather how the policy is interpreted they are reviewing as well.

This concludes all committee reports.

The Chairman called a break at 3:45 p.m. The video conference reconvened at 3:57 p.m.

The State of the Universities is next. Would like for each campus to give 2 minute update-

App State- Stacy – ASU is looking at budget Chancellor has been upfront and forthright. The Chancellor has held two open forums. Put everything out there, how App will handle. This has been successful with staff. The council is looking at equal pay checks. Banner has caused problems for lower pays. Also we are asking for employee discounts in food services. Next week we have a campus wide diversity plan being rolled out. That is huge for ASU it hasn't been done in about ten years.

ECU – Paula - We have had several budget forums on campus. A couple of the Vice Chancellors' helped with this. Blood drives for staff senate. Our committee is working on staff recognition initiatives and how we can recognize staff. We had a Chancellor's luncheon with staff senators provided brown bag. We had a Parking presentation where they proposed a fee increase to take place in the next fiscal year.

ECSU – Joyce - Right now we are reviewing RIF policy just given to us, to present to the council on Monday. They are concerned with the short turnaround time. In this case it is a completely rewritten policy. Another thing is since August we have been working on the university's mission statement. Alumni have concerns with it affecting the history of the university.

FSU – Michael - We went over several things last month and are having our monthly meeting. Toy Drive. We supported a needy family, and we had a fitness day. Last week the Chancellor had a meeting about the budget. He discussed the importance of staff and he is trying to keep everyone.

UNC A & T – Hap -The fall forum for all staff on campus the program was an HR presentation and the new staff in HR, one of the items mentioned was a proposal to GA to modify the grievance policy to eliminate mediation as a step of the grievance policy. After that meeting and as a result of not really getting answers, the staff senate proposed a letter from the senate to the Chancellor and HR requesting time to further look at policy revision.
We met again with HR in December that policy is still being discussed. We had a January meeting invited Chancellor and he came we also had a presentation w/ parking had full discussion on the budget situation. The discussion did get back to the grievance policy. In October we had homecoming.

NCCU – Rebie – We Completed the habitat home for student. Did a tour drive in December we didn't get money but gave toys no money raised due to the economy. NCCU received the cuunike classification. We had Walk to Cure, and several blood drives. In the upcoming year we are preparing for 2010 centennial planning leadership workshop and diversity training.

NC Science & Math – Mattie - Chancellor discussed budget cuts and how they plan to meeting their goals. In November we had a staff campus luncheon. In our last meeting we discussed how to improve wellness here on campus and we do have several initiatives we are going to have a national stress management day. We are having blood pressure screening, and possible prostrate screening. We have been discussing how staff can work on helping with our budget cut initiatives, like cutting out lights.

NCSU – Laura - In October the staff senate with the faculty senate sponsored a budget forum. AVCF and bus and the Provost gave budget updates (2 day forum). We have a good line of communication; at the staff senate meeting yesterday the Provost and VC for Business and Finance did a presentation, and will probably do another by May. This is my 2nd year as Chair and I would like to say our senate has a very active working group this year. They are going to get a lot accomplished. President Bowles will be our guest speaker at our March forum.

UNCA – Judi - Our group, the Chancellor's Staff Advisory Committee, had several meetings with upper administration. We have had two all campus meetings. The Chancellor is keeping staff informed. SESAC started book reimbursement program. We are having homecoming in a few weeks. We are trying to involve staff more in Homecoming. We are going to try to draw a paw on the road for exposure. Also want to come up with a pin, to get questions. We are trying to create a diagram

UNC Chapel Hill – Tommy - We have been pretty busy. We had an Employee Appreciation Day and about 4000 employees turned out for it. We are working on flex time and a resolution to send forward for fund raising group to include employees. We discussed health insurance crisis. For years and years we worked on supervisor training. Now it is mandatory. That is very positive for us. We have a lot to do together.

UNC Charlotte – Margo -In October we have the Annual Staff Awards Recognition Luncheon and the Chancellor's reception. In addition to the campus (we always have two campus winners) we had a state winner from our housekeeping department she won in the Human Relations area. We also had some nursing students do some health checks for us. In December we did a food and clothing drive, did a phenomenal amount of warm blankets and coats. We filled up a fifteen passenger van. The Chancellor has sent several letters to faculty and staff keeping us abreast of the budget and how we are handling it. Last week started a pet food drive to help pet food bank for the Charlotte Mecklenburg animal control. Because of the economy many have had to surrender their pets and we wanted to help.

UNC GA – Caroline - I am pleased to say over the last 3 months we have seen a lot of participation by the GA forum. We spent a bit of our time reviewing our by –laws and trying to align them better with the UNC Staff Assembly by-laws. We continued work on the community service initiative, that being that all State employees have community service hours and we at General Administration should be giving back to the community. We are also looking at mentorship for end of year graduation projects to be allowed as community service time. As well we had a group activity of staff to answer phones at UNC TV to answer phones. We are moving forward to becoming a completely functioning group. In our Last meeting did have an opportunity with Jeff Davies (chief of staff) to sit down and talk about the budget situation in depth and .The delegation went back out and did work in staff areas to give Kelley information.

UNCG – Scott – We have been very busy since last meeting especially budget talks. The Chancellor is communicating and regularly updates the campus on what is going on. We were able to participate and ultimately endorsed our new mission and vision statement for the university and the phase two response of UNC Tomorrow. We are currently working on UNCG's new strategic plan for 2009 to 2014. We have had several joint forums with our Faculty Senate that have dealt with topics relating to inclusiveness and we have one on the strategic plan coming up next week. We are working together with UNCG Benefits Committee and Faculty Senate to explore family friendly benefits. We continue brown bag staff development series which is focusing on health and wellness. Next one is "Go Red for Women" which

is February 13th. Today is our second campus blue and gold day. We are also working with the UNCG Wellness committee.

UNC Pembroke - Aubrey -We've been busy as well. When we met with Chancellor early on and realized how severe the budget was we at that time offered to reduce our budget by 75% ours was going to be travel so it was returned. In January we had a staff forum and all employees had a chance to meet with the Chancellor. The budget situation was discussed as well as bringing him up to date o some of the things the council was doing. One thing we rolled out was the idea of the PACE initiative and as the Chancellor makes the funding available to promote on campus to make meaningful changes on campus. In December we tried rolling out a dinner and a show. It was at a reduced rate for a show on campus and a meal with help from Staff Council. We are still looking at having a centralized campus employment system where students have a centralized place to look for employment.

UNCS&A – Cathy- Since last meeting in Chapel Hill Our HR Director is now meeting with our Chair and Chair elect monthly. These meetings are to help clarify policy issues as questions arise to Staff Council. She is offering her time to be a mentor to the leaders of Staff Council. Our ad hoc committees have worked very hard to bring education, entertainment and development ideas, beginning with the community service committee. They have increased the number of annual service projects from one to three. Their last project, the Children's Home Drive netted seventeen boxes of very needed items to the children's home. Their next project for the winter term is going to be the Second Harvest. Our Education and Employee Relations Committee did a pumpkin contest, health awareness pot luck lunches and involved in wellness activities. New activities are going to include brown bag lunches and staff led training sessions. The Chancellor is addressing an all school staff meeting in August. The governance committee met and made some changes to our by-laws making them much more in line to the assembly by laws now. We are gearing up for spring elections and our staff council has shown substantial increase. We have always had a quorum and had visitors. We feel this is due to the hard work of our committees. After Chairman Eaves-Boykin spoke with us it led me to ask our Chancellor to address the staff on the budget and after talking with him, he will be addressing an all school staff meeting for the first time in years. Our budgets were cut by 50% to ensure no job loss.

UNC W – Nancy - Our staff council held a poinsettia sale for scholarships. Everyone is grappling with downturn in the economy. All campus is scheduled to have Microsoft 2007. Our Chancellor has been very transparent. She has held forums, set up a senior budget task force consisting of the COO, CFO, senior associate Vice-Chancellor of finance, the director of budgets, Faculty Senate President, Staff Council Chair and the President of the SGA to help with the needs to be met. Our guiding principle are avoiding layoffs, avoiding an internal midyear cr4isis increase to departments or students, and protect financial aid and increase the revenue contribution of non state funds. The HR department spearheaded an effort with the State Employees' Credit Union to provide current strategies for this current economy. I also wanted to say please check out our webpage the tutorial is still out there for blackboard.

WCU – Jed- We originally changed our name to Staff Senate it was Staff Forum. We also passed a domestic partnership resolution; this was a labor intensive project for the senate. Now completing work on staff excellence award which is nice during this budget time. A second thing we did is increase funding of scholarships so we can increase the award amount.

WSSU – LaMonica– Our Chancellor addressed the staff on budget reductions in November He shared additional info in Jan. We also were addressed by the VC for Finance and Administration addressed this too and the state health plan. The Staff Senate also participated w/ Habitat for humanity. We worked with University Advancement and the Tom Joyner foundation in helping with raising scholarships for WSSU. We also had a successful Thanksgiving food drive for Wal-Mart to donate 25 turkeys to employees at WSSU. Additional staff donated additional items to go with it. We had a customer service brown bag professional series as well. Also the director of our university counseling center had a Presentation on how to deal in these tough economic times. Judi Leffe, UNCA asked about the domestic partner change at WCU. Jed Tate replied, they asked to provide the same benefits to domestics as married partners. The text is on line. Jed was asked to share with everyone.

Unfinished Business-In November a former member Joanne McKnight moved to Texas. She worked very hard to get the distinguished mentors program and she was the Vice Chair the first year of staff assembly. Because of her hard work the assembly has agreed to honor her with a small token. Jonalyn or Judi Leffe or someone from Asheville will send the address to Kelley. Kelley was asked to define token. Kelley stated a paper weight or something small, less than $25 something small. She did a lot of work even when she was no longer on the assembly.

Scott Milman suggested, instead of a certificate how about a resolution. Scott will write the resolution.

New Business – Executive committee agreed to ask the committee Chairs to every other month you join our executive committee meeting at the beginning of the meeting to give your reports on your committees. Some of the Chairs are on

the executive committee but some are not on the executive committee and we invite you to give an update on your committees.

Announcements
Cathy Pighini, UNCSA – Their school operates on Veterans Day. She was wondering about more observance for Veterans Day. Their Chair elect has been approached to have a more formal Veterans Day observance and was wondering if anyone had anything to share. Tommy Chapel Hill - Next Tuesday is legislative day in Raleigh all state employees are invited, please come and let them know we are concerned about the budget. Ann announced we do have a new legislative liaison, Anita Watkins, just started this week. We couldn't get on her schedule this week. The next meeting will be held in the April – May timeframe. Not sure if it will be one day, or in person or what? We will have Kitty McCullum speak on the health plan and we will ask Anita Watkins.

Kelly adjourned this meeting at 4:31 p.m.

Respectfully submitted,

Sherri Batson