

April 13, 2010

UNC System Staff Assembly minutes

Chapel Hill, North Carolina

Chair Kelley Eaves-Boykin called the meeting to order at 9:10 a.m. and welcomed everyone. Debbie Robertson took the roll call. Melissa Watkins made a motion to approve the agenda, seconded by Johnny Eastwood. The motion was accepted. The Chair then called for a motion to approve the minutes from the January 27, 2010 meeting. There were several corrections and omissions. Chris Miller made this motion seconded by Tommy Griffin. They were accepted with the noted corrections and the minutes were accepted.

Kelley reminded the delegates of Parliamentary procedures. Kelley appointed Janet Royster as Parliamentarian for today. Kelley read the UNC Staff Assembly Mission.

President Bowles spoke about how proud he is of the great things that the UNC Staff Has a Heart Day did for the state and beyond. He intends to make sure his successor will support the Staff Assembly as he has. He then brought the news of the budget. Every campus has fewer people working. 115 Centers and Institutes were closed or reduced. He asked for help from the Staff along with Faculty Alumni and Students to lobby the General Assembly for fewer cuts. If any cuts are made next year it will damage the academic core.

Ann gave the administration report. There is a new VP for Finance now Ernie Murphrey replaced Rob Nelson. There was a discussion about some items that OSP is looking at collapsing the vacation schedule and other items. She discussed the State Health Plan open enrollment and the nicotine testing program.

Hannah Gage, Chair of the Board of Governors spoke about the Presidential Search. The committee is getting great input for the Leadership Statement. She explained how the process works. She said that she would like to have the new president on board in early fall. The interview process should begin this summer. She said that staff and faculty should be commended on what they have done to continue the mission of educating students. What the staff is doing with the survey shows that staff has a loud and clear voice on what type of person should run the system. She answered questions from the staff.

Kelley led a discussion of the results from the survey of staff on what the staff would like to see in the next president. She said that Judith Wegner of the Faculty Assembly helped us pull this information together while Kelley was recovering from surgery. She went above and beyond the call of duty to help us by hosting our survey on her SurveyMonkey website. We had 2541 staff members who completed the whole survey. Over 3000 people started the survey but did not complete the whole survey (every response was counted whether the survey was completed or not). Friday, Kelley is taking the staff report to the Leadership Statement Committee to be combined with the chancellor/faculty/alumni/Board of Trustees/Board of Governors and general public responses.

Kelley gave the update on staff "action plan", see attached.

Nancy Jones made a motion to move the campus reports to the end of the meeting seconded and approved.

The committees broke out into several conference rooms for working lunches at 12:15 pm.

Reconvened at 1:20 pm

Roll was taken.

For the Budget and Planning Committee Caroline Francis and Debbie Robertson explained the travel reimbursement forms and process.

Adam Reagan gave the committee report for the Communication and Technology Committee. He said that the newsletter is almost ready to be sent out. Content has been migrated from the old website to the new website and it offers new functionality especially for committees. The committee has been working on the procedures manual and it should be ready for their May meeting. Adam showed the new website to the assembly.

Alan Moran gave the committee report for the Human Resources (HRDB) committee. The committee has been working on the health care reform policy and the distribution of information to the staff who are affected. The committee has been working on relationship violence policies for the campuses. OSP has a policy, but the committee is trying to ensure that people who need it can access the information. The committee is trying to create awareness on the issue and how it affects the victim in the workplace. In the past year they have worked collecting information on flexible scheduling and educational benefits available to staff. The committee is reviewing the inclement weather policies across the system.

Tammy McKenzie gave the Nominations Committee report; and she began by asking for new members. She listed the positions on the Staff Assembly that will be open in October: Communications Officer, Parliamentarian, and two At Large Delegates.

Steve Carlton gave the Governance Committee Report. He described the work that the committee has done on the bylaws including adding the Parliamentarian position to the Staff Assembly Executive Committee and the Governance Committee. A motion was made and seconded to add the Parliamentarian position. The motion was passed unanimously. A recommendation was made from the floor by Tommy Griffin to change the title of PIO to Communications Officer, seconded by Alan Moran. The motion was passed. The committee is looking at how to word language to remove an officer, if needed.

LaMonica Singleton reported for the Chairs Committee. This committee is the main communication vehicle between the campuses as to what is going on. The committee worked closely with the Executive Committee on the Presidential Search survey. They would like to revamp the chairs report process to include communication, collaboration, staff development and community service. They will provide a template to the chairs for monthly campus reports. The campus chairs will coordinate the UNC Staff "Has a Heart Campaign" in the future.

Harold Coleman gave the report for the Staff Development Committee. The committee has had a difficult time this year getting started on some of the goals. They are now planning on focusing on the scholarship fund. Other goals are the staff mentor/leadership program, and wellness program.

Unfinished business: Kelley stated that when she does a campus visit she needs to speak to the Chancellor or Chief of Staff. She needs 45 minutes on your agenda. Kelley asked the delegates to help the campus chairs to write up for Anita Watkins the reality of budget cuts (how did/do the cuts affect the staff on your campus).

New Business: Kelley showed the brochure that she designed to explain what the UNC Staff Assembly is and does. Lisa Griffin said that her son won a scholarship and will attend NCSU.

Due to the time constraints, the campus reports were skipped. All campus chairs are to send their reports in to Debbie Robertson for inclusion with the minutes.

A motion was made to adjourn, seconded and approved at 4:04pm.

Respectfully Submitted,
Debbie Robertson
Secretary/Treasurer
UNC Staff Assembly