

**UNC System Staff Assembly
Chapel Hill, North Carolina
August 10, 2010
Minutes**

Chair Kelley Eaves-Boykin called the meeting to order at 9:10 a.m. and welcomed everyone. Debbie Robertson took the roll call.

Alan Moran made a motion to approve the agenda, seconded by Caroline Francis and approved.

Kelley then called for a motion to approve the minutes from the April, 2010 meeting. There were several corrections and omissions. Chris Miller made this motion seconded by Ricky Thompson. They were accepted with the noted corrections and the minutes were approved.

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

Chair Report

Kelley made an announcement that effective August 9, 2010 Joyce Shaw has resigned as Chair-elect of the UNC Staff Assembly. The Nominating Committee will be accepting nomination for all open positions including the now vacant Chair-elect position. We have the following openings up for election at the October meeting: Chair-elect, Communications Director, Parliamentarian and two at large delegates. All committees need more participation. The new website has been launched – you can see it at: <http://www.northcarolina.edu/staffassembly/index.htm> The furlough guidelines have been completed. It was noted that numerous suggestions of the HRDB Committee and UNC Staff Assembly were taken into account when the UNC System guidelines were written. Delegates are asked to get involved with the writing of their campus furlough plans.

Ernie Murphrey spoke to the group. He is the new VP for Finance for the UNC system, but he is not new to the UNC system. He has worked at UNC CH, NCSU and ECSU. Looking forward he said that the concerns at the \$3 billion deficit. OSBM does not know the amount of the cuts that will be needed. He was asked numerous questions about how bad the next biennium will be and he said that it will be really bad. He was asked if he thought we'd have reversions and he said that we probably will, but they'd be better than reoccurring cuts. He was asked about the purchasing process that can at times cost more. Ernie spoke about the Cyquest electronic procurement system and Ken Craig at GA is leading the program. He was asked if purchasing could encourage more in0state purchases instead of purchasing from out-of-state.

Campus Reports:

ASU – We are dealing with a lack of membership, cleaning up our bylaws and constitution. The Staff Council now wear a Staff Council pin.

ECU – The Chancellor and Vice Chancellor are doing a great job steering the university. There is great open communication and the staff is now being included on more committees.

ECSU – No report.

FSU – We have established ourselves and created a ‘face’. We held our first Staff Appreciation Day, held a car wash and a faculty/staff mixer too.

NCA&T – We have elections coming up, and are planning a fall forum during fall break. We have updated our bylaws and held a fundraiser.

NCCU – We have new committee members and our bylaws are being finalized (a review by our legal department).

NCSU – Our new Chancellor met with our Executive Committee on his first day. There was a retreat and there has been lots of staff representation on university council.

UNCA – We held a retreat in June where we did goal setting. There is now a dietician in the dining hall. We want to partner with the faculty.

UNCCH – There has been discussions here on SB 1450 and workplace violence policies.

UNCC – We have lots of new officers.

UNCG – There have been officer changes and a restructure. There are two new committees – resolutions and education. We need more two communications here on our campus.

UNCP – We have a new Chancellor. We are glad to have him aboard. We are currently looking for a new provost, and building a new residence hall. An employee was seriously hurt on campus; so we made him a video to send to him in the hospital.

UNCSA – We were on a summer hiatus. We are having a welcome back potluck lunch to begin our new year.

UNCW – We had our elections in June. We have awarded our first scholarship. Our Human Resources department won an award from CUPA-HR and they donated the award money to our scholarship fund. We’d like to expand staff training and give the chair a stipend.

WCU – We have been working on recognition. We have held blood drives. We are collaborating with the faculty for a memorial. We have set up an emergency assistance fund for any WCU employee. There have been lots of leadership changes.

WSSU – We only have one officer on their council. We ran our first month of the new payroll system successfully!

NCSSM – Chancellor Boarman left at the end of July. Cuts were not as bad this year as they could have been. Dr Tom Williams is the interim chancellor until our new chancellor begins. We have redesigned our website. We are having a staff orientation tomorrow. Chastity has lots of new ideas for us.

UNCGA – We have implemented an employee recognition program called High 5 (a \$25.00 gift card to staff who have shown excellence).

Committee Reports:

Budget and Planning – Caroline Francis gave the report, she and Debbie Robertson have been exploring/researching questions on development of a UNC Staff Assembly scholarship program with the Finance Department at UNC GA.

Campus Chairs – LaMonica Singleton gave the following report: We did not have a meeting in June. Thanks to Lisa Griffin who is our Secretary. We are working on the flow of information to and from campuses. We are exploring and researching each campus' scholarship program to gather system wide best practices. Attendance has been good at meetings and campuses are sending alternates.

Communications – Jeff Tathem gave the report for Adam Reagan. We have added new members. The website is live and we are reworking the format of the newsletter. Please get your updates to Adam or Jeff.

Governance – Steve submitted a report and Janet Royster presented it along with other items. The committee has identified several issues, including quorum, position title for PIO to Communications Officer updating info on attendance to meetings. They are working on a new section on removal of officers and they have found language that was approved and never made it into the bylaws (no more than one person from each campus on the Executive Committee. They are working on a procedures manual. The committee would welcome any input from anyone who would like to help.

Human Resources (HRDB) – Faith Thompson gave the report. The committee has only five members, but they are hard working members! They have not met this summer, but want it noted that the work they did last year on furlough authority was used to help write the UNC Furlough Policy this summer. They are also working on their Vision and Mission statements.

Nominating Committee – Ricky Thompson gave the report. He stressed that delegates should turn in their nomination forms by the end of September.

Staff Development – Mark Cable gave the report. They have not met often, but are working on the scholarship program, a book loan program and a health and wellness website for staff.

Kelley reminded all delegates that they need to join a committee, as stated in the bylaws. Kelley will appoint the Committee Chairs before the October meeting.

There was a break for lunch at 11:48 AM.

The meeting reconvened at 1:35 pm

Roll was taken. There were thirty-five delegates present.

Administration Report

Ann Lemmon gave the report. OSP has not mentioned NC Pay for more than two months. UNC has sent OSP a letter stating that we do not see the advantage of NCPAY when the costs involved in rolling it out will be tremendous and the economy does not look bright for at least the next two years. Budget – the next two years may be harder than the last two. The presidential search is in the interviewing stage and they still plan to have a president-elect in place by January, 2011. The State Health Plan had so many participants who enrolled in the 70/30 plan that for this year they will not be testing for tobacco use. They are checking all dependents for eligibility. If you do not respond, your dependents will be dropped from the health plan retroactive to July 1, 2010 and you cannot add them back this plan year (through 6/30/2011). President Bowles has issued a furlough policy. All campuses should now be writing their policy. Please give your campus staff input before they write your campus policy.

Kelley spoke. There are 32,000 staff in the UNC system. They live in every county in the state and are an asset to all campuses. We have met every action in our action plan. Now we need more action in our committees than ever before. We have a new website www.northcarolina.edu/staffassembly, check it out. Nominate yourself or someone you know to be an officer. We have a long way to go, but we are moving.

There was a motion by Faith Thompson to skip the break in the agenda. The motion was seconded by Janet Royster. The motion carried.

Unfinished business

There was none.

New Business

There were recommendations from the floor that Kelley form ad hoc committees for the UNC Staff Assembly scholarship and to work on the Policy and Procedures Manual. Janet Royster said that no motion is needed because according to the bylaws Kelley can form ad hoc committees as needed. Alan Moran discussed relationship violence and how it affects the workplace. He recommended that the Executive Committee, HRDB Committee or General Administration to get involved with this issue.

Randy Colby spoke about the diversity film series that they had at NCSU, the computer loan program that they have and he introduced David DeFoor who was just elected as Chair-elect at NCSU.

Phil Hulse said that at ECU the auditor would not let them loan computers.

Jason Morris from UNCG said that their scholarship fund has reached endowment level.

There was a suggestion by Jackie Overton that we reschedule the date of the meeting in October since it coincides with UNC CH's University Day and the GA parking lot is used for overflow parking.

A motion was made to adjourn by Jackie Overton, seconded by Faith Thompson and approved at 2:25 PM.

Respectfully Submitted,
Debbie Robertson
Secretary/Treasurer
UNC Staff Assembly