

## DRAFT MINUTES

### University of North Carolina Staff Assembly Full Body Summer Quarterly Meeting 31 July 2012

**Present:** Charles “Chuck” Brink, Chair; (by delegation) ASU-Katherine Sbarbaro, Jackie McInturff, Cathy Ziegler; ECU-Garrett Killian, Mary Susan Williams, Derri Stormer; ECSU-Pernell Bartlett; FSU-Byron Riddick; NC A&T SU-Albertina McGirt, Laketta Lee, Sharon Mitchell; NCCU-Daphine Richardson; NCSS&M-Kim Howell, Kathy Mueller; NCSU-Susan Colby; UNC-A-Adam Reagan; UNC-CH-Jackie Overton, Danny Nguyen, John Gullo; UNC-C-Vidal Dickerson, Cindy Edwards; UNC-GA/UNC-TV- David Enblom, Bonnie Derr, Steven Price, Jeff Smith; UNC-G-Jan Albrecht; UNC-P-Wes Fraser, Chris Locklear; UNC-SA-Elizabeth Spruill, Nyambi Shannon; UNC-W-Cindy Retchin, LaRee “Sissy” Hendricks, Amy Ramsey; WCU-Jason LaVigne, David Rathbone; WSSU-Tonya Amos, LaVon Gray.  
**Also present:** UNC-GA Liaisons – William Flemming, Ann Lemmon, Keith Dupuis, Debbie Robertson.

The regular quarterly meeting of the UNC Staff Assembly was held on Tuesday, July 31, 2012, at 1:00 p.m. in the Board Room of the C.D. Spangler Jr. Building, UNC-GA in Chapel Hill, the Chair and the Secretary being present, the meeting was called to order. The Chair read the following Conflict of Interest Statement:

As Chair of the UNC Staff Assembly, it is my responsibility to remind all members of the Assembly of their duty under UNC Staff Assembly conflicts of interest policy to avoid conflicts of interest and appearances of conflicts of interest as required by this policy. Each member has received the agenda and related information for this Assembly meeting. If any delegate knows of any conflict of interest or appearance of conflict with respect to any matter coming before the UNC Staff Assembly at this meeting, the conflict or appearance of conflict should be identified at this time. [None reported.]

The minutes of the last meeting were not yet available; therefore, approval of the minutes was postponed until the next regular quarterly meeting. The motion made by the Parliamentarian “to amend the Agenda to move the Chair-Elect Bylaws/Procedure Manual Change under the Governance Committee Report” was adopted. Kim Howell moved “to approve the agenda as amended.” The motion was adopted.

The Parliamentarian presented a brief review of Parliamentary Procedures. The associated PowerPoint presentation is posted on the Staff Assembly website.

The Chair read the following Statement of Mission which is included in the *UNC Staff Assembly Procedures Manual*:

The University of North Carolina is a public, multi-campus university dedicated to the service of North Carolina and its people. It encompasses the 16 diverse constituent institutions and other educational, research, and public service organizations. Each shares in the overall mission of the University. That mission is to discover, create, transmit, and apply knowledge to address the needs of individuals and society. This mission is accomplished through instruction, which communicates the knowledge and values and imparts the skills necessary for individuals to lead responsible, productive, and personally satisfying lives; through research, scholarship, and creative activities, which advance knowledge and enhance the educational process; and through public service, which contributes to the solution of societal problems and enriches the quality of life in the State. In the fulfillment of this mission, the University shall seek an efficient use of available resources to ensure the highest quality in its service to the citizens of the State.

The Chair informed the Assembly that all delegates, especially those new to the Assembly, will receive a copy of the *UNC Staff Assembly Procedures Manual* for reference purposes, at the fall quarterly meeting.

The Chair provided his quarterly report to the Assembly. He met with the BOG Budget & Finance Committee following approval of the NC state budget for 2012 (S.L. 2012-142), and received information regarding salary increases for UNC staff employees. This information was forwarded to the Campus Chairs. The information confirmed that a 1.2% across-the-board increase had been funded for all staff employees (funding for the EPA-Administrative classification totaled \$22,221,350.00, and funding for the SPA classification totaled \$8,649,234.00). He recently met with the new Chair of the UNC Board of Governors, Peter D. Hans; Mr. Hans is a

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lawyer from Cary, NC. They discussed the major concerns/plans/initiatives on which the Staff Assembly is currently working. Chair Hans supports open and direct communication between the BOG and the Staff Assembly, Faculty Assembly and Student Government Association, and agrees these groups should “have a voice” in the decision-making process at the BOG level. The Staff Assembly Executive Committee and Campus Chairs Committee met this morning. The Chair has chosen to dedicate a portion of each quarterly meeting to these two committees because they are “the leadership of the Assembly.” They are continuing work on the “Best Practices” document in order to have it ready for next January to present to the BOG.

A presentation was made to Jeff Davies, Chief of Staff to President Ross, who is leaving the university to take a job working for former UNC President Molly Corbett Broad at the American Council on Education in Washington, DC. The Chair read the following:

A Resolution Honoring Jeff Davies  
A Resolution by the University of North Carolina Staff Assembly

WHEREAS, the Mission of the UNC Staff Assembly is to constructively address the concerns of the Employees of the University of North Carolina, including the presentation of Staff concerns to the President of the 17 constituent institutions, General Administration, and its affiliates; and

WHEREAS, those concerns include the recognition of Employees who have gone above and beyond the call of duty; and

WHEREAS, Jeff Davies’ many years of service to the University of North Carolina spans five presidents, devoting most of his professional career to the finance department of UNC General Administration until he was appointed Chief of Staff in 2006, where he has been the “Go To” person for solving problems on our campuses and at General Administration; and

WHEREAS, Jeff Davies has consistently been a strong advocate for staff representation, supporting the formation and operations of the UNC Staff Assembly, and has reliably been available to help the Staff Assembly when it was necessary; therefore

BE IT RESOLVED, that the UNC Staff Assembly, on behalf of the entire non-faculty staff of UNC, recognizes Jeff Davies as one of those employees who has gone above and beyond the call of duty, and with this resolution extends deep appreciation to Jeff for his service to the University of North Carolina and his support of the Staff Assembly; and

BE IT FUTHER RESOLVED, that on the occasion of his retirement from The University of North Carolina, the UNC Staff Assembly thanks Jeff Davies for all he has done on behalf of the staff, and wishes him well in his future activities.

The Chair, reporting on behalf of the Budget & Planning Committee, stated that the committee is working with the Staff Development Committee on the establishment of the Janet B. Royster Memorial Staff Scholarship and its associated fund.

Pernell Bartlett, reporting on behalf of the Chairs Committee, stated that the Chairs Committee met earlier in the day with the Executive Committee to continue work on their only agenda item which is the “Best Practices” document. The document will be a listing of all the best practices and policy changes that the committee deems are in the best interests of the staff. Target date for completion of the document is the end of the year. Delegates who have questions pertaining to the document should contact their Campus Chair who has a copy of the latest version of the document.

Adam Reagan, reporting on behalf of the Communication & Technology Committee, stated that the committee has published the July edition of the Newsletter which is currently posted on the Staff Assembly website. The newsletter includes the Chair’s Report covering the 1<sup>st</sup> Annual Chancellors’ Cup Golf Tournament (with photos), and an announcement concerning the opening of the nominations process for the 3<sup>rd</sup> Annual Erskine B. Bowles Staff Service Award. The deadline to submit nominations is September 15<sup>th</sup>. The award will be presented at the October quarterly meeting.

LaRee “Sissy” Hendricks, reporting on behalf of the Governance Committee, stated that the committee has been working on job descriptions which are included both in the Bylaws (a short paragraph) and the Procedures Manual (a detailed description). They have submitted a Bylaw Change Request for the Chair-Elect

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position. The alterations to the documents focused on making the language consistent across the two documents. Ms. Hendricks read the following proposed language for the Chair-Elect job description to replace the current language in the Bylaws:

A Chair-Elect will be elected in the second year of the term of the Chair. The Chair-Elect duties consists of but are not limited to; serving as a liaison to the Scholarship Fund and all standing committees except the Campus Chairs, Communications and Governance Committees. The Chair-Elect will prepare to assume the Chairmanship and perform all duties requested in the absence of the availability of the Chair or Vice-Chair. Once the Chair-Elect has been elected, he/she no longer represents their respective staff organization and assumes position at the COB of the annual fall meeting of the Staff Assembly where all other officers are elected. As an officer, voting rights are confined to executive committee and established as coequal with the Chair of Staff Assembly only in his/her stead. The organization losing this delegate shall treat it as a vacancy and the institution may fill the vacancy for the remaining portion of the term in accordance with the staff organization's By-Laws by the next Staff Assembly Quarterly meeting.

The question called by the Chair "that the Bylaws Change be accepted as presented" was adopted. It was moved that the previous motion be amended to include the following changes read by Ms. Hendricks:

Under Specific Duties and Responsibilities, remove the third bullet point which reads "prepare to assume the chairmanship in the event of the unavailability of the Chair."

Under Possible Substitute Duties, remove item #8 which was deemed redundant.

The question called by the Chair "that the Governance Committee be authorized to make the proposed changes to the Procedures Manual detailed Chair-Elect job description" was adopted.

Danny Nguyen, reporting on behalf of the Human Resources, Diversity & Benefits (HRDB) Committee, has been researching "Best Practices" for personnel benefits from both the private and public sectors around the country. However, the committee met via teleconference in July with the Chair and Vice Chair to change the committee's charge to focus only on finalizing the document's grammar, spelling, syntax and visual format.

Laketta Lee, reporting on behalf of the Nominating Committee, stated that the nomination process has been changed to use an on-line, survey-style form which will replace the old paper form. Nominations submitted via this web form will be available only to the committee members. The software will generate a nominee listing which will then be used by the Committee to contact the nominated individuals to confirm they accept the nomination and have obtained the required supervisor approval. The next election will be for the positions of Chair-Elect, Communications Officer, and two At-Large Delegates. The form is awaiting final approval from the Executive Committee, after which a link to the form will be distributed to the Assembly.

Bonnie Derr, reporting on behalf of the Staff Development Committee, provided a summary of the very successful 1<sup>st</sup> Annual Chancellors' Cup Golf Tournament fundraising event in support of the Janet B. Royster Memorial Staff Scholarship. Fourteen campuses participated. After paying (non-recurring) startup costs, the event netted over \$15,000.00. NCSU will serve as the coordinator/organizing unit for the next two terms. Photos from the event have been posted on the Staff Assembly website. A link/form will be added to the webpage which will allow staff to make on-line contributions to the fund. The committee's next step will be to draft and finalize the application, review and award procedures for the scholarship award process. The endowment goal is \$50,000.00. Next year, the committee will be pursuing campus as well as corporate sponsorships. Bonnie thanked all the campuses for their prize contributions and their hard work as volunteers.

Announcements: Delegates wishing to purchase a Chancellors' Cup Golf Tournament staff volunteer shirt should inform a member of the Staff Development committee to order one. Approximate cost: \$20.00.

Ann Lemmon, Associate Vice President for HR, provided an HR update. The administration is more optimistic regarding the budget outcomes coming out of the current legislative session. Funding levels are still down, but no additional "huge" cuts are anticipated. SPA employees will be receiving a 1.2% LI, and most campuses processed the increases to take effect in the July payroll. The process for determining increases for EPA-Administrative employees and Faculty must be approved by the BOG which will likely delay distribution of these increases until the September payroll cycle. The legislation also allows new employees to participate in

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ORP programs. Due to the departure of Jeff Davies, UNC-GA will be announcing some organizational changes in the near future. Lyons Gray retired. A new Legislative Affairs representative will be named in the near future. Two bidders for the main portion of the Health Care RFP are under consideration.

Campus Updates:

**WSSU:** In June, broke ground for a new residence facility. Construction on the new Donald J. Reeve Student Center is ahead of schedule. Their team won the 1<sup>st</sup> Annual Chancellors' Cup Golf Tournament and Chuck and Bonnie will be visiting their campus on August 13<sup>th</sup> to present the team trophy. Preparing for Cleveland Football Classic on September 15<sup>th</sup> and, for the first time, their Senate is offering discount travel packages for staff to participate.

**WCU:** Continued collaborative relationships with the Faculty Senate and Student Government Association, including a project with the Faculty Senate called the "WCU Suggestion Box." Represented staff on the "University Budget Advisory Council," in the strategic planning process which included the strategic direction of "Invest in Our People" and Jason co-chaired the committee addressing this initiative. He also represented staff in the hiring process for their new Provost. Raised funds for, and awarded, two scholarships of \$1000/each to dependents of staff members.

**UNC-W:** New Chair took over in July. She and the Past-Chair recently presented a list of staff priorities to their Chancellor. The Senate was included in selecting their new Provost and COO, who will be attending their Senate meeting next month. The Chair is serving on their University Budget Committee.

**UNC-SA:** New Chair and Executive Committee took over very recently. Nothing to report at this time.

**UNC-P:** New Chair was elected two weeks ago. New Allied Health Sciences building came on-line during the summer, the facility houses their Nursing program. He serves on their new Budget Advisory Committee which met for the first time yesterday. Their campus is celebrating its 125<sup>th</sup> anniversary.

**UNC-G:** They have two new Co-chairs of their Staff Senate who are not in attendance today. A report will be forwarded at a future time.

**UNC-GA:** New Chair took over on June 1<sup>st</sup>. GA Forum, in conjunction with the American Legion, is currently working on a fundraiser collecting coupons for military personnel stationed overseas. President Ross will participate in brown bag lunch with staff in August – another is scheduled for December.

**UNC-C:** Preparing to receive their first recruiting class for football – their first game is scheduled for August 31, 2013. They will be welcoming their largest Freshman class ever. New Chair took over on July 1<sup>st</sup> and they had their 2<sup>nd</sup> Annual Retreat. Staff Council also partnered with TIAA-Cref and Charlotte-Mecklenberg Schools in the Governor's Village Project. They also collaborated with Relay for Life on a "Chili Cook-off" fundraiser. Priorities focus on building a better/stronger presence on campus.

**UNC-CH:** Had a "Community Meeting" last month attended by President Ross, Chancellor Thorp and several HR administrators. The meeting was billed as "A Conversation About Personnel Flexibility" and was well-attended. The meeting was video-taped and is available on their website. Officer elections occurred last month – a new Vice Chair and Treasurer, along with their first ever Parliamentarian were elected. Classes on parliamentary procedure are offered through their HR Department, and provide professional development credits. Staff Assembly Delegate elections will be held next month. Next week she will meet with the Chancellor, the Faculty Chair and the SGA President about "shared governance." Their Athletics Director addressed the Forum last month, and they are working toward partnering with Athletics to hold their annual food drive at one of their home games. They received their annual allocation of tickets for three non-conference football games from the Athletics Department.

**UNC-A:** Staff Senate has representation on a campus Master Planning Committee. They are participating more with the Faculty Senate and the University Planning Council. They are undergoing a significant review of their Bylaws, and will be making many revisions prior to conducting their elections next month when a new Chair and Staff Assembly Delegate will be elected. A new residence hall is nearing completion – this facility will increase their current capacity by approximately 20%. The university is also acquiring nearby properties.

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**NCSU:** They are celebrating their 125<sup>th</sup> Anniversary with the theme of “tradition and transformation,” and the Chair is serving on the planning committee. The Senate will be participating in a huge 125<sup>th</sup> Anniversary street festival call “Packapalooza.” They will also be participating in Wolfpack Welcome Week, which will include a blood drive with a goal to collect 1,250 pints. They are working with the Student Body President to establish an official recognition program called “Give a Shout-out to Staff” so that students can recognize staff members who go above and beyond when helping students.

**NCSSM:** New Chair will be installed on August 14<sup>th</sup>. Their Chancellor met with the staff on July 18-19 to discuss a job description study that will be conducted from July to September for all SPA positions. The study has three goals which are: 1) identify positions that are incorrectly classified and request reclassification, 2) identify positions that are correctly classified, but where salary inequities exist, and 3) identify position that are correctly classified and have no salary inequities.

**NCCU:** They have a staff scholarship program which allows them to award at least two scholarships per semester to staff members. Several staff members are serving on the Habitat for Humanity committee in preparation for the start of a new Habitat home, and planning/coordinating fundraisers to support this project. Next month they will be helping with freshman move-in. Their Chancellor will be stepping down on August 6<sup>th</sup>.

**NCA&TSU:** They held a Staff Senate Forum in May which focused on customer service. At the forum they collected coupons for military personnel overseas. They conducted an employee survey regarding SB 575. The Senate participated in Convocation. Their organization was given some money by the Chancellor to purchase equipment that they will share with the Faculty Senate. They will meet with the Chancellor to share the morale survey from Staff Assembly. They conducted their elections in May. They have organized their senators to represent an assigned group of staff employees who are responsible for communicating Senate information directly to their assigned group – this seems to be working well.

**FSU:** Interim Chair was elected for a full term. They organized staff appreciation events to recognize staff members, including a banquet. Many prizes were donated and awarded including several trips to the beach. The Chair is serving on several university committees including the Hall of Fame Election Committee for Athletics, the Honorary Degree Committee, and the Going Green Committee. Their Senate began working with the Faculty Senate to organize a fundraising banquet in August to support scholarships. Several construction projects are on-going including a new dormitory, a parking deck, and a science technology building. A five year planning committee has been established to develop recommendations for renovation projects for their existing student center. They just completed their 2012-2013 Staff Senate budget.

**ECSU:** Their elections will be held next month. Had a budget hearing on campus – ECSU is down \$1.5 million and they are attempting to cover the resulting shortfalls which may results in some vacant position not being filled. They appointed a staff representative to the Strategic Planning Committee for 2014-2019. They are reviewing the makeup of the campus Grievance Committee to improve staff representation on the committee. They are working on revising SPA job descriptions to include a section where activities falling outside an employee’s normal job duties can be listed (such as service on the Staff Senate and UNC Staff Assembly).

**ECU:** Elections were conducted in May. They are working on setting their subcommittee goals for the upcoming year. They are working to achieve full funding for a staff scholarship and are only \$145 away from their goal. The ECU Foundation asked the Senate to take on ownership of a dormant scholarship fund that benefits children of SPA employees. On August 10<sup>th</sup> they will co-host, with the Student Recreation Center, a back-to-school pool party open to faculty, staff and their families. Their Senate has two seats on the University Strategic Planning Executive Committee.

**ASU:** Staff Awards were presented to four employees (3xSPA and 1xEPA-A). Award winners received \$400/ea, and were recognized by the Chancellor at fall Convocation. Staff Senate appointed a representative to the University Planning & Priorities Council which has been tasked with creating the next 5-year strategic plan. The Senate elected a new Chair-Elect: Debbie Tripplett. HRS sponsored a staff appreciate ice cream social on July 19<sup>th</sup>. Their Chancellor has agreed to participate in a “Lunch with the Chancellor” event once every quarter – participants will be chosen via random drawing. The Senate is working with HRS to create a professional

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development program for staff – this initiative is supported by their new Provost. A short-term task group has been appointed to develop an on-line, anonymous complaint/suggestion box. Staff Senate participated in the search and hiring process for their new CIO. This year, the Senate awarded one endowed scholarship for \$850, and six funded scholarships of \$600 each.

Closing Remarks: The Chair urged all delegates to attend the October quarterly meeting. No videoconferencing will be available due to officer elections being conducted at that meeting. The Chair thanked everyone for attending.

The meeting was adjourned at 4:30 p.m.

Katherine Sbarbaro  
Secretary/Treasurer

The next regular quarterly meeting of the UNC Staff Assembly will be held on Monday and Tuesday, 15-16 October 2012, beginning at 9:00 am in the Board Room of the C.D. Spangler Jr. Building on the UNC-GA campus in Chapel Hill.