

## DRAFT MINUTES

### University of North Carolina Staff Assembly Full Body Spring Quarterly Meeting 21 May 2012

**Present:** Charles “Chuck” Brink, Chair; (by delegation) ASU-Katherine Sbarbaro, Jackie McInturff, Cathy Ziegler; ECU-Mary Susan Williams, Mande Foushee-Lancaster, Kendra Davis; ECSU-Pernell Bartlett; FSU-Byron Riddick; NCA&TSU-Albertina McGirt, Laketta Lee, Sharon Mitchell, Linda Waddell; NCCU-Daphine Richardson, Kendra Cardwell, Eric Morris; NCS&M-Lisa Griffin, Kathy Mueller; NCSU-David DeFoor, Susan Colby; UNC-A-Adam Reagan, Lane Brown; UNC-CH-Jackie Overton, Danny Nguyen, John Gullo, Clifton Webb; UNC-C-Angela Gay, Cindy Edwards, Kelley Eaves-Boykin; UNC-GA/UNC-TV-Bonnie Derr, David Enblom, Crystally Wright, Steven Price; UNC-G-Stacy Kosciak, Ray Carney, Jan Albrecht; UNC-P-Andrea Branch-Jacobs, Christopher Scott, Ed Locklear; UNC-SA-Nyambi Shannon, Kay Bosworth, Elizabeth Spruill; UNC-W-Amy Ramsey, LaRee “Sissy” Hendricks, Rick Thompson, Cindy Retchin; WCU-Jason LaVigne, William Frady, Jeff Tatham; WSSU-London Mickle, Tonya Amos, Joyce Jenkins.

**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 Monday, May 21, 2012, at 10:00 a.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 chair moved “to amend the agenda to eliminate the scheduled break at 10:30am.” The motion was adopted.

The Chair provided a brief report. At its April meeting, the BOG approved the latest version of the “Guiding Principles” document associated with the BOG Personnel Authority proposal. The document has been forwarded to Senator Stephens who stated it will be attached to the proposal. Further information regarding the status of the proposal will be forwarded to the Campus Chairs when it becomes available. A “double” edition of the Newsletter will be published after this meeting.

A Delegate asked for clarification regarding Senator Stephens’ remark concerning the “Guiding Principles” document. The Chair explained that most proposals included in the original omnibus bill (S.B. 575) were written into last year’s budget bill. The remaining items, including BOG Personnel Authority, were transferred back to this year’s UNC Legislative Agenda. It is possible that the BOG Personnel Authority proposal may be included in this year’s budget legislation; however, a final decision to do this has not yet been made.

Bonnie Derr, Chair of the Staff Development Committee, provided a report regarding the upcoming fundraising event supporting the Janet B. Royster Memorial Staff Scholarship Fund. The Committee decided to kick off fundraising efforts with a golf tournament to be named “The Chancellors’ Cup Golf Tournament.” They have completed arrangements with the staff at the Lonnie Pool Golf Course on the NCSU Centennial Campus. The next step is to get all the UNC Campuses on board. The plan for the event envisions a field of 18 teams (i.e. 17 campus teams and a UNC President’s team), and also, the BOG and the Royster Family have been invited to field teams. The Committee anticipates they will realize net proceeds of \$13,000.00, at minimum, from the event. She stressed the need for Delegates to volunteer to work the event, and a sign-up sheet was circulated.

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Prizes donated by the campuses must be submitted to Susan Colby ASAP. If a campus does not donate a prize, that campus will not receive recognition as a prize contributor to the tournament. Susan Colby provided the event schedule and detailed instructions for volunteer check-in, and the on-line registration form (found at [http://ncsu.edu/project/cnr/dev/output/chancellors\\_cup.dat](http://ncsu.edu/project/cnr/dev/output/chancellors_cup.dat)). Registration deadline is June 4. A Staff donation website has also been set up ([http://cnr.ncsu.edu/chancellors\\_cup/donation2012.php](http://cnr.ncsu.edu/chancellors_cup/donation2012.php)). A minimum of \$50,000.00 is needed to fund the endowment, and the endowment must be funded before any awards can be made. Event shirts will be ordered for all volunteers; the approximate cost is \$22.00. The Committee is seeking funds to pay for the shirts; however, volunteers may have to pick up this cost. A First Prize "travelling" trophy will be presented to the winning team along with small, individual keepsake trophies for each team member. Handwritten thank you notes will be placed in all prize bags. A survey will be sent out after the event to gather feedback needed to improve the next event. Keith Dupuis informed the Assembly that volunteers who obtain permission to work the event will be compensated in the same way they normally are when performing Staff Assembly duties, including travel time and reimbursement of travel expenses. Otherwise, CSL may be used.

Documentation for the proposed bylaws change concerning the duties and job description for the office of At-Large Delegate was distributed to the Assembly 30 days prior to the meeting. Sissy Hendricks, on behalf of the Governance Committee, moved "to accept the proposed bylaws amendment concerning the job description for an At-Large Delegate as submitted to the full Assembly." She read the following rationale:

Descriptions for all positions are outlined in both the Procedures Manual and the Staff Assembly Bylaws but this one. For consistency we need to add this description.

The text of the proposed bylaws change was read:

It shall be the duty of an At-large Delegate to attend all Executive Committee and Staff Assembly meetings and to stay abreast of all Staff Assembly activities during his/her term. These At-large Delegates will be assigned by Staff Assembly Chair to a standing committee and may be asked to serve on Ad Hoc committee(s) as required for the duration of their term in office.

The motion was adopted after a brief discussion.

The documentation for the proposed bylaws change concerning elections and the associated new procedure (with revised forms) was distributed to the Assembly 30 days prior to the meeting. Lane Brown, on behalf of the Governance Committee, read the following rationale:

There is currently no Elections Bylaw and no Nominations Committee procedure for the Staff Assembly. Lack of participation in the Nominations Committee and confusion during the voting process can be reduced by implementing a procedure and a process that is clearly defined in the Bylaws and Procedures Manual. Robert's Rules of Order state Bylaws should include, as a best practice, election procedures.

The motion was adopted after a brief discussion.

The documentation for the proposed bylaws change concerning removal of members was distributed to the Assembly 30 days prior to the meeting. Lane Brown, on behalf of the Governance Committee, read the following rationale:

All boards, charity organizations, governing bodies have bylaws or governing documents that allow for the removal of officers and/or members. With the implementation of the COI policy we must also have an enforcement method. This bylaw will support the removal of members for the defined arguments with due diligence performed. Most problems such as absence will probably never make it past the first step in the procedure.

The motion was adopted.

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John Gullo moved “to amend the agenda to hear Committee Reports as the next item of business.” The motion was adopted.

Danny Nguyen, reporting on behalf of the Human Resources, Diversity & Benefits (HRDB) Committee, stated that their next task will be to review the “Best Practices” document to bolster the citations and references for the best practices, and to develop recommendations for necessary improvements. Also, they delivered the “Salary Letter” approved at the last quarterly meeting to President Ross.

Andrea Branch-Jacobs, reporting on behalf of the Budget & Planning Committee, stated that the Committee will be working with the Staff Development Committee on the upcoming golf tournament.

Adam Reagan, reporting on behalf of the Communications & Technology Committee, stated that the Newsletter will be published that afternoon which will include an announcement for the golf tournament. The next edition will include a campus spotlight report on UNC-Pembroke. This edition is targeted for publication before July 4. They will include a report on the golf tournament (including photos and interviews).

Sissy Hendricks, reporting on behalf of the Governance Committee, stated that the Committee’s next task will be to review the Bylaws and the Procedures Manual, and to develop recommendations to address areas/language to correct inconsistencies between the two documents. She reminded the Assembly that any Delegate can submit recommendations for amendments to the Bylaws and/or the Procedures Manual.

Rick Thompson, reporting on behalf of the Nominating Committee, stated elections will be held during the October quarterly meeting to fill the offices of the Chair-Elect, Communications Officer, and At-Large Delegate (two positions). The Executive Committee is seeking recommendations for an appointee to replace Margo Gross (an At-Large Delegate) for the remainder of her term which ends in October.

Bonnie Derr, reporting on behalf of the Staff Development Committee, stated that the Committee will be responsible for establishing the policies and procedures associated with the scholarship awards process. Kelley Eaves-Boykin encouraged Campus Chairs to send a personal note to their Chancellors encouraging them to support this effort by registering a team.

Pernell Bartlett, reporting on behalf of the Chairs Committee, stated that they are very busy working on the “Best Practices” document. An updated version will be distributed by Wednesday morning. The Committee’s goal is to have a completed document by the beginning of September to ensure that the document is ready should the proposed legislation become law.

Brian Usischon, Associate Vice President for Human Resources and University Benefits Officer, provided an update regarding benefits.

The meeting was adjourned at 02:05 p.m.

Katherine Sbarbaro  
Secretary/Treasurer

Next regular quarterly meeting of the UNC Staff Assembly will be Tuesday, 31 July 2012, at 1:00 pm in the Board Room of the C.D. Spangler Jr. Building on the UNC-GA campus in Chapel Hill.