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University of North Carolina Staff Assembly Full Body Fall Quarterly Meeting 15-16 October 2012

The regular fall quarterly meeting of the UNC Staff Assembly was held on Monday and Tuesday, October 15 and 16, 2012 in the Board Room of the C.D. Spangler Jr. Building, UNC-GA in Chapel Hill.

Day 1: Monday, 15 October 2012

Morning Session:

Present: Charles “Chuck” Brink, Chair; (by delegation) ASU-Katherine Sbarbaro, Kevin Snook, Cathy Ziegler; ECU-Mandee Foushee Lancaster, Garrett Killian, Mary Susan Williams; ECSU-Pernell Bartlett, Angela Carver; FSU-Byron Riddick, Patricia Flanigan, Leslie Tukes; NC A&T SU-Albertina McGirt, Laketta Lee, Sharon Mitchell, Linda Waddell; NCCU-Eric Morris; NCSS&M-Kim Howell, Sue Anne Lewis, Kathy Mueller; NCSU-Susan Colby, Ryan Hancock; UNC-CH-Jackie Overton, Danny Nguyen, John Gullo, Koyah Rivera; UNC-C-Vidal Dickerson, Cindy Edwards, Patrick Jones; UNC-GA/UNC-TV- David Enblom, Bonnie Derr, Crystally Wright; UNC-P-Wes Fraser, Christopher Scott; UNC-SA-Elizabeth Spruill, Nyambi Shannon, Joe Rick; UNC-W-Cindy Retchin, LaRee “Sissy” Hendricks, Jennifer Washington, Patty Fox; WCU-Jason LaVigne, David Rathbone, Andy Voelker; WSSU-Tonya Amos, Deidra Gilliard, LaVon Gray.

Also present: UNC-GA Liaisons – William Fleming, Ann Lemmon, Keith Dupuis, Debbie Robertson.

The Chair and the Secretary being present, the meeting was called to order at 9:00am. The Chair welcomed all delegates and read the following Mission Statement:

The mission of the Staff Assembly of the University of North Carolina shall gather and exchange information on behalf of the staff and mission of the University of North Carolina. The Assembly shall, through the appropriate channels, advise and communicate with officers of the university and, through these officers, the Board of Governors, on matters of importance to the staff members in the university. The Assembly shall foster and nurture the establishment and growth of staff organizations of the constituent institutions of the University of North Carolina and of the General Administration. The Staff Assembly will represent all permanent employees of the university except the faculty.

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 roll was called and a quorum was confirmed.

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

The motion made by Ms. Overton “to approve the agenda” was adopted. Ms. Foushee Lancaster moved “that the minutes of the 5/21/2012 and 7/31/2012 quarterly meetings be approved as written.” The motion passed.

Charlie Perusse, Chief Operating Officer, UNC-GA, presented information regarding the upcoming budget process, as well as strategic planning and staff changes within UNC-GA. Mr. Perusse announced that some reorganization has occurred at UNC-GA: Kevin FitzGerald has replaced Jeff Davies as Chief of Staff, and will

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be responsible for External Operations including Legislative Affairs (federal and state), Communications, Liaison to the Board of Governors, etc.; Mr. Perusse has taken over responsibility for Internal Operations including Budget, Finance, Human Resources, IT and Development – these changes were effective October 1, 2012. Strategic Planning Efforts have been moving forward, and must be completed within a very short timeframe. The Strategic Plan Steering Committee which is overseeing the process has broad representation from across the UNC System including the BOG Chair, several Chancellors, faculty, staff, students, and business leaders from across the state. President Ross will submit the new Strategic Plan to the Steering Committee for their endorsement in January 2013, and then to the Board of Governors for approval at their February 2013 meeting. This timing is critical in order for the UNC System to begin working with the new Governor and Legislature on the next state budget when the long session convenes in mid-January 2013. President Ross has proposed five main goals to be encompassed by the new strategic plan: 1) set state-wide education attainment goals for the UNC System; 2) strengthen academic quality; 3) continue serving the people of NC through research, development, commercialization and community development; 4) improve efficiencies and effectiveness; 5) improve accessibility and financial stability. The UNC System Budget Recommendations for 2013-2015 will correlate to these five goals; therefore, enrollment, building reserves, energy/fuel consumption, financial aid, a performance funding model, and employee compensation increases will be addressed in these recommendations. Mr. Perusse does not anticipate additional cuts to the UNC budget based on present economic stability with possible incremental increases over the next few years. The state retirement plan and health plan are in good shape.

Brian Usischon, Associate Vice President for Human Resources and University Benefits Officer, UNC-GA, provided several handouts: 1) 2012 Benefits Summary, 2) 2012-2013 Monthly Contributions for the University Benefits Programs (or the “Benefits Rate Sheet” which is a supplement to #1), and 3) Your Supplemental Retirement Plan Decision Guide. Mr. Usischon’s role is to manage the UNC System’s benefit programs, and he presented information updates on the state health plan, health care reform, retirement plan options, NCFlex, and W-2 reporting. The State Health Plan had issued four RFPs for different components of their operations: 1) eligibility and enrollment services platform; 2) third party administration services; 3) Medicare Advantage plan for retirees; 4) COBRA administration. Benefit Focus was awarded the contract for item #1 (eligibility and enrollment services platform); BCBS was awarded the contract for item #2 (third party administration services); two companies – Humana and United HealthCare – received the contract for item #3 (Medicare Advantage fully insured plan); and COBRA Guard received the contract for item #4 (COBRA administration and individual billing services). Mr. Usischon attended a State Health Plan Board of Trustees meeting last month. The plan had a cash balance (as of 6/30/2012) of \$283 million, and they paid \$2.68 billion in claims during the plan year 7/1/2011 to 6/30/2012. During the next legislative session of the General Assembly, the plan will request a change to the plan year, to be effective January 1, 2014, from a fiscal year to a calendar year basis. This request will include a proposal to run a “short plan year” (i.e. from 7/1/2013 to 12/31/2013) which means that deductibles and co-insurance maximums for that period would be cut in half – copays would not be affected. Based on cash in hand and trends in costs, the Plan Trustees anticipate implementing a premium increase of 4% on 7/1/2013 and an additional 4% increase on 7/1/2014 if the plan details/year remains unchanged. However, if the plan shifts to a calendar year basis, a premium increase likely would not be implemented until 1/1/2014, and this increase could range anywhere from 1.9% to 6.0%, with an additional increase on 1/1/2015. Healthcare reform will affect many aspects of the plan and they are researching options for the future. The UNC Optional Retirement Plan is now being rolled out to employees of UNC Healthcare. The General Assembly granted UNC-GA authority to offer the Optional Retirement Plan to only those new SPA employees hired on or after 1/1/2013. This year, the university plans to ask the General Assembly again for the ability to make this option available to all SPA employees regardless of hire date. Through Peer Review Studies, the BOG has been investigating employer contribution rates for the ORP, and has determined the rate should be adjusted from 6.84% to approximately 8.5% which would bring it into alignment with our peer institutions. A request for this adjustment will be included with their 2013 legislative priorities. The General Assembly approved a COLA of 1% for retirees (retired before 7/1/2012) in

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the TSERS plan. Next week is “National Save For Retirement Week,” and one of the handouts describes the available retirement plan options. UNC-GA intends to run a “Retirement Savings Mini-campaign” to increase enrollment in the ORP. Mr. Usischon’s presentation has been posted to the Staff Assembly website. NCFlex annual enrollment is going on now (enrollment period is 10/1/2012 to 10/26/2012). The Benefits Office is encouraging all staff to enroll in the no cost core AD&D program which provides \$10,000 core AD&D optional coverage – this program requires active election on-line. Most program elections within the NCFlex system automatically rollover from year to year; however employees participating in the Healthcare Spending Account and the Dependent Daycare Spending Account must re-enroll each year. Due to Healthcare Reform, the Healthcare Savings Account maximum will be decreasing from \$5,000 to \$2,500 effective 1/1/2013. There will be a change to W-2 reporting required by Healthcare Reform; W-2 forms must now include amount of employee paid premiums plus employer contributions for the State Health Plan programs (which include the Prescription Drug Plan programs), and the Cancer Insurance program and the Critical Illness program within the NCFlex program – this reporting change does not affect taxation.

Kevin FitzGerald, Chief of Staff, UNC-GA, has a long history working in the UNC System. Mr. FitzGerald presented a very brief overview of his employment history with the UNC System and his responsibilities within UNC-GA. Financial support from the state parallels the health of the state’s economy. He also invited staff to share their concerns and issues freely since “we can’t fix what we don’t know about.”

Delegate Orientation:

The Chair gave a brief history of the creation of the Staff Assembly, and emphasized the importance of the organization to all university staff employees as the “voice of staff” to the UNC General Administration and the BOG. All delegates were strongly encouraged to attend all quarterly meetings of the Staff Assembly, to join a standing committee that interests them, and to bring their issues and concerns so they can be communicated to the university leadership, and to collect information from the administration to take back to their campus constituencies. The *UNC Staff Assembly Procedures Manual* is accessible via a link on the Staff Assembly website. All documents, as well as all meeting minutes and materials are also posted on the website – Scott Braswell is working with the Communications Committee to keep the website up-to-date.

Bylaws and Procedures Manual: The Parliamentarian gave a brief presentation concerning the Staff Assembly Bylaws and the Procedures Manual. Any delegate may propose changes to the Bylaws by submitting them in writing to the Governance Committee for initial review. Proposed changes are then distributed to all delegates prior to, and voted on at quarterly meetings. The most up-to-date-version of both documents are available via the Staff Assembly website. She encouraged all delegates to familiarize themselves with both documents, especially those wishing to run for a leadership office on Executive Committee of the Assembly. Any questions regarding either document should be submitted to the Parliamentarian or any member of the Governance Committee.

Ethics Training & COI Statement for all Delegates: Ann Lemmon conducted a very brief Ethics Training session related to the Conflict of Interest Policy and COI Declaration Form. The intent of the COI policy/form is to provide assurance to the campus constituencies that their Delegates to the Staff Assembly are acting in the best interests of the university. She is working with the School of Government to develop a formal, on-line “Ethics Training Module” for new Delegates.

Reimbursement Overview: Debbie Robertson provided detailed information regarding the travel reimbursement procedures for Delegates. The Budget & Planning Committee created an informative brochure which is available on the website, and all forms are linked in the *Procedures Manual*.

Committee Descriptions & Assignments: The Vice Chair presented brief descriptions of each of the Staff Assembly standing committees including: 1) Budget and Planning Committee, 2) Communications and Technology Committee, 3) Governance Committee, 4) Human Resources, Diversity and Benefits (HRDB) Committee, 5) Nominating Committee, and 6) Staff Development Committee. All new and existing Delegates were reminded that the Staff Assembly Bylaws require each campus Delegate to serve on a standing committee,

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and new Delegates were encouraged to choose a committee that aligns with their interests and to attend as many of their scheduled regular meetings as possible. The Assembly here broke out into standing committee groups to conduct committee business.

Afternoon Session:

Present: Charles “Chuck” Brink, Chair; (by delegation) ASU-Katherine Sbarbaro, Kevin Snook, Cathy Ziegler; ECU-Mandee Foushee Lancaster, Garrett Killian, Mary Susan Williams; ECSU-Pernell Bartlett, Angela Carver; FSU-Byron Riddick, Patricia Flanigan, Leslie Tukes; NC A&T SU-Albertina McGirt, Laketta Lee, Sharon Mitchell, Linda Waddell; NCCU-Eric Morris; NCCS&M-Kim Howell, Sue Anne Lewis, Kathy Mueller; NCSU-Susan Colby, Ryan Hancock; UNC-CH-Jackie Overton, Danny Nguyen, John Gullo, Koyah Rivera; UNC-C-Vidal Dickerson, Cindy Edwards, Patrick Jones; UNC-GA/UNC-TV- David Enblom, Steven Price, Crystally Wright; UNC-P-Wes Fraser, Christopher Scott; UNC-SA-Elizabeth Spruill, Nyambi Shannon, Jonas Silver; UNC-W-Cindy Retchin, LaRee “Sissy” Hendricks, Jennifer Washington, Patty Fox; WCU-Jason LaVigne, David Rathbone, Andy Voelker; WSSU-Tonya Amos, Deidra Gilliard, LaVon Gray.

Also present: UNC-GA Liaisons – William Fleming, Ann Lemmon, Keith Dupuis, Debbie Robertson.

The roll was called and a quorum was confirmed.

Ann Lemmon, Associate Vice President for HR, provided an administrative report. Three Chancellor searches are currently being conducted within the UNC System: NCCU, UNC-CH, and UNC-SA. Each search committee includes staff representation, and websites have been set up to receive input, feedback and submission of names of potential candidates.

The Chair of the Communication & Technology Committee was not present so the committee currently had nothing to report.

LaRee “Sissy” Hendricks, reporting on behalf of the Governance Committee, stated that the committee has been working on revising job descriptions (included both in the Bylaws - a short paragraph - and the Procedures Manual, Appendix A - a detailed description) so they reflect the same information in both documents.

The Governance Committee recommended replacing the existing language in Bylaws Section IV.A.i. (a general job description of the Staff Assembly Chair) with the following language:

The Chair, with guidance from the Executive Committee, supervises and conducts the business of the Staff Assembly. The Chair provides the necessary leadership to assure that the Staff Assembly functions effectively and productively. The Chair shall represent the Staff Assembly to the University administration and serves as an advisor to the President.

There being no further discussion, the Chair called the question. The recommendation was adopted.

The Governance Committee recommended replacing the existing language in Bylaws Section IV.A.ii. (a general job description of the Staff Assembly Vice Chair) with the following language:

The Vice Chair shall serve as Chair of the Campus Chairs Committee and is a member of the Executive Committee. The Vice Chair shall conduct meetings and represent the Assembly in the absence of the Chair. The Vice Chair will preside over annual standing committee formation.

There being no further discussion, the Chair called the question. The recommendation was adopted.

The Governance Committee recommended replacing the existing language in Bylaws Section IV.A.v. (a general job description of the Staff Assembly Past Chair) with the following language:

The immediate Past Chair chairs the Nominating Committee, serves as an ex-officio non-voting member of the Executive Committee, provides a historical reference to the Assembly and performs other duties as may be assigned by the Executive Committee and/or current Chair. The Past Chair shall serve as the liaison to the scholarship fund and all Standing Committees with the exception of the Campus Chairs, Communications and Governance Committees until the Chair-Elect is elected to office.

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There being no further discussion, the Chair called the question. The recommendation was adopted.

The Governance Committee recommended adding a general job description for a Staff Assembly Delegate to the Bylaws as such language is not currently included therein. No information regarding placement of this description within the Bylaws was provided. The proposed language is as follows:

Every delegate shall be a permanent staff member of the institution he or she represents. Delegates are advisory and working members of Assembly that are constituted to provide input gathered from their respective staff organizations. They are elected by their staff organizations and have authority limited to their voting rights in assembly to study and recommend courses of action introduced by their organization, other staff assembly delegates, executive committee and/or members of all standing committees of the Assembly. In addition, they must participate in activities, serve on a standing committee and attend the four yearly meetings of the Staff Assembly. Every delegate shall be a permanent staff member of the institution he or she represents.

There being no further discussion, the Chair called the question. The recommendation was adopted.

The Governance Committee recommended replacing the existing language in Bylaws Section IV.A.vii. (a general job description of the Staff Assembly Parliamentarian) with the following language:

The Parliamentarian shall advise the presiding officer in responding to points of order and parliamentary inquiries and delegates on all matters of parliamentary procedure according to the most recent published version of *Robert's Rules of Order*. The Parliamentarian will provide advice on conducting the meeting according to the Bylaws and procedures. The Parliamentarian will be seated next to the presiding officer in an advisory capacity. He/she serves as chair of the Governance Committee and is an officer on Executive Committee.

There being no further discussion, the Chair called the question. The recommendation was adopted.

The Governance Committee recommended replacing the existing language in Bylaws Section IV.A.vi. (a general job description of the Staff Assembly Communications Officer) with the following language:

The Communications Officer shall be responsible for the official communications of the Staff Assembly and the Executive Committee. The Communications Officer will be responsible for communication of the Staff Assembly business to delegates and the University staff through an appropriate means (i.e. website, newsletter, press releases). The Communications Officer serves as the Chair of the Communications and Technology Committee.

There being no further discussion, the Chair called the question. The recommendation was adopted.

The Parliamentarian invited all delegates to read through both the Bylaws and Procedures Manual, and to submit proposals/recommendations for changes or revisions to either document. The Governance Committee welcomes all such proposals/recommendations, and will work with the initiator to complete and distribute the appropriate forms for consideration by the Assembly.

David Enblom, reporting on behalf of the Staff Development Committee, shared that the Janet B. Royster Memorial Staff Scholarship fund currently contains \$15,000.00 – the endowment goal is \$50,000.00 by 2014. The committee is drafting selection criteria for scholarship recipients to be ready to present to the Assembly for approval at the January 2013 regular quarterly meeting. They have formed two sub-committees: the first sub-committee will be responsible for developing procedures for the selection of scholarship recipients and the distribution of awards; the second sub-committee will be responsible for coordinating all fundraising activities for the fund. For the next golf tournament, the committee plans to kick off fundraising activities in April 2013, they are considering three locations (including Lonnie Poole), and they are also working to determine a date for the event.

Sharon Mitchell, reporting on behalf of the Human Resources, Diversity & Benefits (HRDB) Committee, shared that the committee has been working on drafting a resolution concerning leave for victims of natural disasters, and they hope to have a draft ready to submit to the Executive Committee next month.

Laketta Lee, reporting on behalf of the Nominating Committee, presented the Nomination Report for the 2012 Staff Assembly elections. The election tomorrow will fill the officer positions of Chair-Elect and Communications Officer, and two open positions for At-Large-Delegate. The report lists four candidates for the two available At-Large-Delegate spots, but one candidate has withdrawn from the ballot; therefore, the

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candidates with the first and second largest number of notes will be the new At-Large-Delegates who will serve two year terms, and the third candidate will be appointed to serve the remaining year of the term of an At-Large-Delegate who recently resigned. Immediately prior to the election tomorrow, the floor will be opened for additional nominations in compliance with the Bylaws. The Assembly was informed that the Delegate listed as the only candidate for Communications Officer is no longer on the Assembly; the Chair encouraged interested Delegates to consider running for this office.

Campus Updates:

WSSU: Their campus recently held a city-wide 120th Birthday Celebration in honor of their continuing academic excellence, and service. Construction on newly erected Student Activity Center is proceeding on schedule – grand opening is scheduled for May 2013. Two new residential facilities have been named and ground breaking took place June 15th - they are scheduled to open in August 2013. Campus Police and Public Safety have initiated a monthly newsletter offering tips and information on safety initiatives. Football team is currently undefeated. Photo of winning golf tournament team is posted on Staff Assembly website. Their Professional Development Committee has developed nine core competencies which are tied to the university's strategic plan and expand funding opportunities for staff development: 1) diversity and inclusion, 2) ethics and morals, 3) leadership development, 4) mentoring, advising and service, 5) personal development, 6) professional best practices, 7) professional competencies and development, 8) student engagement and service, and 9) values, integrity and character. Applicants for professional development funds must present to Staff Senate Board their reasons for requesting funds as well as follow up with what was learned and how it applies to their position within the university. In addition, the university awarded all staff an additional week of vacation time added to their winter break (12/14/12 to 1/7/13).

WCU: They have a new Vice Chair and Chair-Elect who will replace the last Chair who recently left the university. They will hold a Staff Senate retreat later this week to discuss goals and plans for the upcoming year. They are serving on many important campus-wide committees including program prioritization, campus master-planning, tuition and fees, and the Chancellor's Leadership Council.

UNC-W: Magic Johnson was on campus last week for a sold out event. Chancellor Miller was invited to the White House on Oct. 1st to discuss innovation and entrepreneurship in higher education – their campus has an on-line program through which any employee may submit suggestions for improving the university. All submissions are reviewed, and viable (money-saving/money-raising) suggestions are implemented. The Chancellor and new Provost spoke at last Staff Senate meeting. The UNC-W Cameron School of Business was listed as one of the top business schools by the Princeton Review.

UNC-SA: Preparing to begin a Chancellor search. They have a new HR Director, James Lucas. They had an employee appreciation day last week. Plans are being developed to begin a community garden. They are working to improve training opportunities for staff on Microsoft Office applications. Four construction projects are currently underway on campus. Planning is underway for upcoming UNC-SA 50th Anniversary Celebration.

UNC-P: Their campus is continuing its year-long 125th anniversary celebration. Held Annual Employee Bash; solicited corporate sponsorships from three local businesses for 2-year commitment supporting this event. Staff Council has been collecting canned goods and school supplies for several local charities. They are also participating strategic planning process and likely will vote on the completed document at their next meeting.

UNC-GA: GA will hold annual Service Awards ceremony on Oct. 18 (this year service awards were separated from staff appreciation event). Forum, in conjunction with the American Legion, is continuing work on a fundraiser collecting coupons for military personnel stationed in Germany; to date they've raised over \$260,000 in coupons for use in base commissaries.

UNC-C: They welcomed their largest Freshman class ever (3,600+). As a result of receiving their first recruiting class for football (first game vs. Campbell University is scheduled for August 31, 2013), the Athletics Department staff has grown 33%. Staff Council partnered with Charlotte-Mecklenberg Schools in the School's Tools campaign to benefit schools most in need. Staff recognition and Service Awards events were recently held. Staff Council assisted with volunteers for Family Weekend which hosted approximately 500 families. Last week

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the campus held its annual Fall Festival in conjunction with a local agency (Florence Crittenden) that supports at-risk women and girls. Staff Council continues to be closely involved with many university committees including Parking, Budget, and Chancellor's Advisory committees, and they've been invited to attend next BOT meeting.

UNC-CH: Employee Appreciation Day will be held later this week. Employee Forum is working with HR to establish 40 professional development stipends of up to \$250 each. In honor of UNC-CH bicentennial in 1993, the Coca Cola Corp. gave the staff \$100,000 for staff development purposes (with interest, total is now \$140,000). HR is working to reestablish the Clerical Skills Internship Program. Michelle Obama will be on campus tomorrow. Jackie is serving on the Chancellor Search Committee. Chris Fitzsimon of NC PolicyWatch will be speaking on campus on Oct. 30th. The chairs of the Forum and the Faculty Senate have established monthly meetings with the Chancellor – they are working to codify perquisites for the chair of the Employee Forum. They received permission to hold a campus food drive at a Men's Basketball game this year.

UNC-A: No report.

NCSU: They are celebrating their 125th Anniversary with the theme of "tradition and transformation," and the Chair is serving on the planning committee. In August, the Senate participated in a huge street festival call "Packalooza." They're working with SECU on Support Our Troops program throughout the month of October. They now have an active "Family Scholarship" program. Hunt Library will be opening soon. Staff Senate is organizing "field trips" for staff to visit various areas across campus to help staff become familiar with diverse campus operations. 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 who go above and beyond when helping students. Susan met with chair of Faculty Senate to collaborate on correcting common misperceptions.

NCCSM: Students have been busy: Juniors are preparing for PSATs, and Seniors are completing university applications. As part of the national "First Step" project, the Staff Council has adopted the Triangle Residential Options for Substance Abuse (TROSA), as their charitable organization for the year. The campus is revamping their schedule and calendar – staff focus groups will be conducted as part of the process. On October 23rd, they will hold the annual Staff Appreciation Luncheon; the Chancellor's Award for Excellence recipient will be announced. Received the Wells Fargo Cup for the best athletics program for a 1A School. Celebrated Alumni Weekend last week; their first 30 year reunion class attended.

NCCU: Now accepting applications for staff senate scholarship awards for spring 2013. Staff, faculty and students are currently working on raising funds for their fifth Habitat for Humanity home. Staff and faculty are collaborating on this year's Combined Campaign: they're shooting for 100% participation. Dining with Faculty and Staff Day will be held on Nov. 1st. Chancellor's search is ongoing. Michelle Obama visited their campus.

NCA&TSU: Staff Senate appointments have been made to many university committees. They have 100% graduate rate from their football program. Sharon Mitchell has been appointed to chair the Staff Assembly HRDB Committee. The university band (the "Blue and Gold Marching Machine") will be participating in the Macy's Day Parade this year. An announcement was made at the recent BOT meeting that support staff giving has increased by 142% over the past year. They submitted their first nominee for the Erskine Bowles Service Award this year. NCA&TSU was ranked in the top tier of colleges and universities as reported by *US News & World Report*. Computer training initiatives are being developed for staff.

FSU: Several construction projects are ongoing including a new dormitory, a parking deck, a new wing for the science technology building, and the five year planning committee for a new student center/dining facility is continuing work on recommendations. The Staff Senate just completed elections for new officers, committee chairs, and Staff Assembly Delegates. The Rev. Al Sharpton visited campus recently as a participant in the Quarterly Chancellor's Speaker Series. Homecoming will be celebrated on Oct. 27th: the theme will be Red, White & Bronco Blue. Training and professional development programs are being developed for staff. This year they will celebrate their 145th anniversary on Founders Day. They have a new Vice Chancellor of Development.

ECSU: A committee, selected from HR and the Chancellor's Office, is being formed to determine how to allocate "left over" funds from the 1.2% LI appropriation (for EPA-A employees). Staff Senate elections, which had to be postponed due to realignment of campus areas/departments, have been completed.

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ECU: Holding their annual Health Fitness Walk this week. They reached the endowment goal (\$25,000) for their Jordan Memorial Scholarship: now working on the application process – they hope to make their first award in 2014. The ECU Foundation has asked the Senate to take over a scholarship for children of SPA employees and they are continuing work on new procedures to get it up and running again. They moved into their new dedicated Staff Senate office this year. Staff Senate was awarded a stipend in support of the Senate chair for the second year in a row. They are working to get the chair's invitation to attend football games in the Chancellor's Box extended to the entire Senate Executive Committee. They are beginning a strategic planning process for the Senate itself. The chair is conducting regular meetings with the chairs of the Faculty and Student organizations. Paul Ryan and Michelle Obama both visited campus recently. President Ross visited campus to address the Faculty Senate. The Dental School's new building opened this month. All staff salaries are now at 80% of market rate.

ASU: The Staff Senate held a successful election for chair-elect. The Chancellor's Advisory Committee will conduct their fall semester meeting in mid-November. The first quarterly "Lunch with the Chancellor" event will take place on Nov. 28th: 10 staff members will be invited. HR will be conducting a Position Equity Study relative to salaries: their goal is to bring all staff salaries to 85% of market rate, and they're in the process of finding money to fund the adjustment. The 6th Annual Homecoming Blood Drive was just completed: a record 1,315 pints was collected. The fall Staff Appreciation Breakfast honoring Staff Award and Service Award Recipients will be held on Nov. 19th. Staff Senate appointees are serving on the VC of Business Affairs Search Committee and the University Planning & Priorities Council. The Belk Library unveiled its newly acquired collection of the papers of playwright Romulus Linney. Joseph Bathanti, Professor of Creative Writing, has been named the new Poet Laureate for North Carolina by Governor Bev Perdue. We conducted another successful Freshman Move-In Day, and NC Senator Dan Soucek accepted Staff Senate's invitation to attend. ASU's People's Choice Award-winning entry in the 2011 Solar Decathlon, The Solar Homestead, is going into production and will be marketed by Deltec Homes.

The Vice Chair provided an update regarding the Best Practices document. He briefly reviewed the history leading up to the creation of the document, and the difference between a "best practice" and a "policy change." Target date for completion of the document is the end of the year. Campus chairs were urged to complete their section(s) of the document and submit to the Vice Chair by the end of October. The plan is to submit the finished document to UNC-GA and the BOG. Delegates were instructed to follow ECU's format when they submit their contribution to the document. The ASU delegation stated that they were receiving pressure (from UNC-GA via their HR liaison) to complete their portion of the document. A lengthy discussion ensued concerning the ultimate use of the document. Several delegations expressed concern that the document could be used by outside groups to "prove" that Staff Assembly tacitly supports UNC-GA's push for "personnel flexibility." The Parliamentarian was asked to research the motion adopted by the Staff Assembly approving creation of the "Best Practices" document.

Day 1 of the Fall Quarterly Meeting adjourned at 4:17pm.

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Day 2: Tuesday, 16 October 2012

Morning Session:

Present: Charles “Chuck” Brink, Chair; (by delegation) ASU-Katherine Sbarbaro, Kevin Snook, Cathy Ziegler; ECU-Mandee Foushee Lancaster, Garrett Killian, Mary Susan Williams; ECSU-Pernell Bartlett, Angela Carver; FSU-Byron Riddick, Patricia Flanigan, Leslie Tukes; NC A&T SU-Albertina McGirt, Laketta Lee, Sharon Mitchell, Linda Waddell; NCCU-Eric Morris; NCSS&M-Kathy Mueller; NCSU-Susan Colby, Ryan Hancock; UNC-CH-Jackie Overton, Danny Nguyen, John Gullo, Koyah Rivera; UNC-C-Vidal Dickerson, Cindy Edwards, Patrick Jones; UNC-GA/UNC-TV- David Enblom, Bonnie Derr, Crystally Wright; UNC-G-Ray Carney; UNC-SA-Elizabeth Spruill, Nyambi Shannon, Jonas Silver; UNC-W-Cindy Retchin, LaRee “Sissy” Hendricks, Jennifer Washington, Patty Fox; WCU-Jason LaVigne, David Rathbone, Andy Voelker; WSSU-Tonya Amos, Deidra Gilliard, LaVon Gray.

Also present: UNC-GA Liaisons – William Fleming, Ann Lemmon, Keith Dupuis, Debbie Robertson.

The Chair and the Secretary being present, the meeting was called to order at 9:00am. The Chair welcomed all delegates and read the following Mission Statement:

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The Chair read the following Conflict of Interest Statement:

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The roll was called and a quorum was confirmed.

Delegates who did not attend yesterday’s meeting were reminded to sign and turn in their COI forms. Mr. Bartlett moved “to approve the agenda as presented.” The motion was adopted.

The Chair provided his quarterly report to the Assembly. He informed delegates that the memorial service for President William Friday will be held tomorrow at UNC-Chapel Hill Memorial Hall; doors open at 9:00am, the service begins at 10:00am. The leadership of the BOG, the composition of its standing committees and chairs of same have changed. They are preparing to begin work on the budget process with the new legislature when the long session convenes in January 2013: they intend to submit a recommendation for staff raises as part of their budget proposal. In addition, they will complete the strategic planning process for the UNC System by the end of January in order to include recommendations therefrom on their slate of legislative priorities. The next meeting of the UNC Strategic Planning Committee will be streamed live: details will be forthcoming. New BOG members are receiving “tutorials” on the healthcare plan, tenure, as well as other important topics. The chair continues to visit various campuses across the UNC System. Campus Chairs were reminded to keep their delegate rosters up-to-date with the Staff Assembly Secretary. The Chair will be reaching out to the campus chairs to obtain input to pass forward to the Strategic Planning Advisory Board. A question was raised as to the current composition of the Board of Governors, and their position relative to higher education. Delegates were referred to the UNC website that lists all BOG members with contact information, as

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well as any other public information concerning BOG policies, decisions, statements, reports, etc. Delegates were also directed to the UNC-GA HR website for information concerning university-wide policies.

There has been a change to the Nominations Report: Mary Susan Williams will run (unopposed) for the Communications Officer position. Also, Mande Foushee Lancaster has withdrawn her name from consideration for the position of At-Large Delegate and will be appointed to serve the remaining year of the two-year term of Secretary/Treasurer vacated by Katherine Sbarbaro who will be resigning from that role effective at the end of the fall Quarterly Meeting.

The Chair presented President Ross with a Staff Volunteer polo shirt from the first annual Chancellor's Cup Golf Tournament as recognition for his support and assistance in getting behind and promoting this fundraising effort in support of the Janet B. Royster Memorial Staff Scholarship Fund.

UNC President Tom Ross, and Peter Hans, Chairman of the Board of Governors, addressed the Assembly. President Ross thanked all delegates for serving on Staff Assembly and stressed the importance of the role we play in advising UNC-GA administrators and staff. He praised Jackie Overton's speech at the recent University Day celebration as an inspiring and timely message, and suggested that all delegates take the opportunity to view/read her speech when their time permits. President Ross and Chairman Hans presented an overview of the strategic planning process currently underway at UNC-GA. The Strategic Planning Board is required, by code, to adopt a 5-year long-term strategic plan. The foreseeable outcome of the upcoming election will be a new Governor, and a new legislature consisting of something between 40%-60% of lawmakers with little or no legislative experience. These facts have dictated the course of action (and short timeline) the Board has chosen to take as a means of gaining the best possible position from which the university system can begin budget negotiations. Two groups are working on the strategic plan: the first is a group of staff members at UNC-GA who are working with the Chancellors and holding public forums, etc. which is focusing on President Ross's five goals for the UNC System; the second is a group of business leaders and others who are primarily focusing on the question of what are the educational attainment needs of the state that will ensure an adequately educated workforce in the future.

The Chair, with the assistance of Elizabeth Spruill-Chair of the Staff Senate at UNC-SA, presented the 2012 Erskine B. Bowles Staff Service Award to Edwin Martinat of UNC-SA.

Each candidate running for an open officer position on the ballot for this year's election was allocated two minutes to speak to the Assembly, and an additional two minutes for Q&A.

Afternoon Session:

Present: Charles "Chuck" Brink, Chair; (by delegation) ASU-Katherine Sbarbaro, Kevin Snook, Cathy Ziegler; ECU-Mande Foushee Lancaster, Garrett Killian, Mary Susan Williams; ECSU-Pernell Bartlett, Angela Carver; FSU-Byron Riddick, Patricia Flanigan, Leslie Tukes; NC A&T SU-Albertina McGirt, Laketta Lee, Sharon Mitchell, Linda Waddell; NCCU-Eric Morris; NCSS&M-Kathy Mueller; NCSU-Susan Colby, Ryan Hancock; UNC-CH-Danny Nguyen, John Gullo, Koyah Rivera; UNC-C-Vidal Dickerson, Cindy Edwards, Patrick Jones; UNC-GA/UNC-TV- David Enblom, Bonnie Derr, Crystally Wright, Lauren Connolly; UNC-G-Ray Carney; UNC-SA-Elizabeth Spruill, Nyambi Shannon, Jonas Silver; UNC-W-Cindy Retchin, LaRee "Sissy" Hendricks, Jennifer Washington, Patty Fox; WCU-Jason LaVigne, David Rathbone, Andy Voelker; WSSU-Tonya Amos, Deidra Gilliard, LaVon Gray.
Also present: UNC-GA Liaisons – William Fleming, Ann Lemmon, Keith Dupuis, Debbie Robertson.

The roll was called and a quorum was confirmed.

Laketta Lee, on behalf of the Nominating Committee, opened the 2012 Staff Assembly elections. She reminded the Assembly that only Delegates and Alternates who are standing in for a Delegate may vote – Alternates who are not standing in for an absent Delegate do not have voting rights. A maximum of three votes per campus will be counted.

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The first ballot, for the office of Chair-Elect, was distributed. Delegates were asked to circle one candidate name, fold the ballot in half and hold it up for collection.

The ballot for Communications Officer was not required as the candidate was running unopposed. Bonnie Derr moved that, "we elect Mary Susan Williams by acclamation." The motion was adopted.

The ballot for At-Large Delegate (two positions) was distributed. The Assembly was reminded that Mande Foushee Lancaster had withdrawn from this race, and that Delegates were to vote for two of the three remaining candidates. The two candidates with the highest number of votes each will serve a two-year term for the two open At-Large Delegate positions. The candidate with the least number of votes will serve the remaining one-year of the two-year term for the position formerly held by Andrea Branch-Jacobs.

Election Results:

Chair-Elect is Susan Colby of NCSU.

Communications Officer is Mary Susan Williams of ECU

At-Large Delegates (2 open positions) are:

Albertina McGirt of NCA&TSU

Byron Riddick of FSU

At-Large Delegate completing Andrea Branch-Jacobs' term is Patrick Jones of UNC-C.

In addition, Mande Foushee Lancaster will complete Katherine Sbarbaro's term as Secretary/Treasurer.

The Assembly was asked to bring forward any Unfinished Business at this time. None was presented.

The Chair recognized the Parliamentarian to present some New Business. She stated that no record was found in the minutes or elsewhere in Staff Assembly documentation of the motion/vote referred to yesterday regarding the "Best Practices" document. As a result, the Parliamentarian will present a new motion based on current circumstances (i.e. no pending legislation currently exists). The Parliamentarian read the following motion:

The Staff Assembly agrees to review the policies that currently exist and create a document that contains recommended changes, suggested best practices, and currently accepted OSP practices. This document should not imply support of any current or future legislation related to moving SPA employees under the Board of Governors authority. It should be used as an internal document of the Staff Assembly, and not shared externally without a vote of the Staff Assembly.

The floor was opened for discussion. A question was raised as to the methodology used to research the best practices for each area. A Delegate asked for the motion to be reread. A Delegated suggested that a watermark reading "DRAFT" be added to the document. Mary Susan Williams moved to amend the motion to replace the first word "It" of the last sentence of the motion with, "The draft of this document...." Discussion followed. John Gullo moved to amend the amendment by removing the last sentence of the motion in its entirety, and to insert the word, "The creation of" at the beginning of the second sentence. There was no further discussion. The Chair called the question. The amended motion to amend was defeated. Garrett Killian moved to amend the first sentence of the motion by removing the words, "...the policies that currently exist and..." and replace them with, "...policies and best practices to...." A Delegate asked for the first sentence as amended to be read. There was no further discussion on the amendment. The Chair called the question. The motion was adopted. Bonnie Derr moved to amend the motion by replacing the word "the" before the word "personnel" with the word "policies" in the first sentence. Some discussion ensued. The Chair called the question. The motion was defeated. No further amendments were offered. The amended motion was adopted. The final, adopted motion is as follows:

The Staff Assembly agrees to review policies and best practices to create a document that contains recommended changes, suggested best practices, and currently accepted OSP practices. This document should not imply support of any current or future legislation related to moving SPA employees under the Board of Governors authority. It should be used as an internal document of the Staff Assembly, and not shared externally without a vote of the Staff Assembly.

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The Chair and Vice Chair presented Certificates of Recognition to outgoing Delegates (or their Campus Chairs) to honor these individuals for their service on the UNC Staff Assembly.

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.

Nyambi Shannon announced that last August the mascot of UNC-SA was voted (out of the top 25 in the category) the “Cheetos Number 1 Cheesiest College Mascot” – they are the proud “Fighting Pickles”!

The meeting was adjourned at 2:45 p.m.

Katherine Sbarbaro
Secretary/Treasurer

The next regular quarterly meeting of the UNC Staff Assembly will be held on Tuesday, 29 January 2013, beginning at 9:00 am in the Board Room of the C.D. Spangler Jr. Building, UNC-GA in Chapel Hill.