UNC STAFF ASSEMBLY
MINUTES
April 15 & 16, 2013
In-Person and Video-Conference

Monday, April 15, 2013

9:00 -- 9:05 am Welcome – Chuck Brink

9:05 -- 9:30 am President Ross's Address

Here to educate young people and staff has huge impact on them; budget process – inclusion of enrollment growth funding as well as repair and renovation money is good but additional 140 million in cuts on top of the existing 25 million UNC system proposed, another 55 million in reductions we will get through out of state tuition increases (lose enrollment and more than likely not cover receipts due to that fact); expect a small surplus this year at the state that will go to rainy day fund as well as repairs and renovations; June 1st deadline for budget; strategic planning items are on hold until budget released but some programs/initiatives are not going to cost money so they can move forward; legislation (gun, personnel (SPA rewrite)) that may impact our campuses

Be sure that people understand how important the university is to the state and that it is an investment in our future; hard to keep and retain best staff due to lack of raises; awareness of all of the cuts to the system makes it difficult to maintain our quality and accessibility; please have these conversations with your communities

Foresee retention efforts for staff? Limited with SPA employees because only funds provided by legislature are available to work with – need to address this issue for the many, not the few

1% pay raise is in governor's budget – have to wait and see what gets passed

Have to work together as a system to solve problems together – do things better together.

Merging of universities is rumored – is this a reality? This creates many issues including students leaving to go to another university and the cost follows the students, so no savings there; specialty buildings on the campuses would make it difficult to sell them, debt, repairs and upkeep/security while empty costs; impact on the community for feeding local professions like teachers and nurses as well as economic impact; NC is growing and the campuses are needed to keep up with the demand; senate pro-tem and governor said it won't happen in next two years

Merging – initially cost more than it saved in Georgia; we are currently centralizing/sharing key functions that make sense and are planning to do more of this; lose alumni private donations may offset any savings realized

Personnel flexibility – still in UNC legislative agenda because seeing vesting rights, etc. starting to erode and UNC system has more of a vested interest

Value not placed on employees working for the university/state like those in the private sector and it is unfortunate and needs to change

Third tuition waiver added – hope that it will go through and thinks it is very important as a part of our strategic plan

Federal reporting requirements for student enrollment is flawed and creates a misrepresentation due to the way it reports, wants to fix this so we are capturing our true student numbers

9:30 -- 9:35 am	Call to Order – Chuck Brink • Staff Assembly Mission Statement – read by Chuck Brink • Conflict of Interest Statement – read by Chuck Brink
9:35 -- 9:45 am	Roll Call – Mandee Lancaster 53 in attendance; quorum established.
9:45 -- 9:50 am	Approval of the Agenda & January 28, 2013 minutes– Chuck Brink Agenda: Motion – Pernell Bartlett; Second – John Gullo; passed unanimously. Minutes: Motion – Katherine Sbarbaro; Second – Byron Riddick; passed unanimously as amended. Replace “agenda” with “minutes”.
9:50 -- 10:00 am	Chair’s Report -- Chuck Brink BoG completed 5 year strategic plan; approved tuition and fees for the year approved for the year; University Legislative Day seemed successful, requested staff raises and want the best practices document to come out at the same time as the SPA act rewrite; will know more at the end of May regarding the budget; April is sexual assault awareness month; UNCP celebration of 100 year anniversary of the first native American-founded school UNC-TV working on a story for each campus and is committed to helping the brand of the university
10:00 -- 10:30 am	Strategic Plan Efficiencies - Kevin Fitzgerald, Chief-of-Staff Key strategic initiatives: Improving graduation rate - working with the military (FSU and ECSU cited as examples) - working with community colleges Improving quality of education - improved coordination of general education requirements across campuses - assessment of quality - e-learning – how to scale on a system-wide basis Service to the state - core strategies (military, big data, biotech, etc.) - healthcare initiatives - teacher prep (K-12) - UNC-TV strategy to make best use of the opportunities Efficiency - shared services (residency, internal audit, financial aid, IT infrastructure, strategic sourcing/bulk purchasing) - active portfolio management (working to get academic programs more streamlined and the resources are being allocated where they need to be, even if it means eliminating some programs) - energy savings - carry-forward reform (manage budgets so there is savings carried-forward from year to year) - staff/supervisor ratio

In general, university system does not get credit for the efficiency work that has already been done and for how efficient we actually are; the number of degrees grew by 8,000 in the last 10 years and the cost per degree has decreased by $10,000

Sustainability

10:30 -- 10:45 am — Administrative Report – Ann Lemmon

Overview of structure at UNC-GA: Four direct reports to Tom Ross: Kevin Fitzgerald (External facing administrative side); Charlie Perusse (internal facing administrative side); Suzanne Ortega; Laura Field (?)

NCCU and UNC-CH named new Chancellors, UNCSA hoping to have a new Chancellor by July 1st

DataMart (data warehouse) will create much efficiency and help reporting temporary employees needing insurance benefits

10:45 -- 11:00 am — Break

11:00 -- 12:00 noon — Committee Breakouts

- Budget/Planning – Board Room
- Communications/Technology – Chancellors Room
- Governance - Conference Room A
- HRDB - Conference Room C
- Nominating – Chancellors Room
- Staff Development - Board Room

12:00 noon -- 12:45 pm — Lunch

12:45 -- 1:00 pm — Roll Call – Garrett Killian

49 in attendance; quorum established.

1:00 -- 2:00 pm — Ombudsman Presentation – Wayne Blair, UNC-CH Ombudsman & Laurie Mesibov, – University Ombuds

Talked about Univ. ombuds program as it is at UNC. Distributed a handout. Operate under 4 principles. This will be their 9th year. They handle approx. 500 cases per year and meet approx. 2000 people per year. 1st – confidentiality: Notes that may be taken are destroyed. They do not maintain records with any names. They do not do anything unless given permission, but reserve the right to say no. They are not under any legal obligation to do anything about items discussed unless imminent harm is at risk. They have never had a case come up where they have had to break confidentiality. 2nd – designated “neutral” for the University. They will help people decide for themselves. 3rd – informal: There is no record. Everything is “off the record.” They do not participate in any formal processes. They help people help themselves – ex: mediating a dispute. 4th – independent: They are state employees but no one oversees their schedule. They report directly to the Chancellor but do not discuss specifics with the Chancellor – just broad trends and suggestions.

Meetings can occur anywhere and at any time – not always in an office during business hours. They listen and give the visitor options as to what is best for him/her. They refer to themselves as the “reality check” for the visitor. They help people to address their issues. Contacts with the ombuds are voluntary. There is no charge for their services. One thing they do is help people clarify what they are looking to get out of their particular situation. They do schedule meetings with the employee and supervisor, but both must agree to the meeting – which is “off the record.”

Questions were taken from the floor.

2:00 -- 3:00 pm

Committee Reports – Committee Chairs

- Budget/Planning – Debbie Robertson: pass

- Chairs – Pernell Bartlett: Been working on Best Practices doc with HRDB committee. Been getting input from Chairs for golf tournament. Next meeting is the last Friday of the month. Working to finalize best practices doc by end of June. Upcoming Chairs introduced themselves. Debbie needs a list of who is rolling off/on as delegates as soon as they are identified.

- Communications/Technology – Mary Susan Williams: Working on next newsletter (Spring) that will be going out early May. She needs campuses to send her their report for the "month of service" from April for the upcoming newsletter. Working to develop a listserv to email directly to committee. Also looking for additional committee members. Contact MS

- Governance – John Gullo: Reviewed work from past couple of months that Sissy started on the policy/procedure manual. New by-law addition for chair-elect position so it mirrors what the vice-chair does. John read the proposed change, which requires a 2/3 vote. Chuck called for discussion. There was none. Vote: For - 35 Opposed – 1 Abstain – 1.

- HRDB – Sharon Mitchell: Presented a pay resolution. Committee met approximately 3 times via phone to work on resolution. Chuck commented it would be hard to ask for a specific amount for a pay raise given budget circumstances. The resolution asks President Ross to advocate on our behalf and support a cost-of-living increase. Chuck read the entire resolution and called for discussion. Katherine ASU moves to change the word "to" to "vs." in the last whereas so it says "lost ground vs. the cost of living". She withdrew the motion. Katherine (ASU) moves to insert "compared" in front of the word "to". No 2nd for the motion. The motion dies. Daphine NCCU moves to insert "lost ground **as it applies** to the cost of living" Patrick Jones UNCC 2nd the motion. Vote: in favor – 16, Against – 12, Abstain – 6. Motion carries for changing the verbiage. Sharon read the new WHEREAS statement as changed. Vote for resolution as amended: in favor – 42 Opposed - 0 Abstain – 0. Resolution passes as amended. Danny asked to have links to the 2009 and 2012 letters as referenced in the resolution.

- Nominating – Laketta Lee: Vice chair, sec, treasurer, parliamentarian, and 2 at large positions will be open. Things will be done electronically. 2 new committee members were introduced: Velappan Velappan FSU and Terry Locklear UNCP.

- Staff Development – Kathy Mueller and David Enblom: Jenny ECU spoke on behalf of David. Been working on finalizing doc for development. Working to finalize an application for scholarship. Chuck announced this committee needs more members!

3:00 -- 4:00 pm

Campus Updates – Campus Chairs

ASU: SS got an office on campus – waiting on renovations. Chancellors Advisory Committee is meeting on the 29th. ASU is moving to the Sunbelt Conference in all sports.

ECSU: Met with HR to talk about processes on campus.

ECU: Staff Appreciation Week this week. Main highlight is the meal voucher. I also have a t-shirt to show everyone; Working on first ever strategic plan; Elections are in progress. May meeting will be executive committee elections; Awarding one scholarship (Children of SPA employees) to 2 recipients ($1000 each) for the Fall semester.

FSU: Just celebrated founders day. Staff Appreciation is the week after graduation – May 13-17. Features a big banquet on Friday – semi-formal event where they award employee of the year. New student center being built.

NC A&T: Held a food drive for the Have a Heart Campaign. Collected over 900 lbs of food so far. Had two discussions w/ Chancellor and faculty chair on shared governance. April 23 – annual staff senate forum. May will celebrate employee appreciation day (or two) – not decided yet. Got approval to be "at the table" of their Board of Trustees meetings!

NCCU: Scholarships are continuing each semester. Had a successful Have a Heart Campaign. Had a walk-a-thon last Saturday – successful event. Ongoing chancellor's transition team – keeping them busy. Installation ceremony around early 2014. Preparing for May elections.

NCSSM: March 23 – had 4th annual food drive. Got 10,320 lbs of food and $9000 in cash. In 4 years, they have collected over 1 million pounds of food. 500 volunteer hours were put in by students/faculty/staff. Job study was completed in Feb. Waiting to hear back from OSP with final results. Their prom is this weekend.

NCSU: For Have a Heart, raised 1200 lbs of food. Put "continuous" food bank box in Holliday Hall (admin building). They are continuing to have to empty the box. Lunch n Learns continue w/ free seminars – some face to face and some webinar. Had employee appreciation day over spring break – got to go to baseball game free during work day. New student center is being built. Working with athletics so children of staff can get a discount to attend summer athletic camps. Next, SS will be doing this with non athletic camps. VC finance/admin is working with Staff Senate to set up a discretionary fund in their budget. Will have Board of Governors presence at the University Staff awards day in June. "Give A Shout Out" ongoing and a big success.

UNCA: Chair not present. Joint faculty/staff picnic planned end of April

UNCC: Recent increase of 50-60 staff positions. Football scrimmage April 20 to work through bugs in preparation for first ever football game in August. Reported to Board of Trustees in February. Annual campus clean up was last month. Chancellor provided some release time to participate. Collected 580lbs of food for Have A Heart. Preparing for upcoming elections.

UNC-CH: Community garden – got permission to expand to 14,000 sq feet. Funded 4 notary public classes over the past year. Will be licensing a Rosetta Stone program with 25 licenses for one year for any language – staff dev. Fund will pay for this. Launched a Facebook page. Delegate elections are in progress. May 21 – Community meeting with President Ross to talk about "state of the University". Just concluded the chancellor search. She will be installed on Oct 12 (University Day). Encouraged everyone to invite Art Pope to speak on their campus. Said he was a very good speaker.

UNCG: no representation

UNC-GA: Max O Gardner award – faculty member from ECU won – Dr. Sam Sears. UNC TV produced a show that airs April 15 at 7:30.

UNCP: Terry has only been in place since Feb 27. Elections coming up in a couple of months. UNCP celebrates their 125th anniversary this year. During Spring break, they

had a Spring Bash for staff. Backpack for Pals program – with Public Schools of Robeson County – collected food for the program. STAR employee program – winners get a free parking space (name on sign).This replaced the employee of the month program. Terry is serving on the Chancellor's Budget Advisory Committee – working to get everyone up to 80% of market.

UNCSA: Having their 50th anniversary this Fall. Chancellor's search is wrapping up. Hope to have someone named by July 1st. 4 construction sites have been started. Lots of construction going on. Had a recent "all staff" meeting with administration. Over 100 staff attended – very successful.

UNCW: Collected around 1600lbs of food for Have A Heart campaign. Feb the international dept gave SS $1000 budget to hold a croquet event. Chancellor participated and the event went well. They want to do something similar next year. March they held a staff forum – about 92 attended. The chancellor and HR director spoke about bringing staff up to 80% market rate and about other issues. UNCW has re-done their mission statement. Waiting on BOT to approve. Giving out 2 $500 scholarships in the Fall and Spring. Rec Center expansion in progress. Parking fees will increase next year.

WCU: Made some recent by-law changes to moving to 3 year terms. Just completed senate elections. Had 30 staff members participate in a "day of service." Scholarship – yard sale raised $714. Will be awarding 3 $1000 scholarships. Campus master planning is ongoing – have representation on several of the task forces. Have representation on PPC committee.

WSSU: Recognized by SECC for "growth in giving" award – they exceeded their goal for the 2nd straight year. Chancellor was recently invited to White House and featured in Winston Salem Journal. New student activity center is scheduled to open June 1. 1st annual WSSU yard sale is coming up to raise funds for Staff Senate.

4:00 -- 4:30 pm	Travel Documents & Reimbursement – Debbie Robertson
4:30 pm	Adjournment
6:00 to 8:00 pm	Optional Dinner at The Tobacco Road Café (beside Aloft; separate checks)

Tuesday, April 16, 2013

9:00 – 9:15 am	Open Meeting – Chuck Brink
	Read COI Statement & Review SA Mission Statement
9:15 – 9:30 am	Roll Call – Mandee Lancaster
	45 in attendance; quorum established.
9:25 – 9:30 am	Approve Agenda – Chuck Brink

Motion – Pernell Bartlett; Second – Jackie Overton; passed unanimously.

Chuck Brink discussed service to the assembly and our purpose. Need to continue our work on the best practices document to get it completed.

Mary Susan Williams gave a Communications report update – adding committee updates to the newsletter.

Pernell Bartlett requested that all chairs send pictures of their Staff Assembly delegation so we can put faces to names for the next meeting.

9:30 – 10:30 am

Benefits Update – Brian Usischon, Associate VP for Benefits

Health Care Reform:

Goal of ACA is to expand coverage to all Americans and to help control healthcare costs overall; major implementation to be completed by January 1, 2014; Phase I: 2010-2013 extension to age 26 for dependents regardless of student status, FSA cap changes; Phase II: 2014 and beyond (adding 50 million more people to the insurance system may affect quick access to care) individual mandate, insurance exchanges (state will not run the exchange but will rely on the federal government to run the exchange), Medicaid expansion, employer mandate (50+ employees have to provide, "pay or play", temporary employees (30 plus hours and student employees must be covered but legislature not providing the money to cover them)

House Bill introduced to allow for expansion of eligibility in SEHP

Temporary employees: average of 30 hours/week or 130 hours of service per month, multiple ways to calculate; faculty – 3 hours/1 credit hour; right now they are asking us to classify as reasonably as possible; control may be at General Administration level or campus level

Full-time employee at UNC: student employees that work 30 hours/week; temporary employees (non-student employees) that work 30 hour or more per week, post-docs, Graduate RA/TAs, adjunct faculty

Student healthcare: student insurance – they pay; employee insurance – you pay; only considered employees if work 30 hours a week or more; students have to be offered the coverage but they can choose to opt out and keep their student insurance

Measurement period: 3-12 months of 2013; if qualify then come in to the stability period of the next year regardless of what working in the current year

Dual employment is a factor for eligibility, especially for the University system as a control, may get around it if control is at the campus level or campuses split costs

Does not see this being repealed with new administration, just some changes

Multiple taxes/fees to fund the insurance expansion

State Health Plan:

Plan year changes to calendar year January 1, 2014; short plan year runs July 1 through December 31 is a negative enrollment; new consumer driven plan option (high deductible plan with a health reimbursement account available January 1, 2014); three surcharges for active and non-Medicare retirees who enroll in the buy-up 80/20 plan or the Consumer Driven Health Plan

Annual enrollment – July 1, 2013 online enrollment for COBRA; telephonic enrollment; primary care provider (PCP) functionality available; employer portal/electronic billing

Annual enrollment effective January 1, 2014 – healthy incentives, copay reductions in Blue Select Network, premiums will increase by 4.7% for members and dependents (two consecutive years of this increase)

Overall, there will be employee monthly premium credits and incentive rewards for plans above 70/30

	William Fleming: courtesy update, we do not expect the Staff Assembly to be benefits experts; refer people to campus HR and work with them to communicate effectively; no need to create angst; work through your campus HR department as a professional courtesy
10:30 – 11:00 am	Legislative Update – Jonathan Kappler, Director of State Government Relations
	Legislature is primarily new
	Policy agenda – eligibility in ORP for SPA; modify definition of volunteer; consolidate employment authority; modify tuition assistance from two the three
	Bills: SB480 self-liquidating capital bill; SB485 a placeholder vehicle for an omnibus bill to contain priorities
	Early in process, so no legislative language but feel some will move forward but not sure which ones yet
	Tracking approximately 100 bills that may affect the university system; just because something has been filed does not mean it is law – working with legislature to modify or die
	William Fleming: personnel authority is irrespective of funding
11:00 – 11:30 am	Budget Update – Jonathan Pruitt, Associate VP for Finance
	See handout for summary of governor's budget
	2013-2014: 2.9% net reduction; 2014-2015: 1.5% net reduction; allocated 50,000,000 in next two years for repair and renovations
	Bill to provide in-state tuition for veterans
	Management flexibility reduction allows the system to make the decisions about where to cut instead of legislature deciding for the system
	Chuck Brink comments prior to lunch: facilities contact at GA John Neville has been here for 30 years; C.D. Spangler (former UNC System President) endowed a distinguished professorship in John Neville's name
	Staff Assembly only meets quarterly so it is hard to get work done; plan time to work on Staff Assembly into your day; use initiative to get information yourself and are prepared to engage the speakers; we may not agree with everything but always bring solutions to the table along with any complaints
	William Fleming: important for us to bring input to the speakers as to what is going on at our campuses
	Discussion about difficulties with supervisory support for Staff Assembly and Staff Senate/Council activities – maybe establish a taskforce for workplace environment that includes faculty and staff; support at senior leadership level but immediate supervisors are where the support is lacking in individual cases
11:30 am -- 12:30 pm	Lunch
12:30 -- 12:45 pm	Roll Call – Mandee Lancaster - No roll call necessary.
12:45 -- 2:00 pm	Best Practices & Principles Document Introduction – Pernell Bartlett/Chuck Brink

Set up committee to make final touches/edits to the best practices document; Chuck Brink, Pernell Bartlett, Keith Dupuis, Joseph Foster – need five more people to volunteer

ECU working on Chapter 2 of the document; HRDB committee is working on Chapter 8 (Workplace Environment and Health); NCSU is working on Chapter 1 (Equal Opportunity) and UNCP is working on Chapter 3 (Employment and Records); these sections are due June 1, 2013

Ann Lemmon: What part of the employment record should be public should be the focus of that section (Chapter 3)

Danny Nyugen: Make sure cite the OSP document after each portion and make the word a link to the website to shorten

2:00 – 3:00 pm

General Session of the Assembly

Unfinished Business

ASU addition to campus update: April 8th, President Ross came to campus and Staff Senate met with him for 30 minutes; 7 scholarships awarded this year (annual basis)

Susan Colby: Call for tournament volunteers and t-shirt purchases

New Business

Kevin Snook suggested table tents to help with meetings – he offered to help facilitate that if Debbie Robertson needs help

Kevin Snook: outsourcing as a possibility for food services was mentioned by Tom Ross – ASU and NCSU do not outsource and are concerned about losing staff; a discussion of various outsourcing on campuses ensued (IT, housekeeping, food service); staff should be more involved in the efficiency studies and discussions

Announcements

Charlie Perusse had a child and the family is doing well; Dick Christie is new Athletic Director at UNCP (came from NCSU); please attend the golf tournament on June 12th; LaTonya Amos and Nyambi Shannon are both graduating with their Master's in May 2013; ASU rebranded from Staff Council to Staff Senate

Remarks

Chuck Brink: Please continue communicating with your campuses!

3:00 pm

Adjourn

Motion – Garrett Killian; Second – Jackie Overton; unanimous approval.

The next full meeting of the UNC Staff Assembly is Tuesday, July 30, 2013