DRAFT MINUTES

University of North Carolina Staff Assembly
Executive Committee
14 March 2012

Present: Charles "Chuck" Brink, Pernell Bartlett, Adam Reagan, Katherine Sbarbaro, Bonnie Derr, Jason LaVigne, Kelley Eaves Boykin. **Also present:** UNC-GA Liaisons – Ann Lemmon, Debbie Robertson.

The regular monthly meeting of the UNC Staff Assembly Executive Committee was held on Wednesday, March 14, 2012, at 2:00 p.m., via videoconference and telephone, the Chair and the Secretary being present. The minutes of the last meeting were distributed via email to the members prior to the meeting, and were approved as presented.

During the brief debate concerning the minutes of the last regular meeting, Ms. Derr moved, "that, in future, minutes will adhere to guidelines for content and structure as set forth in RONR (11th ed.), §48. Minutes and Reports of Officers." The motion was adopted.

The Chair stated that, at the February meeting of the UNC Board of Governors, he joined the Chairs of the Association of Student Governments and the Faculty Assembly in supporting President Ross's proposed tuition plan.

Ms. Lemmon presented an update on current happenings at UNC-General Administration. Items of note were:

- President Ross, several members of the Board of Governors, and some others are currently engaged in an educational mission to China.
- Anita Watkins, GA Legislative Liaison, has tendered her resignation in order to accept the position of Community Relations and Legislative Liaison at Rex Hospital. President Ross has announced that Lyons Gray will take over her responsibilities until a successor is named.
- The Board of Governors convened a special meeting in March to discuss the legislative agenda priorities and budget request for AY 2012-2013. Further details will be provided when available.
- GA offers its congratulations to all UNC-system schools who have reached the NCAA Basketball playoffs.
- No official word yet regarding a pay increase for UNC employees.

The chair stated that President Ross met with Senator Richard Stephens and Dana Cope of SEANC, on Thursday, March 8, 2012. After the meeting Sen. Stephens announced that he, and the legislature, is committed to "going forward with SB 575."

UNC-GA is still collecting feedback regarding the draft "Guiding Principles" document. All campuses have been directed to send their feedback to William Fleming, UNC-GA Vice President for Human Resources. All feedback will be considered, and a final draft will be submitted to the Board of Governors for their review and approval at their April meeting. Discussion followed concerning methods used by different campuses to disseminate the draft "Guiding Principles" document and solicit feedback from staff.

Ms. Derr, reporting on behalf of the Staff Development Committee, provided details regarding the planned fundraising golf tournament to support the Janet B. Royster Staff Scholarship Fund. The event will be called the "Staff Assembly Chancellors Cup," and is scheduled to take place on June 15, 2012. Total associated costs to Staff Assembly will be in the range of $9,000-$10,000, but the committee estimates that net profit from the event will be approximately $15,000. Entry fee for each team will be $1,200, and every participant will receive a gift bag. Tickets for raffle prizes and "Free Mulligans" will also be sold at the registration table. Campus chairs will be asked to secure one or more prizes from their campus bookstore or other sources to be donated

for the raffle. A BBQ lunch will also be provided. Volunteers will be needed to show a strong Staff Assembly presence.

The past-chair has agreed to provide Executive Committee oversight to the HRDB Committee.

The chair stated that no one has volunteered to serve as Recording Secretary. The chair asked the secretary to send him (via email) a list of campuses that regularly bring alternate delegates to the quarterly general body meetings. Ms. Derr moved "that the chair contact two campuses and assign each of them the responsibility of recording secretary for the next two regular quarterly meetings; one campus will be responsible for the April meeting and the other for the August meeting." The motion was adopted.

The chair submitted two versions of a letter to President Ross addressing the issue of salary increases for UNC staff employees. After debate, the committee agreed that the chair will send the selected letter back to the HRDB Committee with approved amendments, and instructions to revise the letter as indicated. The final draft of the letter will be resubmitted to the Executive Committee at its next meeting for approval.

Spring Regular Quarterly Meeting: The chair suggested inviting Brian Usischon, UNC-GA Associate Vice President for Human Resources & University Benefits Officer, to address the general body concerning benefits and possible improvements thereto. Ms. Lemmon requested that approximately one hour dedicated to a training program regarding ethics and conflict of interest procedures be placed on the agenda. The vice-chair proposed a two-day meeting with a combined Executive and Chairs Committee meeting dedicated to finishing work on the HR best practices re SB 575 to begin the first day. The chair discussed possible alternative dates for the spring quarterly meeting due to Board Room scheduling conflicts at GA. After extensive debate, the chair stated that additional alternative dates will be sent to the executive committee for consideration.

The communications officer gave an overview of items/topics to be included in the next edition of the Staff Assembly Newsletter: Chair's report, continuing publicity regarding the "Guiding Principles," details of the Have-A-Heart Campaign, and a campus spotlight report.

The meeting was adjourned at 3:45 p.m.

Katherine Sbarbaro
Secretary and Treasurer

Next meeting of the Staff Assembly Executive Committee will be Wednesday, 11 April 2012, at 2:00 pm via videoconference.