

**University of North Carolina Staff Assembly
Executive Committee
13 June 2012**

Present: Charles “Chuck” Brink, Pernel Bartlett, Adam Reagan, LaRee “Sissy” Hendricks, Katherine Sbarbaro, Andrea Branch-Jacobs, Bonnie Derr, Jason LaVigne, Kelley Eaves Boykin. **Also present:** UNC-GA Liaisons – Keith Dupuis, William Fleming.

The regular monthly meeting of the UNC Staff Assembly Executive Committee was held on Wednesday, June 13, 2012, at 2:00 p.m., via telephone, the Chair and the Secretary being present. The minutes of the May 15, 2012 meeting was distributed via email to the members prior to the meeting, and was approved as corrected.

Due to a scheduling error/mix up, the Secretary’s location lost connection to the video-feed, and some time was spent assessing the problem and determining the best way to reconnect to the meeting. The Secretary was advised to return to her office and reconnect via a teleconference call in number. The Secretary reconnected to the meeting approximately 20 minutes later.

William Fleming, Vice President for HR, provided an HR update. He shared details concerning wage or compensation increase proposals included in the House (\$250 one-time bonus + 40 hours of extra leave + elimination of 10%/\$10K rule) and Senate (1.2% increase for SPA and 1.2% pool for EPA + open up ORP for new employees) budget proposals for UNC staff. BOG is scheduled to meet this week. This is an especially important meeting as Board elections are scheduled to occur during the meeting in addition to membership changes for all Board committees. UNC-GA will need to find a new sponsor in the NC legislature to “carry the standard” for the Personnel Unification proposal as Sen. Stephens is not running for re-election. The Chair stated that work on the Best Practices document will continue, but that the timetable will be relaxed and it will be moved to the fall meeting.

The Communications Officer (Adam Reagan) shared that the Communications Committee needs a primary focus for this month’s newsletter in addition to the regularly featured Chair’s Report and the Campus Update section which will focus on UNC-Pembroke. Adam asked for suggestions as to the primary focus content. Since the newsletter will be published at the end of the month, several committee members suggested the focus should be on reporting the results of the golf tournament, including some pictures. The Chair asked that the following details be included in the report: total dollars raised, how much is going into the scholarship fund, which school won and the names of the winning team members, and a picture of the trophy. The Secretary asked if the newsletter could be automatically posted to the Staff Assembly website. Adam agreed.

The Chair reiterated Mr. Fleming’s remarks concerning the UNC Personnel Unification proposal’s absence from both the House and Senate budgets. He said the Vice Chair and he agreed to continue with the Best Practices document because so much time has already been put into it, but that we can relax the time schedule and not press for a particular end product.

The Parliamentarian and Governance Committee Chair (Sissy Hendricks) introduced the Chair-Elect Job Description in Detail and asked for input concerning needed language changes. This document will be inserted at the back of the Procedures Manual. She asked for the Executive Committee’s “pre-approval” of the document with the understanding that it will be finalized by the Governance Committee before distribution to all Assembly Delegates. The Executive Committee authorized Sissy to move forward with the document. Next item introduced was the Communications Officer Job Description. At issue is the completeness of the duties included, and will be a Procedures Manual change only. The document was deemed complete as to content and the Executive Committee authorized Sissy to move forward with finalizing it.

The Staff Development Committee Chair (Bonnie Derr) provided an update on the final preparations for the "First Annual" Chancellor's Cup Golf Tournament. Susan Colby deserves accolades for all her leadership and hard work serving as the primary organizer of the event. All teams have been organized. Participants include three UNC-System Chancellors (NCSS&M, NCSU, UNC-W), one Chancellor's son (UNC-C), three golf coaches, one head football coach (WSSU), Tory Holt (NCSU & LA Rams), various deans, vice-chancellors, and associate vice-chancellors, and President Ross. BOG is also fielding a team, and two other BOG members are playing on campus teams (Jim Deal for ASU, and one other). Royster Family is fielding two teams and one family friend will be playing on the President's team. Twenty teams have paid to participate. A singer may be performing. Twenty-five Staff Assembly members have signed up to volunteer.

The Chair asked one of the At-Large Delegates (Andrea Branch-Jacobs) if the committee should again attempt to reschedule the month meeting to another time when she can attend. She informed the committee that no change was necessary due to staffing changes on her campus, as well as her own transition to Past-Chair of her staff organization.

The Chair asked the committee to review the proposed future committee meeting dates listed on the agenda and asked for feedback. After a brief discussion, the proposed dates were approved by the committee.

The meeting was adjourned at 3:41 p.m.

Katherine Sbarbaro
Secretary/Treasurer

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