

DRAFT MINUTES

University of North Carolina Staff Assembly Executive Committee 12 September 2012

Present: Charles “Chuck” Brink, Pernell Bartlett, Adam Reagan, LaRee “Sissy” Hendricks, Katherine Sbarbaro, Jason LaVigne.

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

The regular monthly meeting of the UNC Staff Assembly Executive Committee was held on Wednesday, September 12, 2012, at 2:00 p.m., via videoconference, the Chair and the Secretary being present, the meeting was called to order. The minutes of the May 21, 2012, June 13, 2012, and July 11, 2012 meetings were distributed via email to the members prior to the meeting, and were approved as corrected. The meeting agenda was also approved.

The Chair met with President Ross on August 30, 2012 regarding campus support information submitted by the Campus Chairs. President Ross expressed support for initiatives aimed at “leveling the playing field” for our staff organizations across the system. President Ross asked for, and the Chair provided him with, a list of the top three concerns contained in the report which are as follows:

1. Provide some form of funding/support to the home department of each Campus Chair (as well as the Staff Assembly Chair) to offset the time given to Staff Assembly work.
2. Place Staff organizations on an equal footing with their sister Faculty organizations (President Ross shared this item with all UNC Chancellors).
3. Not provided.

The Chair was invited by Ms. Lemmon to meet with the Human Resource Council. They asked about Staff Assembly’s goals, and several participants expressed “some astonishment” that SA had chosen to create the “Best Practices” document. The BOG will meet later this week, and further information concerning their agenda/discussions will be available at the next Executive Committee meeting on October 10th.

Ann Lemmon, Associate Vice President for HR, provided an HR update. Kevin Fitzgerald, who came from UNC HealthCare, is replacing Jeff Davies as Chief of Staff; however, President Ross is considering a re-organization, and details will be announced next week. The UNC “Compensation Network” are meeting next week, and will be working on issues related to staff employees who are “newly eligible” for ORP participation, as well as upcoming flex benefit enrollment, etc. All LI raises for SPA employees should have been processed by now. UNC-GA is pushing for a September completion of LI raises for EPA employees – this process was delayed due to the requirement for BOG approval. She also suggested the Executive Committee review the University of Wisconsin website for examples of best practices relative to “organizational transformation.”

The Chair distributed an updated version of the Staff Assembly position statement concerning personnel authority, which was published in spring 2011. A brief discussion followed. The Vice Chair moved, “that the statement be accepted with the word change ‘transferred through legislation.’” The statement, with the proposed change, is as follows:

The UNC Staff Assembly acknowledges that there are many unanswered questions, heartfelt concerns and diverse opinions surrounding the proposal to unify the University’s Personnel Systems and possibly separate from the Office of State Personnel and the State Personnel Commission. We recognize that change of any nature is unsettling, but President Ross has given his assurance that if Personnel Authority is ~~legislated~~ transferred through legislation to the Board of Governors, staff input will be gathered and that staff participation is integral in the design of and implementation of a Human Resource system. The Staff Assembly will work with the General Administration to ensure that all employee concerns are addressed.

DRAFT MINUTES

The motion was adopted. The Chair asked the committee if they wanted to present this statement to the assembly for a vote at the next quarterly meeting. The Vice Chair suggested that it be included on the agenda as an information item "at minimum." The question was not settled.

The agenda for the fall quarterly meeting was amended to include ethics training and reading of the COI policy statement and completion of the signature form. The Chair requested that the Vice Chair collect and forward details concerning outgoing delegates to ensure they are properly recognized at the meeting. Debbie Robertson agreed to create a webpage for each standing committee to include a list of all committee members.

The Parliamentarian, on behalf of the Governance Committee, submitted bylaws changes with their associated job descriptions for the approval of the Executive Committee prior to submitting them to the full Assembly for a vote: all documents were distributed to the Committee prior to the meeting.

The first bylaws change/job description recommended for approval concerned the office of Past Chair. A brief discussion followed which identified two corrections to the document as follows: 1) the wording in the first paragraph "chosen for" be changed to "elected to," and 2) under "Specific Duties and Responsibilities" item #3 and item #4 should be removed. The Vice Chair moved "that the Staff Assembly Past Chair bylaws change/job description be accepted with the two noted corrections." The motion was adopted.

The second bylaws change/job description recommended for approval concerned the office of Communications Officer. The Communications Officer moved "to accept the bylaws change/job description for the Communications Officer as it's written." The motion was adopted.

The third bylaws change/job description recommended for approval concerned a Delegate [to the Assembly]. The Vice Chair moved "that the bylaws change/job description for Delegate be accepted as written." The motion was adopted.

The fourth bylaws change/job description recommended for approval concerned the office of Parliamentarian. An At-Large Delegate moved "that the bylaws change/job description for Parliamentarian be accepted as written." The motion was adopted.

The fifth bylaws change/job description recommended for approval concerned the office of Vice Chair. A brief discussion followed which identified two corrections to the document as follows: 1) under "Term" include the words "odd year election," and 2) in item #4 under "Time Commitment" add "2-4" hours/month. An At-Large Delegate moved "that the bylaws change/job description for Vice Chair be accepted as written." The Parliamentarian moved to amend this motion by replacing "as written" with "with the suggested changes." The motion was adopted with one "nay" vote recorded.

The sixth bylaws change/job description recommended for approval concerned the office of Chair. The Vice Chair moved "that the Chair bylaws change/job description be accepted as is and forwarded to the body." The motion was adopted with one "nay" vote recorded.

The Communications Officer, reporting on behalf of the Communications & Technology Committee, advised that an announcement had been sent to the Campus Chairs Committee reminding them that the deadline for submission of nominations for the Erskine B. Bowles Staff Service Award has been extended to September 28, 2012. The next edition of the newsletter will contain an announcement of the award winner, and will be published following the fall quarterly meeting.

The Chair, reporting on behalf of the Staff Development Committee, advised that they are awaiting confirmation that the funds raised by the 1st Annual Chancellors' Cup Golf Tournament have been transferred to UNC-GA. A temporary fund has been established pending the creation of a permanent fund to receive further monies to support the Janet B. Royster Memorial Staff Scholarship Fund. The "fund document" and the criteria and procedures for the scholarship award process are almost complete. It is anticipated that the scholarship will become "official" by the spring semester, and money awards may begin sometime before the end of 2014.

The Chair, reporting on behalf of the HRDB Committee, advised that the committee has "gone through a leadership change." The Committee will have the first meeting under the new Committee Co-Chairs on September 21st. The Vice Chair has agreed to attend for the Chair. Sharon Mitchell of NCA&TSU is one of the new Co-Chairs. The Committee will begin to draft a resolution to change the language of the leave policy which

DRAFT MINUTES

would allow staff employees of the university system to use any type of accrued leave in the event of a natural disaster as declared by the Governor of North Carolina.

A question was raised as to the reason the Chair of the HRDB Committee was removed. The Chair responded that the Committee conducted business during “unscheduled meetings” and were “conducting business off-line and not using the listserv and being open about what they were doing.” A second question was raised as to whether the conducting business on-line was required by the bylaws. The question was ignored. The Chair stated that he, along with the Vice Chair and Ann Lemmon, met with the Committee during the July quarterly meeting where he recommended changes to the way they were conducting business, but the Committee did not act on these recommendations. The Secretary stated, for the record, that the Staff Assembly Delegation from ASU have discussed this removal and instructed her to register their formal protest against the unilateral decision by the Chair to remove the former Chair of the HRDB Committee.

The Vice Chair, reporting on behalf of the Campus Chairs Committee, reported that they are working on the “Best Practices” document, and several documents have been forwarded to the HRDB Committee. He will contact each Campus Chair before the quarterly meeting to discuss the status of their assigned work.

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

Katherine Sbarbaro
Secretary/Treasurer

Next regular monthly meeting of the UNC Staff Assembly Executive Committee will be Wednesday, 10 October 2012, at 2:00 pm via videoconference.