

**UNCG Staff Council**  
**February 9, 2006**  
**Virginia Dare Room, Alumni House**

*Attending:* Jodi Barber, Linda Bennett, Karen Christensen, Pat Combs, Karen Core, Mary Early, Erin Fox, Brenda Hemphill, Kerry Hinshaw, Judy Lillis, Diane Logan, Kelly Meris, Amy Moore, Lee Odom, Karen Ritter, Angela Scott, Trina Smith, Bob Snyder, Maricia Terrell, Paula Terrell, Scott Walser

Ex-Officio attending: Alan Bridge, Deb Hurley, Sharlene O'Neil

*Absent with notice:* Joella Anderson, Lisa Benatti, Amy Berrier, Jennifer Clark, Sherri MacCheyne, Kelly Meris, Kathleen Mooney, Cheryl Sarratt, Cindy Webster, Setenna Wyatt, Bill Zahn

*Absent:* Linda Anderson, Reble Benton, Sarah Cottrell, Thomas Everett, Robin Kallam, Linda Nolte, Glenn Vignola, Bob Snyder, Evan Wade

**Call to Order**

The meeting was called to order by Angela Scott.

**Roll Call**

The roll was passed. There were 21 members and 3 ex-officio members present.

**Minutes of the January 2006 Meeting**

The minutes of the Jan. 12 meeting was approved without changes. Paula Terrell made a motion to approve the minutes. Linda Bennett seconded the motion.

**Human Resource Update**

Alan Bridge updated the group on PeopleAdmin, a paperless recruitment procedure. Once an application is filled out, an account is set up for that applicant. The person may then use the account to apply for additional positions at UNCG by changing the position number and the position title.

Alan also updated the group on some of the renovation projects. Improvements will be implemented in regard to the ADA (Americans with Disabilities Act.). The committee looked at the entire campus to see what changes need to be made and created a master list for improvements. Alan asked Staff Council members to an e-mail to Karen Core at [k\\_core@uncg.edu](mailto:k_core@uncg.edu) with any suggestions of changes that could benefit our disabled staff, students and faculty.

Alan presented the 2007 UNCG academic calendar for approval. The Chancellor, based on the past recommendations of Staff Council, has approved closure of the University on December 31, 2007 in order to save utility costs and provide staff with 11 contiguous days off.

Alan explained that employees who are covered by the State Personnel Act (SPA) may choose to charge leave, make up time, take leave without pay or a combination of these options on that date. If the option of making up time is chosen, caution should be taken to avoid an overtime situation. Since there are few times in a year when an SPA nonexempt employee may work extra hours and not be in an overtime situation, supervisors are encouraged to consult the

UNCG Policy Manual (Section VII.A) or the Department of Human Resource Services for guidance on this issue. Any make-up time granted to employees must be performed within 12 months or the employee will be charged leave or leave without pay. Angie Scott called for a motion to approve the 2007 calendar. Amy Moore made a motion to approve the 2007 calendar and Paula Terrell seconded the motion.

### **Chancellor's Update**

Sharlene O'Neil reported the Chancellor is meeting with the new President of General Administration, Erskine Bowles, along with the chancellors of the other 15 campuses. President Bowles is asking the chancellors for input.

President Bowles' inauguration will take place on the UNCG campus on April 12 at 10:00 am. Invitations have been sent out to approximately 4,000 people. It is anticipated the campus will have an additional 2,000 people on campus that day. The attendees will be using the UNCG Park and Ride transportation system. To accommodate all of the visitors, the drop off and pick up locations on campus may change, as well as the times the buses arrive on that day. Staff may still park in the UNCG Park and Ride lots on Lee Street as usual. All information about changes in the Park and Ride system for that day will be advertised in plenty of time to allow everyone to make adjustments as needed.

The inauguration will be held in Aycock Auditorium with overflow seating in Taylor Theatre. Volunteers will be needed to assist in the activities. There will be a parade and the NC A & T marching band will perform.

Erskine Bowles is originally from Greensboro. He attended Grimsley High School and attended many plays performed at Aycock Auditorium. The inauguration will be the last event at Aycock before it closes for renovation.

### **Campus Recreation Presentation**

Heather Sanderson of the Department of Recreation gave a health presentation. Staff Council members took a lifestyle questionnaire, "What is affecting my health?" Heather told the group that factors influencing health include lifestyle, eating habits, social environment, stress, physical activity, disease and family history.

Heather said, "You are what you eat," and mentioned that fast foods have a toxic affect on the body, contain additives, and produce mood changing effects. She discussed how foods play a role in our health and well-being. Foods can contribute to disease and also help cure illness.

Stress is an important factor in wellness. Stressors include major life changes, daily hassles, job related stress and interpersonal/social issues. During stress, the heart rate and blood pressure increase. Prolonged stress can result in chronic increases in both heart rate and blood pressure.

Recommendations for stress management include:

- Social support - share experiences and feelings.
- Communication - anger management and assertiveness training.
- Physical activity - have fun (no experience necessary) and learn a new activity.
- Nutrition - limit caffeine.
- Sleep - improves mood and supports optimal mental and emotional functioning.
- Time management - set priorities, manage tasks, say no when necessary, take breaks, and walk your mail to another department.

- Incorporate leisure time into your day. Everyone needs leisure time- if you don't have a hobby-get one!

Improving health requires a multi-dimensional approach. Heather suggests staff can make small changes with small habits- take a walk or a break, or take a power nap. A 15-20 minute nap in the afternoon helps to bring down heart rate and blood pressure. Make time for stretching, humor and music.

### **Nominations Committee**

Deb Hurley passed out nominations forms and the time-line for the 2006-2007 Staff Council nomination process. She stressed the fact that staff can nominate themselves. A list of the Nominations Committee members is on the nomination form, along with their e-mail addresses. The forms will be mailed by February 20. Non-voting delegates may run again for a delegate spot.

### **Committee Updates**

#### **Finance - Karen Core**

The state account has \$737.05 and the discretionary account has \$1,247.69.

#### **Employee Enrichment - Brenda Hemphill/Amy Moore**

Staff Council will be showing the "Best of Rosita Perez" video in the auditorium in New Science Building on Friday, February 24. Check-in is at 1:30 pm. Other possible opportunities for employee enrichment activities are being discussed by the committee. Angie Scott asked everyone present who had a cellphone to punch in 6 numbers and stated that the person who made her phone ring would win an autographed book by Rosita Perez, "The Music is You." Maricia Terrell won the book.

#### **Public Relations – Cheryl Sarratt**

No report

#### **Outreach – Pat Combs/Lee Odom**

Staff Excellence Award forms are now being sent out.

#### **Board of Trustees Meeting – Angela Scott / Karen Core**

Karen Core reported that the Board approved a change to allow out-of-state students who are awarded full scholarships to UNCG to be re-classified as in-state in terms of tuition and fees. This action will free additional money for scholarships for other students.

#### **Information Sharing - Highlighting Staff Council Members:**

**Kerry Hinshaw** – Kerry works in Continual Learning on the 3<sup>rd</sup> floor of 1100 W. Market Street. Kerry works with interested parties not affiliated with the University who are interested in holding events on campus. Kerry can determine if space is available in any building on campus. She is also the main event manager for the Weatherspoon Art Museum. On a personal note, Kerry has adopted two retired greyhounds, volunteers for a local greyhound adoption agency, and is interested in learning about breeding.

**Karen Ritter** - Karen works in Institutional Research and her responsibilities include reporting for the Office of the President. She handles reports pertaining to personnel and also has research responsibilities. Currently, Karen is working on developing a statistical model to

predict whether new entering freshmen will graduate in four years. At UNCG, only 27% - 28% of our new entering freshmen actually graduate in four years.

**Scott Walser** – Scott handles IT functions including project management for Financial Planning, and student fee budgets. Student fees support the University’s athletic programs, student activities, health services, facility maintenance, and other items not covered by tuition.

**Other Business-** Angela Scott reminded the group of the Campus Campaign kickoff on February 7. Drinks and donuts will be served, and information will be provided concerning the Campus Campaign. The event will be held at several different locations on campus. Free coffee mugs will be passed out at the kickoff. Angela encouraged all staff to attend and to contribute to the Campus Campaign.

Staff Council will be spending the afternoon at Piney Lake for team building exercises. Immediately following the team building exercises, Pat Combs will be teaching interested members how to make no-sew fleece blankets for the Linus Project. The Linus Project is a nonprofit organization whose mission is to provide warmth to children who are seriously ill, traumatized or in need. The blankets may be donated to the American Red Cross, Healing Hugs Program, Moses Cone Hospital Pediatrics, Victory Junction Gang Camp, Guilford County Health Department, Mary’s House, Tragedy Assistance Program for Survivors and Women’s Hospital NICU.

Karen Christensen reminded Staff Council members to contact Erin Fox (334-5708, ekfox@uncg.edu) if they are interested in joining the Heart Walk planned for June.

**Adjournment**

The meeting was adjourned at 11:30 am.

Respectfully submitted by Karen Core.

**Next meeting:** Thursday, March 9 at 10:00 in the Virginia Dare Room.