

UNCG Staff Council
August 17, 2006
UNCG Faculty Center

Roll Call

Twenty-seven delegates, two guests, and two *ex-officio* members were present.

Attending: (27) Heather Azzu, Jodi Barber, Linda Bennett, Jennifer Clark, Shannon Burks Clegg, Karen Core, Mary Gibbs Early, Joyce Graves, Robin Kallam, Judy Lillis, Diane Logan, Kevin McClain, Amy Moore, Linda Nolte, Scott Milman, Kathleen Mooney, Lee Odom, Ann Perdue, Maricia Terrell, David Vaughan (Chair), Evan Wade, Scott Walser, Mitzi Wilder, Erma Totten Williams, Mike Williams, Suzanne Williams, Lori Wright

Absent with notice: (4) Karen Christensen, Lonnie Ray Davis, Jennie Prince, Cheryl Sarratt

Absent: (13) Amy Berrier, Sarah Cottrell, Willie Dowd, Thomas Everett, Brenda Hemphill, Kerry Hinshaw, Michelle Larsen, Davis Lee, Kelly Meris, John Simmerman, Paula Terrell, Glenn Vignola, Cindy Webster

Ex-Officio: (2) Alan Bridge, Sharlene O'Neil

Guests: (2) Deb Carley, Linda Anderson (attending for Brenda Hemphill)

Call to Order

The meeting was called to order by David Vaughan at 10:00 a.m.

Agenda

Mike Williams moved to approve the agenda, Ann Perdue seconded, and the motion passed unanimously.

Minutes

Lee Odom requested to amend the minutes of the July 13, 2006 meeting to reflect the following changes:

UNCG Staff Excellence awards were presented at the May 3, 2006 luncheon to Mary Culkin and Patty Booker. Deb Carley also announced that nominations for Staff Excellence Awards will also be forwarded to the Gladys Strawn Bullard Award Committee beginning with 2006-2007, and that the name change to University Staff Excellence Awards has become official.

Amy Moore asked for clarification regarding the reporting of non-voting (alternate) delegate attendance in the minutes. The Chair responded that attendance was being recorded for all delegates, voting as well as non-voting.

Lori Wright moved to accept the minutes as amended, Evan Wade seconded, and the motion passed unanimously.

Human Resource Services (HRS) Update

Alan Bridge stated that he had no update though he expects to have an update in September.

Chancellor's Update

Sharlene O'Neil announced that although the General Assembly had previously issued a moratorium on the career banding initiative, UNCG has received permission to band two additional job families by February 1, 2007. The Institutional Services job family contains 184 positions and the Administrative Support job family contains 440 positions so an accelerated effort will be necessary to meet the February deadline. Since HRS will be strained significantly during the next few months, the Chancellor has agreed to issue a moratorium on all requests for classification reviews, which include career-progression adjustments and in-range compensation reviews, from August 15, 2006 until January 2007.

Committee Updates

Employee Enrichment – Amy Moore

Staff Council and Enrollment Services will co-sponsor a Wellness Symposium this fall. Tentative plans for spring semester include a noteworthy guest speaker with broad appeal to various constituents across campus. The Chair suggested partnering with another institution (Elon University or Bennett College perhaps) to pool resources. Scott Milman inquired about release time from work to attend an event. Lee Odom suggested an evening program. Amy Moore asked for additional volunteers to help accomplish committee goals.

Outreach – Shannon Burks Clegg

Campus Weekly will be utilized to promote the Staff Stars program. Other planned activities include Fox 8 Gifts for Kids, an animal rescue book drive, Guilford County gifts for foster children, a heart walk, Light the Night for Leukemia in September, and the University Staff Excellence Awards in May.

Public Relations – Lori Wright

Kevin McClain will be updating the Staff Council website. Delegates are asked to have their photo taken for display on the website. Head shots are available each Wednesday from 9 a.m. to 11 a.m. and 2 p.m. to 4 p.m. in the University Relations studio located at 1100 West Market Street (first floor). Delegates are encouraged to call 334-4748 to confirm availability before arriving. Also, delegates are asked to email their photos to Kevin McClain at krmccla2@uncg.edu. Delegates were further asked to submit Staff Council logo ideas to the Public Relations committee for consideration. In past years the committee has published a brochure promoting Staff Council. This year the committee is considering alternative promotional materials. Amy Moore suggested stress balls. Ann Perdue suggested items that fit on or around a computer monitor. Sharlene O'Neil suggested visor clips. Other committee goals include investigating the possibility of a Staff Council electronic bulletin board and utilizing Campus Weekly to improve communication with constituents. Lori Wright asked for additional volunteers to help accomplish committee goals.

Constitution Review – Suzanne Williams

After carefully researching best practices at other UNC institutions, as well as reviewing the UNCG Faculty Senate instruments of governance, the committee has begun developing a proposal to modify the Staff Council constitution. More information will be provided at the September meeting.

UNC Staff Assembly

Referencing an email regarding the election of delegates to the UNC Staff Assembly (see attached), the Chair clarified the methodology for election as proposed by the Executive Committee and asked for a motion to accept the proposed method of electing delegates. Lee Odom moved to accept the proposal, Shannon Burks Clegg seconded, and the motion passed unanimously.

The Chair then announced that the Executive Committee would nominate Suzanne Williams for a three-year term as Staff Assembly delegate and that David Vaughan would be nominated by the Executive Committee for a two-year term. Based upon the email call for nominations (see attached), the Chair announced that the following individuals had been nominated for the one-year term: Karen Core, Lee Odom, and Cheryl Sarratt.

The Chair then called for nominations from the floor for our UNC Staff Assembly delegation. None were offered so the Chair asked for a motion to close the nominations and proceed with elections. Shannon Burks Clegg moved to close nominations, Lori Wright seconded, and the motion passed unanimously.

The Chair then distributed ballots to voting delegates and appointed Sharlene O’Neil and Deb Carley as tellers.

Following the review of the ballots, the Chair announced the results of the elections: David Vaughan (the Chair) will serve a two year term; Suzanne Williams will serve a three year term; Lee Odom will serve a one year term; and Karen Core will serve as the designated alternate.

Announcements from the Chair

The Chair is schedule to meet with the Chancellor Friday, August 18th.

Other Business

Kathleen Mooney reminded all delegates to respond to the Chancellor’s invitation for dinner Wednesday, August 23rd at the Bryan House, 6 p.m. to 8 p.m., along with the Faculty Senate.

Jennifer Clark asked for clarification regarding staff tuition waivers. The Chair responded that the new guidelines had not yet been announced by the Board of Governors and General Administration.

Adjournment

There being no other business, the Chair called for a motion to adjourn. Evan Wade moved to adjourn, Ann Purdue seconded, and the motion passed unanimously. The meeting was adjourned at 10:40 a.m. followed by committee break out sessions.

Respectfully submitted by Suzanne Williams.

Next meeting: Thursday, September 14th at 10:00 a.m. in the Faculty Center.

ATTACHMENT A

Email from David Vaughan to Staff Council sent 07/26/2006 05:08 PM

As you know, a group from across the 16 university campuses has been working for some time to develop and propose a UNC system-wide Staff Assembly; this work, as I may have mentioned to you at our July meeting, began more than eight years ago. President Bowles has now authorized the establishment of this organization and is in strong support this initiative. By-laws and a Charter of the Staff Assembly have been approved.

The staff organization on each UNC campus has now been asked to elect the requisite three delegates and one alternate (as outlined in the By-Laws) to the UNC Staff Assembly. The Staff Assembly by-laws require that one of the campus delegates be the current chair of the particular campus' staff organization. The Staff Assembly by-laws require that our election of delegates be conducted prior to September 1.

PROCEDURE FOR THE ELECTION OF THE INITIAL DELEGATION:

The Executive Committee of the UNCG Staff Council met earlier today, and at my request, they have adopted a set of procedures to follow at our August 2006 meeting to elect our Staff Assembly Delegation.

The Executive Committee believes, based upon the Staff Assembly by-laws (which require one delegate to be the chair of our staff organization, and because the by-laws strongly stress the need for continuity in representation):

- A. that we would be best served by having our current chair assume, for this initial delegation, a two-year term on the Staff Assembly - this first year as the current chair, and next year as the immediate past chair;
- B. that, in the long run, we would be best served by having our chair-elect serve a three-year term: one year as chair-elect, one year as the "current" chair, and one year as immediate past chair;
- C. that the Staff Council should elect, from among any permanent member of the University staff (including members of the Staff Council), an individual to serve a one-year term;
- D. that the Staff Council should elect, from among any permanent member of the University staff (including members of the Staff Council), an individual to serve one year as an alternate delegate to the Staff Assembly.

Thus, at our August 2006 meeting, the Executive Committee will place my name in nomination for a two-year term on the UNC Staff Assembly. The Executive Committee will place in nomination the name of Suzanne Williams for a three-year term on the UNC Staff Assembly.

All (delegates and "non-voting delegates") are now invited to send (by email or telephone) nominations to Cheryl Sarratt (Secretary, UNCG Staff Council) for the two remaining slots on our roster: (1) a one-year term concluding June 30, 2007, and (2) an alternate, who will serve until June 30, 2007 as an alternate delegate and who will be moved into a delegate position if one is vacated. Nominations will be received from the floor at our August 17, 2006 meeting. You may nominate any permanent member of the University staff, including yourself. We will

proceed, at the August 17 meeting, to conduct elections for these two positions, with delegates (except "non-voting delegates") eligible to vote. The person receiving the most number of votes will assume the one-year term; the person receiving the second-highest number of votes will assume the delegate position.

Please keep in mind that the person nominating an individual for service as a member of this delegation will have secured from the nominee his/her willingness to serve, and will endeavor to secure from the nominee the strong sense that the nominee's supervisor will support the nominee's participation in the proceedings of the Staff Assembly. While General Administration will reimburse any appropriate travel expenses for the Staff Assembly delegation, it is important that University officials (including supervisors) be aware of the commitment of time to this initiative. It is anticipated that two two-day meetings of the UNC Staff Assembly per academic year will be held.

FUTURE COMPOSITION OF THE UNCG DELEGATION TO THE UNC STAFF ASSEMBLY:

Based upon the above procedures, our UNCG delegation to the UNC Staff Assembly will be comprised, in any one future year, of: (a) the immediate past chair of the UNCG Staff Council serving the last year of a three-year term, (b) the current chair of the UNCG Staff Council, serving the second year of a three-year term, (c) the chair-elect of the UNC Staff Council serving the first of a three-year term.

FUTURE ELECTIONS:

Each year, beginning next year, the UNCG Staff Council will elect, from among any permanent member of the University staff (including members of the Staff Council), an individual to serve on year as an alternate delegate to the Staff Assembly.

I encourage you to contact me if you have any questions regarding this information.

With best wishes and thanks for your service,
David Vaughan

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