

**UNCG Staff Council
October 12, 2006
Faculty Center**

Roll Call

Twenty-six delegates and two *ex-officio* members were present.

Attending: (26) Heather Azzu, Jodi Barber, Linda Bennett, Amy Berrier, Jennifer Clark, Shannon Burks Clegg, Karen Core, Sarah Cottrell, Mary Gibbs Early, Joyce Graves, Brenda Hemphill, Judy Lillis, Diane Logan, Kevin McLain, Kathleen Mooney, Lee Odom, Jennie Prince, Cheryl Sarratt, Maricia Terrell, Paula Terrell, David Vaughan, Glenn Vignola, Mitzi Wilder, Mike Williams, Suzanne Williams, and Lori Wright

Absent with notice: (4) Davis Lee, Kelly Meris, Scott Milman, Amy Moore, Evan Wade

Absent: (14) Ray Davis, Willie Dowd, Thomas Everett, Kerry Hinshaw, Robin Kallam, Michelle Larsen, Linda Nolte, Ann Perdue, John Simmerman, Glenn Vignola, Scott Walser, Cindy Webster, Erma Totten Williams

Ex-Officio Attending: (2) Alan Bridge, Jonae Wartel

Call to Order

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

Agenda

Lee Odom moved to approve the agenda, Paula Terrell seconded, and the motion passed unanimously.

Minutes

Cheryl Sarratt distributed minutes of the September 14th meeting. Suzanne Williams noted that Maricia Terrell attended that meeting and asked that the attendance roster reflect this change. Also, Suzanne Williams clarified that Mike Williams, not Willie Dowd, should have been referenced on page two in the second paragraph. Jennie Prince moved to approve the minutes as amended and Lee Odom seconded the motion. The motion was adopted.

Human Resource Services (HRS) Update – Alan Bridge

Alan Bridge stated that the new NC SmartChoice Blue Options Preferred Provider Organization went into effect on October 1. So far, the transition has gone well with only a few glitches. Blue Cross Blue Shield is fixing input errors. Staff should call the HR Benefits department at 334-4060 to report the need for corrected information.

Bridge also noted that the NC Flex open enrollment period has begun and extends until November 3. For the first time, enrollment must be done online this year and employees must re-enroll every year if they wish to participate in this program. Twenty information sessions for faculty and staff were advertised in the September 27 issue of Campus Weekly. For more information, contact Human Resource Services.

Bridge reminded the group that the University's annual "Fallin' for Fun Fest" benefits fair will take place on Friday, October 20 in Cone Ballroom. The event begins at 10:00 with the presentation of 200 staff service awards. Three employees will receive awards for 35 years of service. Beginning at 11:00, staff are encouraged to participate in a benefits fair and receive free items from vendors. Lunch will be provided.

Bridge reported that staff in Administrative Support positions will be contacted soon to fill out job descriptions for implementation of career banding which must be completed for this group by February 1, 2007. Alan stated that career banding is an improvement over our current system and provides a better way to increase salaries without reclassification. The banding plan for Institutional Services has also been approved for implementation.

The Chair encouraged Staff Council members to attend the awards ceremony on October 22 to show our support for the event and those who are to be honored with service awards.

Committee Updates

Outreach – Shannon Burks Clegg

Shannon Clegg reported that over 300 books have been collected to date for the Animal Rescue and Foster Program Book Sale. The last date to contribute is October 16. Shannon noted that Campus Police donated 100 books.

Clegg announced that Amy Berrier had brought Ronald McDonald collection "houses" for staff who were willing to have them on their desks.

Clegg also announced that UNCG volunteer days for the Fox 8 Gifts for Kids program would be December 13, 15, and 19th. More information will be in Campus Weekly in November. The "Light the Night" event was successful. Plans are being made to collect 200-300 gifts for children in foster care through the Department of Social Services.

Employee Enrichment – Mary Gibbs Early reporting for Amy Moore

Mary Gibbs Early reported that the Employee Enrichment Fund, begun last year, now has pledges totaling \$1,700.

Early also reported that Workplace Wellness Week (November 13-17) will begin with a kick-off event on Monday, November 13 between 11:00 am and 2:00 pm in Cone Ballroom. Presentations which have been confirmed include:

- Nutrition Basics for Good Health
- Ergo Makeover for Your Computer Workspace
- A Breath of Fresh Air (Smoking Cessation)
- Understanding Food Labels and Avoiding Advertising Traps
- Weight Loss and the Perils of Fad Dieting
- Men's Wellness (title pending)

Most of the presentations have been designed to last 30-45 minutes with staff convenience in mind. In addition, flu shots will be offered by Human Resources along with the Wellness

Center’s usual “Wellness Wednesday” event which provides blood pressure checks and other health information.

Clegg suggested the Employee Enrichment Committee might consider contacting UNCG employee Joseph Dix who is a trained yoga instructor, if more events were needed. Jennie Prince inquired whether flyers about the event were being prepared and Suzanne Williams replied that they would be available soon.

Public Relations – Lori Wright

Lori Wright reported that Staff Council has a new website, thanks to PR Committee member Kevin McClain. Wright also noted that volunteers are still needed to sit at the Staff Council table during Fallin’ for Fun Fest on October 20 from 11:00 until 2:00.

Constitution Review – Suzanne Williams

Suzanne Williams presented the following recommendations of the Constitution Review Committee based on the committee’s research of best practices among the other UNC System staff organizations:

1. Change the name of Staff Council to Staff Senate.

“We believe the name change will serve to develop a sense of equity and collegiality between faculty and staff. We also believe the name change will better support the constitution and purpose of our staff organization. Interestingly, more UNC system university staff groups currently operate as a Staff Senate than any other type of organization – six universities total. Other staff groups include one Advisory Committee, one Employee Forum, one Employee Senate, five Staff Councils, one Staff Forum, and one Staff Organization.”

2. Change the method of electing delegates.

“Currently there are 29 voting delegates and 15 non-voting (alternate) delegates for a total of 44 representatives. The current method relies on job classifications to determine representation which does not lend itself well to open communication between delegates and constituents. The proposed method utilizes the **university organizational chart** to equitably distribute representatives. Based on a **30:1 employee to representative ratio**, representation will grow over time as the university grows. The committee further recommends eliminating the non-voting (alternate) designation so that **all senators have full voting privileges**. Senators will be chosen by peer election. The committee recommends 6 separate ballots (one for each division) with the following distribution:

20 senators	Academic Affairs
14 senators	Business Affairs
6 senators	Student Affairs
4 senators	Information Technology
2 senators	University Advancement
<u>2 senators</u>	Chancellor’s Staff*

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*includes Athletics, the Greensboro Center for Innovative Development (millennial campus and research park), and University Counsel staff”

3. Clarify and enforce the attendance policy.

“To ensure participation and consistent representation, we recommend the Executive Committee (or a designee) immediately contact any senator who misses two consecutive meetings. After the third consecutive missed meeting, the senator will be replaced. It is recommended that when a vacancy occurs, the nominee with the second highest number of votes in that division/department in the most recent election complete the term of the departing senator. If a nominee is not available to fill the vacancy then the Elections Committee, in consultation with the Executive Committee and the division/department in need of representation, will appoint a senator to complete the term of the vacancy.”

Cheryl Sarratt inquired how large divisions such as Academic Affairs and Business Affairs would be represented equitably. Williams replied that the Elections Committee will be charged with looking at the distribution of senators each year and with crafting a ballot that represents functional units within the large divisions in an equitable manner. Business Affairs, for example, would have 14 senators and the Elections Committee would determine how many from each functional area would be needed based on the distribution of the workforce. Shannon Clegg noted that the Chancellor’s Staff category which includes the Greensboro Center for Innovative Development (Millennial Campus) will eventually include non-UNCG employees, so adjustments will be needed in the future.

The Chair thanked the Constitution Review Committee, whose members include Linda Bennett, Mike Byers, Deb Hurley, Judy Lillis, Kathleen Mooney, Maricia Terrell, Kevin McClain, and Suzanne Williams, for its work. Williams moved to lay the proposed constitutional changes on the table for consideration at the November Staff Council meeting. The motion was seconded by Jennie Prince and passed unanimously.

Announcements from the Chair

The Chair reminded members to turn in their SECC envelopes and stressed the importance of participating. He also asked members to check in with Lorie Wright to volunteer for the Staff Council table for “Fallin’ for Fun Fest” before leaving the meeting.

The Chair introduced UNCG SGA President Jonaé Wartel and expressed appreciation for her interest in Staff Council.

Adjournment

There being no other business, the Chair called for a motion to adjourn. Lee Odom moved to adjourn, Shannon Clegg seconded, and the motion passed unanimously. The meeting was adjourned at 11:00 a.m.

Respectfully submitted by Cheryl Sarratt.

Next meeting: Thursday, November 9th at 10:00 a.m. in the Faculty Center.