

**UNCG Staff Senate
September 13, 2007 Minutes
416 Bryan Building**

Roll Call

Thirty-five delegates and one guest was present.

Attending: (35) Heather Azzu, Linda Bennett, Patty Booker, Kevin Bullard, Annette Cline, Stogie Davis, Mary Early, Joyce Graves, Judy Guard, Pamela Harrod, Ben Kunka, Davis Lee, Diane Logan, Kevin McClain, Scott Milman, Todd Mitchell, Kathleen Mooney, Amy Moore, Lloyd Norman, Dean Perdue, Jennie Prince, Cathy Rogers, Cathy Rothermel, Donna Sexton. Paula Terrell, Connie Uselman, Cindy Van Laar, David Vaughan, Meredith Walther, Kathy Watford, Mitzi Wilder, Mike Williams, Suzanne Williams, Sheryl Williamson, Lori Wright.

Absent with notice: (10) Shannon Burks Clegg, Kelly Elliott, Trina Gabriel, Michelle Griffin, Janet Hendley, Sharon Humphrey, Michelle Larsen, Steve Moore, Ann Perdue, Amelia Smith

Absent: (3) Peter Ashe, Ray Carney, Scott Walser

Guests Attending: (2) Alan Bridge, John Bryant, Kathy Crowe, LaToya Winslow for Janet Hendley

Call to Order

The meeting was called to order by Suzanne Williams at 10:00 a.m. Senators were asked to review the agenda for any additions. Suzanne Williams reminded Senators that our October meeting will be held in the Maple Room of Elliot University Center.

Minutes

Amy Moore presented minutes of the August 9 meeting. Two minor corrections were noted. Lori Wright moved to approve the minutes as amended and Donna Sexton seconded the motion. The motion was approved unanimously.

Human Resource Update – Alan Bridge

Alan reported that Wellness Initiatives are being planned for the future. He also reported that there is every reason to believe that the Blue Cross/Blue Shield and Moses Cone Hospital issue will be resolved by the November 1 deadline. Alan announced that after studying our advertising for vacant UNCG positions, a decision has been made to utilize a generic advertisement every week for 52 weeks versus having individual departments run newspaper ads. The cost will be approximately \$10,000/year. The research showed that the newspaper is not our best resource for promoting open positions. Additionally we have hired no one from a Charlotte or Raleigh newspaper advertisement in three years.

Alan informed the Senate that the Career Banding moratorium has been lifted. General Administration has mandated that all positions be banded by June 2008. There are 500

additional positions to band, but most are small groups. Human Resource Services plans to complete this process by May 1. In addition, he reminded the Senate that Banner HR will be live on July 1.

Alan reported good news regarding the Employee Assistance Program, a program that was taken away several years ago. The State has contracted with Deer Oaks, an EAP company to bring this program back. A case is being placed before the Executive Staff to support this for Level 1 issues – this would include all employees and individuals living in their household and such issues as drug/alcohol addition, credit issues, etc.

Finally, Alan notified the Senate that Human Resource Services is moving to the first floor of Mossman by spring 2008. They will be converting 500 Forrest into a training room.

Provost's Office Update – David Vaughan

David Vaughan reported that the Provosts office is in the process of finalizing the EPA salary increases which will be in the September payroll. There is a push in the General Assembly to remove SPA from the office of state personnel and move it under the Board of Governors jurisdiction. A task force has been formed to study how to make the system more university friendly. Alan Boyette is the UNCG representative on this task force.

Chancellor's Office Update – Sharlene O'Neil

No report.

Faculty Senate Update – Kathy Crowe

Kathy Crowe, Faculty Senate Chair, joined the meeting to share ways in which the Faculty and Staff Senates might collaborate and work together on more programs. She began by sharing information about the make-up and mission of the Faculty Senate. The Faculty Senate has representatives from all Schools and departments including the Provost and the Chancellor. They work with the academic arm on issues such as curriculum changes, academic regulations, university calendar, Promotion and Tenure, faculty development, and research.

Kathy highlighted several accomplishments of the senate including the implementation of a new General Education Committee, the change to the academic calendar, a satisfaction survey of faculty, positive changes to the Academic Integrity policy and a Faculty assistant program – system wide relating to Domestic partner benefits. In addition, they have begun a great collaboration on sustainability.

Student Government Association – John Bryant

The fall meeting will be held September 25 – 26. Suzanne Williams introduced John Bryant who is the new Student Government Association President.

Fall 'n for Fun Fest Update – Kathy Watford

The Fall 'n for Fun Fest will be held on October 19 in Cone Ballroom. The Awards Ceremony begins at 10 am. Volunteers are needed to assist with program distribution and will need to arrive by 9:15 am. In addition, volunteers are needed to assist with distributing food. Shifts will

run from 11 am until 2 pm. A signup sheet was circulated. Senators may email Suzanne Williams if interested.

UNC Staff Assembly Update – Suzanne Williams

The fall meeting will be held September 25 – 26. Suzanne Williams, David Vaughan, Scott Milman and Ray Carney will attend. The agenda will be posted to blackboard. Suzanne reported that there has been some interest from the press regarding the difference in the staff and faculty salary increases. The UNC Staff Assembly will be posting an official statement regarding this. David Vaughan reminded everyone that we do have a great relationship between faculty, staff and administration and are very fortunate here at UNCG.

Suzanne Williams reported that there are four Human Resource focus groups. Representatives are Sheryl Williamson, Kelley Elliott, Ray Carney and Ann Perdue. The Innovations Employee Value Proposition (EVP) and Branding focus group met on Thursday, September 20 to review how to market being a state employee.

Committee Reports

Communications –Kevin McClain and Donna Sexton (co - chairs)

The Communications Committee met on August 31. Focus areas for this year will include: a newsletter, regular article submissions to the Campus Weekly, promoting the use of Blackboard, assistant Senators with methods for communicating with Constituents, organizing small groups to meet and review ways to reach all staff across campus. Newsletter articles are due to Lori Wright by September 21.

Elections Committee—David Vaughan

No report.

Employee Enrichment Committee—Mary Early

The Employee Enrichment committee met on August 24 to plan for upcoming activities. This committee is coordinating the efforts for our October Meeting and the program will be UNCG Cares. In addition, the Employee Enrichment committee will be managing the Staff Senate table for Fall 'n for Fun Fest.

Employee Recognition Committee – Jennie Prince

Jennie Prince shared about the exciting plans they have for the Staff Stars program. Each individual will receive a certificate signed by the Chancellor as well as special gift upon delivery of their award to their office. In addition, letters will be written to the “stars” supervisor.

Service Committee – Diane Logan

Diane Logan reported on two upcoming external service projects. There will be an Animal Rescue Book Drive and each Senator is asked to participate by supplying a box for your office and publicizing the book drive. The second project is the Light the Night Event to be held on October 13. If you cannot walk, please consider making a donation in memory of Cheryl Surratt.

Sustainability – Suzanne Williams for Ray Carney

Suzanne Williams reported that we are building momentum to formalize a joint effort for this program.

News and Announcements

Academic Affairs

No report.

Business Affairs

Scott Millman asked the Senators to pay special attention to the emails about the changes to the Pcard travel policies.

Student Affairs

Career Services will be holding a Job Fair on September 26. In addition, Microsoft will be on campus on Monday, September 17 to promote a special internship program.

Information Technology Services

The ITS team reported that they have completed the move out of Forney. They were commended for the great job of keeping 6-tech up and running during the move.

University Advancement

The University Advancement staff will be a part of the domino effect of the Human Resource Services move.

Chancellor's Staff

Paula Terrell encouraged everyone to support Spartan athletics.

Other Business

Suzanne Williams conducted a Blackboard demonstration and requested that all senators begin using this as a means for communicating.

Adjourn

The meeting was adjourned at 11:40 am.

Respectfully submitted by Amy Moore, Secretary.

CALENDAR REMINDERS

Next Meeting: Thursday, October 11 at 10:00 a.m. in the Maple Room, EUC.

The October meeting will be the "UNCG Cares" Training.

Thu	10/11/2007	10am-Noon	EUC Maple	"UNCG Cares" Training
Fri	10/19/2007	10am-2pm	EUC	Fallin' for Fun Fest