

**UNCG Staff Senate
September 10, 2009 Minutes
Weil-Winfield Conference Room**

Roll Call

38 senators, 4 ex-officio, and 2 guests were present.

Attending: (38) Jan Albrecht, Joseph Andrews, Erin Bentrim-Tapio, Mark Cable, Lois Carney, Mark Coker, Jeffrey Coleman, Rickey Craft, Peggy Craig, Dana Donaldson, Janet Dunbar, Marian Harrison, Beth Hens, Noah Hock, Sharon Humphrey, Julee Johnson, Brad Johnson, Lee Knight, Stacy Kosciak, Dale Koutsky, Tricia Lamar, Ivan Lyall, Gay McDonald, Paige Morris, Jason Morris, Jennifer Oleson, Robin Paschal, Trina Porcher-Evans, Cathy Rogers, Libby Sexton, Judy Smith, Steve Sparks, Karen Stacherski, Rhonda Strader, Connie Uselman, Karen Ward, Brian Wilson, Kristina Wright

Ex-officio: (4) Scott Milman, Alan Bridge, Pat O'Rork, Steve Honeycutt

Absent with notice: (5) Teresa Lewis, Jonathan Britton, Kevin Bullard, Serena Raleigh, and Robert Walker

Absent: (5) Dennis Harrington, Joe Dixon, Shelly Ewing, Katie Ostrowka, and Debbie Reynolds

Guests (2): Kathy Crowe, David Schaefer (for Teresa Lewis)

Call to Order

The meeting was called to order by Jason Morris at 10:02 a.m. and the roll was called.

Approval of minutes from last meeting

Motions to approve the minutes from the July and August meetings were made and seconded. Motions passed and the minutes from both meetings were approved.

Approval of Agenda

Motion to approve the September 10, 2009 Staff Senate Meeting agenda was made by Karen Ward and seconded by Sharon Humphrey. The motion was unanimously approved.

Opening Remarks: Stacy Kosciak

- Letters of support are currently being created by the Elections Committee aimed at future staff members who would like to serve on the senate and their supervisor. Such letters would be sent by Chancellor Brady.
- The introduction of Kathy Crowe, Associate Dean of Public Services for University Libraries.

Special Presentation: Kathy Crowe

- Kathy discussed the results of a recent survey administered by University Libraries (UL) which indicated a number of staff needs
- Kathy presented a [PowerPoint Presentation](#) and [handout](#) covering current services provided to staff

- UL is currently soliciting feedback and ideas on how best to express their services campus wide. A staff feedback form may be accessed [here](#). Submit completed forms to Karen Ward

Ex-Officio Reports

Scott Milman:

- In addition to the support letters mentioned earlier, the Elections Committee will be working on filling a senate seat vacated by Joseph Andrews

Alan Bridge:

- Update on furloughs – furlough language is used in biennium budget, however, not expected to be an issue at this time due to Governor Perdue’s lack of interest in utilizing furloughs. Process of approving furlough would start with Governor Perdue, then Board of Governors, President Bowles, and then approved by Chancellor Brady
- 10-12 voluntary RIF candidates have enabled others to keep their jobs
- Although the state budget has been passed, the specific UNC System budget has not been approved by President Bowles. Further UNCG specific budget cuts will be included in that budget
- All hiring freezes and other related freezes have been lifted; however travel and compensation adjustment [guidelines](#) are in place
- Department heads and managers are encouraged to hold off on salary increases and filling vacant positions as much as possible
- A reminder about the upcoming NC Flex open enrollment period during October. Flexible Spending Accounts must be renewed each year; other benefit options employees currently have through NC Flex (dental, vision, AD&D, etc.) do not need to be renewed if you wish to continue these benefits
- October 16 is the first “Blue & Gold Picnic” located at the fountain; all staff are invited to bring their lunch (desserts and beverages provided)
- The annual HRS Fall-n For Fun Fest has been cancelled due to budget restrictions; In its place HRS plans to host several smaller events throughout the year – the next one taking place also on October 16 and will be a benefits fair with vendors in attendance representing all employee benefits (Cone Ballroom, drop in any time that day)
- GAP hours policy was explained – half-time employees working more than 20 hours but less than 40 are working “GAP” hours. These hours are to be paid as “comptime” across UNC System; Exceptions may be made by department head

Pat O’Rork:

- Nothing to report at this time

Steve Honeycutt:

- Concurred with Alan Bridge regarding budget information and yet to be approved campus budget – expects some action from Governor Perdue in the next 24-hours
- General Assembly scrutinized about recent budget cut allocations across UNC system – due in large part by various [News & Observer](#) articles referring to highly paid administrator positions

- Steve provided senators with a breakdown of how [UNCG's cuts](#) thus far have been allocated

New Business, Stacey Kosciak

- The Bylaws Committee is currently looking over the current Staff Senate constitution and noticing an overlap of the constitution and bylaws – suggesting a need for two separate governing documents
- Requested a motion to proceed with further investigation and formulation of such
- Motion was made by Steve Sparks and seconded by Dana Donaldson, unanimously approved
- Reported timeline to finalize the new documents is expected to be within this senate year

Committee Reports

Budget Committee, Karen Ward:

- Committee currently formulating/finalizing committee goals
- Reminder that work plans are due by September 30, 2009
- Reminder that furlough time should be used by December 31, 2009

Campus Community Well-Being (CCWB), Jeffrey Coleman:

- Review of committee goals to include 1.) Addressing the need for a staff computer station in a "neutral" area of each department, thereby providing computer access to staff members who typically don't work on a computer day-to-day and 2.) Exploring ways to promote healthy lifestyles within the workplace

Communications Committee, Brian Wilson:

- Update on bulletin board initiative – to present Staff Senate information in EUC
- [Catering pilot program](#)

Recognition Committee, Gay McDonald:

- Committee has recently recognized four [Staff Stars](#)
- All senators are invited and encouraged to assist with any or all staff star deliveries – next deliveries are scheduled for September 24 and October 29, 2009 – all those who are interested should meet at the Alumni House at 10:00 each delivery date

Professional & Personal Development (PPD), Connie Uselman:

- [First Staff Senate Brown Bag Luncheon](#) to take place on Tuesday, September 22, 2009 from 12:00-12:50 in Bryan 416 – Topic: Slow Food, A Way of Life

Service Committee, Mark Coker:

- First committee meeting will take place September 10, 2009.
- Mark welcomes fellow senator input for service ideas

Other Announcements

- Gay McDonald: Reminder of the surplus sell being held Friday, September 11, 2009, 9:00-11:00 – Staff are invited to tag items needed for their department
- Noah Hock: Reminder about the School of Music’s [Collage Concert](#) on September 12, 2009
- Stacy Kosciak: Fall Fest Week is September 20-26 – includes homecoming game, Spartan Statue dedication, and The Breakfast Club band; Check out Fall Fest [Web site](#) for more information
- Jason Morris: HRS has 6 additional departments joining in on the “Spartan STEPS Challenge” including TLC, Student Affairs, Police, Safety, Student Health, and the Graduate School – if your department is interested in joining this weight loss challenge (Biggest Loser style) or individuals are interested in participating in the next Weight Watchers at Work series slated for mid-October, contact Jason Morris in HRS
- Stacy Kosciak: Next Staff Senate meeting will include a presentation from UNCG Dining Services

Adjourn

The meeting was adjourned at 11:25 a.m.

Minutes submitted by Jason Morris, Secretary, on September 21, 2009.

NEXT MEETING

Thursday, October 8, 2009 10am – 11:30 am in the Virginia Dare Room, Alumni House