



**UNCSA**  
**Minutes of the Staff Council Meeting**  
February 21, 2013

**I. Welcome**

- Called to Order – Elizabeth Spruill, Chairperson at 11:00 AM
- Roll Call – Sarah Lawrence
  - Attendance – there is a quorum (17 representatives)
    - Representatives: 17
      - Philippe Verpil, Rebecca Brown, Stephen Cochrane, Abby Coleman, Mary Graves, Bill Huesman, Sharon Hush, Kesa Jessup, Leslie Kamtman, Kurt Linney, Diane Millette, Allen Carnes, Kathi Rainwater, Elizabeth Spruill, Debra Thompson, Dolores Watson, Ashley Weets.
    - Excused: 2
      - Marilyn James, Vicki Berry.
    - Alternates: 2
      - Sarah Lawrence, Brent Carter.
    - Other:
      - Jim DeCristo, Nyambi Shannon (Ex Officio/Past Chair), James Lucas, Delores Harris, Patricia Williams, Clark Kiger, James Gould, Mary Pennington, Jennifer Wells, Alice Thompson, Joe Rick.

**II. Approval of minutes**

- Motion: Steven Cochran, Second: Joseph Roberts, Passed by majority

**III. Chair Reports**

- Strategic Planning
  - The explanation, description, mission and purpose of the Strategic Plan were read by Elizabeth Spruill.
  - The Interim report will be sent to the new Chancellor in July 2013. The Board of Trustees will review the plan for approval in December 2013.
  - Jim DeCristo reported that David Nelson has asked for input from all of his departments. George Burnette and Mark Hough will be asking their departments in the near future. A subcommittee will review the data received from the departments.
  - This will be a five (5) year Strategic Plan.

**IV. Administrative Updates**

- **James Lucas - HR**
  - **Timesheets**
    - Supervisors will be trained on the policies of compensatory and leave time.
    - Timesheets require two (2) signatures – the employee and the supervisor.
      - If leave time is incorrect then both the employee and the supervisor will be held responsible.
      - The electronic system will read exactly what is entered into the timesheet. HR will not contact you if it is incorrect. Therefore, pay close attention during the training on how to enter your time.
    - Timesheets must be correct:
      - To get paid correctly.
      - To not cheat the University.
      - Auditors look at timesheets and they follow state guidelines.
    - Training on timesheets will be mandatory for all employees.
    - The supervisors will be the first ones trained.
    - Once HR is fully staffed in March, the training will be completed very quickly.
    - Timesheets will be submitted every two weeks.
    - The goal is to cease the paper timesheets by May.
  - **Title 9 Training**
    - Mandatory for all employees.
    - Covers student to student, faculty to faculty, etc. harassment, inappropriate relationships and conduct, and bullying.
  - James thanked Sarah Lawrence for her help with the training and asked that if anyone need any training to contact Sarah.

- **Jim DeCristo**
  - UNCSA 50<sup>th</sup> Anniversary
    - Events will start in Fall 2013 or Spring 2014.
    - There will likely be an all school production in 2015.
    - A special 50<sup>th</sup> Anniversary logo will be developed to promote the 50<sup>th</sup> Anniversary.
    - 2015 will be the main celebration but various events will be held prior to 2015.
- **Chancellor Search Committee – Nyambi Shannon**
  - Eliminated all but 30-40 applicants. Then interviewed 10 of those applicants.
  - Four (4) – five (5) will be invited to campus in March. The interviews will not be open to everyone as it was for the HR director due to confidentiality. Some were recommended and do not want to jeopardize their present jobs.
  - The questions that were submitted by the campus will be used in the on-site interviews..
  - The list will be narrowed to three (3) candidates and these names will be sent to President Ross for his decision.
  - The expected start date for the new chancellor is the first of July.
- **20<sup>th</sup> Anniversary of School of Filmmaking - Dolores Watson**
  - There will be an open house on March 22
  - Other events are being planned.

## V. Committee Reports

- **Executive Committee – Elizabeth Spruill, Chair**
  - UNC Staff Assembly Meeting will be two days, April 15 and 16. Elizabeth will attend.
  - There will be a video conference on campus for anyone that would like to attend.
- **Membership & Elections Committee – Mary Graves, Chair**
  - Sarah Lawrence reported that the committee is working on the Staff Council District Elections for 2013-2014 year and the event for Outstanding Service Award.
  - Sarah Lawrence recognized seven (7) new staff members. Amy Werner, Taneika Daley, Erin Baker, James Gould, Patricia Williams, Clark Kiger and Mary Pennington. Four (4) new staff members were in attendance (James Gould, Patricia Williams, Clark Kiger, and Mary Pennington). All four (4) received a mug made by Suzanna Watkins.
  - Mary Graves gave and update on the Awards Day event. Awards Day will be April 24<sup>th</sup> from 12:30 – 1:30 in Daniels Plaza. If the weather is bad it will be moved to either Crawford Hall or Watson Hall.
- **Professional Development Committee – Leslie Kamtman, Chair**
  - Outlook and Adobe training in March
  - Delores Harris (HR) will have Customer Service Training in March.
  - Lunch and Learn sessions are being planned for March.
  - Sarah Lawrence conducted basic computer training sessions and how to log into the EZ Arts sections to view you pay information and where the timesheet will be located.
  - Sarah also conducted department training sessions in February.
- **Social Events Committee – Angela Tuttle and Nyambi Shannon, Co-Chairs**
  - Nyambi Shannon report that this is American Heart Association month with the theme of “Have a Heart”.
  - Chili cook off will be held in April.
  - The Social Events Committee is challenging departments to “Adopt a Street”
- **Community Service Committees – Ashley Weets, Chair**
  - Ashley explained the community service leave and gave everyone a handout.
  - Creek Week is scheduled for March 23. This is a community involvement and will be cleaning up the creeks around the campus.
  - Joe Rick reported on the Big Brother/Big Sister organization
    - Joe has been a big brother for six years. Joe is “big brother” to his second “little brother”.
    - Big Brothers/Big Sisters is the official designated non-profit organization for The Color Run (5K run) that is coming to The Winston-Salem Entertainment Sports Complex in March. They need 150 volunteers for March 14 through March 16<sup>th</sup>. Every volunteer will receive a free tee shirt. If you would like to participate in The Color Run, it is \$40 (after the discount) to participate. All proceeds go to Big Brothers/Big Sisters. Contact Joe if you would to participate.

## VI. Unfinished Business

- None

**VII. New Business**

- Leslie Kamtman reported that evaluations of Senior Administrators will happen soon and that staff will participate this year.
  - Evaluations are every two years and normally only faculty evaluate the Senior Administrators.
  - The same evaluation will be used as in the past but this spring another one will be created to better fit the staffs' evaluation of Senior Administrators.
- Elizabeth Spruill reported that the next Staff Council meeting will be and All Staff Meeting. She will send more information later. Watch the EFE.
- Jim DeCristo is to check on the Brick Sale. Is it still available for anyone to purchase a brick in honor of someone?
- Question was asked about the Community Service Leave. It takes 10-15 minutes to deliver can goods to the Soup Kitchen. Delores Harris (HR) responded that you can take 10-15 minutes but you must report at least on hour on the time sheet.

**VIII. Adjournment 12:02 p.m.**

*submitted by: Sarah Lawrence, Secretary*