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Section I: The University of North Carolina System

Overview of the University of North Carolina System

History

In North Carolina, all the public educational institutions that grant baccalaureate degrees are part of the University of North Carolina. The multi-campus state university encompasses 16 such institutions, as well as the NC School of Science and Mathematics, the nation’s first public residential high school for gifted students. Chartered by the North Carolina General Assembly in 1789, the University of North Carolina was the first public university in the United States to open its doors and the only one to graduate students in the eighteenth century. The first class was admitted in Chapel Hill in 1795. For the next 136 years, the only campus of the University of North Carolina was at Chapel Hill.

Additional institutions of higher education, diverse in origin and purpose, began to win sponsorship from the General Assembly beginning as early as 1877. Five were historically black institutions, and another was founded to educate American Indians. Some began as high schools. Several were created to prepare teachers for the public schools. Others had a technological emphasis. One is a training school for performing artists.

The 1931 session of the General Assembly redefined the University of North Carolina to include three state-supported institutions: the campus at Chapel Hill (now the University of North Carolina at Chapel Hill), North Carolina State College (now North Carolina State University at Raleigh), and Woman’s College (now the University of North Carolina at Greensboro). The new multi-campus University operated with one board of trustees and one president. By 1969, three additional campuses had joined the University through legislative action: the University of North Carolina at Charlotte, the University of North Carolina at Asheville, and the University of North Carolina at Wilmington.

In 1971 legislation was passed bringing into the University of North Carolina the state’s ten remaining public senior institutions, each of which had until then been legally separate: Appalachian State University, East Carolina University, Elizabeth City State University, Fayetteville State University, North Carolina Agricultural and Technical State University, North Carolina Central University, the North Carolina School of the Arts (now the University of North Carolina School of the Arts), Pembroke State University (now the University of North Carolina at Pembroke), Western Carolina University, and Winston-Salem State University. In 1985 the NC School of Science and Mathematics was declared an affiliated school of the University; in July 2007 NCSSM by legislative action became a constituent institution of the University of North Carolina. All the schools and universities welcome
students of both sexes and all races.

The UNC Board of Governors is the policy-making body legally charged with "the general determination, control, supervision, management, and governance of all affairs of the constituent institutions." It elects the president, who administers the University. The 32 voting members of the Board of Governors are elected by the General Assembly for four-year terms. Former board chairmen and board members who are former governors of North Carolina may continue to serve for limited periods as non-voting members *emeriti*. The president of the UNC Association of Student Governments or that student’s designee is also a non-voting member. Each of the UNC campuses is headed by a chancellor who is chosen by the Board of Governors on the president’s nomination and is responsible to the president. Each university has a board of trustees consisting of eight members elected by the Board of Governors, four appointed by the governor, and the president of the student body, who serves *ex officio*. (The UNC School of the Arts has two additional *ex officio* members; and the NC School of Science and Mathematics has a 27-member board as required by law.) Each board of trustees holds extensive powers over academic and other operations of its campus on delegation from the Board of Governors.

In addition to its teaching role, the University of North Carolina has a long-standing commitment to public service. The UNC Center for Public Television, the UNC Health Care System, the cooperative extension and research services, nine area health education centers, and myriad other University programs and facilities reap social and economic benefits for the state and its people.

**Mission Statement**

The mission of the University is shaped in large measure by the constitutional and statutory mandates by which public higher education is established and maintained. Article IX of the Constitution of the State declares:

Sec. 8. Higher education. The General Assembly shall maintain a public system of higher education, comprising The University of North Carolina and such other institutions of higher education as the General Assembly may deem wise . . . .

Sec. 9. Benefits of public institutions of higher education. The General Assembly shall provide that the benefits of The University of North Carolina and other public institutions of higher education, as far as practicable, be extended to the people of the State free of expense.

This constitutional mandate for a public system of higher education is effected by Chapters 115 and 116 of the General Statutes. Chapter 115A, enacted in 1963, provides for a statewide network of community and technical colleges and institutes which offer two-year college transfer and technical and vocational programs.
Chapter 116 of the statutes, as amended by the General Assembly effective July 1, 1972, provides in Section 3 that:

The board of trustees of the University of North Carolina is hereby redesignated, effective July 1, 1972, as the 'Board of Governors of the University of North Carolina.' The Board of Governors shall be known and distinguished by the name of 'the University of North Carolina' and shall continue as a body politic and corporate and by that name shall have perpetual succession and a common seal.

Section 4 of the statute provides for the University of North Carolina to be composed of the 16 public senior institutions in the state.

The Higher Education Reorganization Act of 1971, which placed those 16 institutions under one governing board, asserted the basic objectives and purposes for the University of North Carolina: to foster the development of a well-planned and coordinated system of higher education, to improve the quality of education, to extend its benefits, and to encourage an economical use of the state's resources.

Central to the process of strategic planning is the clarification of the overall mission of the University as a whole and the role and scope of the constituent institutions within that overall mission. As a part of the comprehensive mission review of 1992, the Board of Governors adopted a general mission statement for the University. This statement, with minor modifications, was given statutory status in 1995 when the General Assembly amended Chapter 116-1 of the General Statutes to include the following as the official mission statement of the University of North Carolina:

**Statement of Mission**
The University of North Carolina is a public, multi-campus university dedicated to the service of North Carolina and its people. It encompasses the 16 diverse constituent institutions and other educational, research, and public service organizations. Each shares in the overall mission of the University. That mission is to discover, create, transmit, and apply knowledge to address the needs of individuals and society. This mission is accomplished through instruction, which communicates the knowledge and values and imparts the skills necessary for individuals to lead responsible, productive, and personally satisfying lives; through research, scholarship, and creative activities, which advance knowledge and enhance the educational process; and through public service, which contributes to the solution of societal problems and enriches the quality of life in the State. In the fulfillment of this mission, the University shall seek an efficient use of available resources to ensure the highest quality in its service to the citizens of the State.

Teaching and learning constitute the primary service that the University renders to society. Teaching, or instruction, is the primary responsibility of each of the constituent institutions. The relative importance of research and public service, which enhance teaching and learning, varies among the constituent institutions, depending on their overall missions.
UNC-Board of Governors

The UNC Board of Governors is the policy-making body legally charged with "the general determination, control, supervision, management, and governance of all affairs of the constituent institutions." It elects the president, who administers the University. The 32 voting members of the Board of Governors are elected by the General Assembly for four-year terms. Special members are non-voting members with varying terms. Such members are former chairs of the board, former governors, and the president of the UNC Association of Student Governments, or that student's designee.

UNC 17 Institutions

- Appalachian State University
- East Carolina University
- Elizabeth City State University
- Fayetteville State University
- North Carolina Agricultural and Technical State University
- North Carolina Central University
- North Carolina School of the Arts
- North Carolina State University
- University of North Carolina at Asheville
- University of North Carolina at Chapel Hill
- University of North Carolina at Charlotte
- University of North Carolina at Greensboro
- University of North Carolina at Pembroke
- University of North Carolina at Wilmington
- Western Carolina University
- Winston Salem State University
- North Carolina School of Science and Mathematics (Constituent High School)

Affiliates

- UNC Center for Public Television (UNC-TV)
- The North Carolina Arboretum
- The North Carolina State Approving Agency (NCSAA)
- The North Carolina Center for International Understanding (NCCIU)
- The North Carolina State Education Assistance Authority (NCSEAA)
- North Carolina Center for the Advancement of Teaching (NCCAT)
- The UNC Press Online
Section II: UNC Staff Assembly

Overview of UNC Staff Assembly

The UNC Staff Assembly is the elected body of representatives of the staff of the seventeen campuses of the University of North Carolina, UNC Public Television, The North Carolina Arboretum, and General Administration. Its objectives are set forth in the Assembly’s Charter.

Our goal is to improve communications, understanding, and morale throughout the whole of our respective communities, and to increase efficiency and productivity in campus operations.

Charter

PREAMBLE

We, the Staff Assembly of The University of North Carolina, represent the staff of the University, in cooperation and concert with the University Chancellors, President, and Board of Governors.

The Staff Assembly serves in parallel function with the University Faculty Assembly and the Association of Student Governments to address constructively the concerns and interests of our respective campuses and the whole University.

Our goal is to improve communications, understanding, and morale throughout the whole of our respective communities, and to increase efficiency and productivity in campus operations.

The Staff Assembly will accomplish this goal by seeking out the issues, interests, and participation of staff employees; developing considered, informed recommendations on these concerns; advocating these recommendations to administrators and staff; fostering constant, open communication between administrators and staff; and supporting the teaching, research, and public service missions of the University.

I. OBJECTIVES AND FUNCTIONS

A. The Staff Assembly of The University of North Carolina shall gather and exchange information on behalf of the staff of the constituent institutions and General Administration of The University of North Carolina.
B. The Staff Assembly shall, through appropriate channels, advise and communicate with officers of The University, and through these officers, the Board of Governors, on matters of importance to staff members in the University.

C. The Staff Assembly shall foster and nurture the establishment and growth of staff organizations on the campuses of the constituent institutions of The University of North Carolina.

II. ORGANIZATION AND RELATIONSHIPS

A. The Staff Assembly shall consist of three representatives of each constituent institution and of the General Administration. Every delegate to the Staff Assembly shall be a permanent staff member of the institution he or she represents. The manner of selection and terms of delegates shall be specified in the Bylaws.

B. The Staff Assembly shall have a Chair and other officers who shall be chosen in such manner as specified in the Bylaws.

C. Each delegation to the Staff Assembly shall make the official minutes of the proceedings of the Staff Assembly available to, and shall engage in appropriate ongoing communications with, the staff it represents.

III. OPERATIONS

A. The initial Bylaws of the Staff Assembly will be adopted by the chairs of the staff organizations of the constituent institutions. Any amendments to the Bylaws will be adopted by the Staff Assembly.

B. The Bylaws of the Staff Assembly shall provide for regular meetings of the Staff Assembly, which may be held at various locations.

C. Special meetings of the Staff Assembly may be called by the President of The University of North Carolina, the Chair, by the Executive Committee of the Staff Assembly, or by members of the Staff Assembly, in accordance with procedures established in the Staff Assembly’s Bylaws.

D. Records of the activities of the Staff Assembly shall be maintained by the Staff Assembly.

E. The Staff Assembly shall be a recognized and organized body of the University. Officers and University officials shall encourage delegates to participate fully in the responsibilities of membership in the Staff Assembly.
F. The University of North Carolina shall provide the Staff Assembly with necessary secretarial assistance and other related services and resources.

G. The University of North Carolina shall reimburse delegates for expenses incurred in attending regular meetings of the Staff Assembly.

IV. APPROVAL AND AMENDMENT OF THE CHARTER

A. This Charter will become effective when it is approved by the President of The University of North Carolina. The Charter shall be forwarded for implementation to the Chancellors of the constituent institutions of the University. All constituent institutions and the General Administration are participating institutions and shall send delegates to the Staff Assembly.

B. Any member of the Staff Assembly may introduce an amendment to this Charter, and, if approved by two-thirds of the authorized delegates to the Staff Assembly, it shall be transmitted to the President of The University of North Carolina for approval. An amendment shall become effective upon the approval of the President of The University of North Carolina.

Mission Statement, Purpose, and Goals

The Staff Assembly of The University of North Carolina shall gather and exchange information on behalf of the staff of The University of North Carolina. The Assembly shall, through the appropriate channels, advise and communicate with officers of the University, and through these officers, the Board of Governors, on matters of importance to staff members in the University. The Assembly shall foster and nurture the establishment and growth of staff organizations of the constituent institutions of The University of North Carolina and of the General Administration. The Staff Assembly will represent all permanent employees of the University except the faculty.

Duties of the Officers

Chair
The Chair will be responsible for calling and conducting meetings of the Assembly and of the Executive Committee. The Chair shall represent the Assembly to the University administration and through the President to the Board of Governors. The Chair will appoint committee leadership and committee membership.
Vice Chair
The Vice Chair shall conduct meetings in the absence of the Chair and shall represent the Assembly in the absence of the Chair.

Communications Officer
The Communications Officer responsibilities will include but are not limited to: Newsletters, website, distribution, internal and external communication. In addition, the Communications Officer will chair the Communications Committee.

Chair-Elect
A Chair-Elect will be elected in the second year of the term of the Chair. The Chair-Elect duties consists of but are not limited to; serving as a liaison to the Scholarship Fund and all standing committees except the Campus Chairs, Communications, Governance Committee. The Chair-Elect will prepare to assume the Chairmanship and perform all duties requested in the absence of the availability of the Chair or Vice-Chair. Once the Chair-Elect has been elected, he/she no longer represents their respective staff organization and assumes position at the COB of the annual fall meeting of the Staff Assembly where all other officers are elected. As an officer, voting rights are confined to Executive committee and established as coequal with the Chair of Staff Assembly only in his/her stead. The organization losing this delegate shall treat it as a vacancy and the institution may fill the vacancy for the remaining portion of the term in accordance with the staff organization's By-Laws by the next Staff Assembly Quarterly meeting.

Past Chair
The Past Chair shall serve as an advisor to the Executive Committee and will serve as an ex officio member of said committee. The Past Chair shall serve as the liaison to the scholarship fund and all standing committees with the exception of the Campus Chairs, Communications and Governance Committees when there is no Chair-Elect.

Secretary/Treasurer
The Secretary/Treasurer will be responsible for minutes of the meetings of the Executive Committee. The Secretary/Treasurer will be responsible for communication of Executive Committee business to delegates and the University staff through appropriate means. The Secretary/ Treasurer shall be the custodian of any funds allocated to the Assembly.

Parliamentarian
The Parliamentarian shall advise the chairperson and delegates on all matters of parliamentary procedure according to Robert’s Rules of Order Newly Revised and ensure that all meetings are conducted according to the Bylaws and procedures. The Parliamentarian will serve on the Governance Committee.
At-Large Delegate
It shall be the duty of an at-large delegate to attend all Executive Committee and Staff Assembly meetings and to stay abreast of all Staff Assembly activities during his/her term. These At-large delegates will be assigned by Staff Assembly Chair to a standing committee and maybe asked to serve on Ad Hoc committee(s) as required for the duration of their term in office.

Committees and Purpose

Executive
The Executive Committee shall be composed of elected officers. The Executive Committee shall represent the Assembly in matters involving the Assembly and University policy; shall fix the hour and place of meetings; shall appoint special committees to study specific issues brought before it by delegates to the Assembly; shall make recommendations to the Assembly; and shall perform any other related duties. No actions of the Executive Committee shall conflict with actions approved by the Assembly.

Budget & Planning
To develop an understanding of UNC strategic planning and budgeting and to find ways to communicate this to the staff assembly; to review and make recommendations on matters relating to higher education budgets for the state as well as for the UNC system. Responsibilities shall include assuring a staff role in the preparation of the proposed budget, comment on proposed budgets and criteria that lead to allocations to the constituent institutions; oversight of the UNC Staff Assembly budget, coordinating with UNC General Administration and providing advice to the Executive Committee of the Staff Assembly.

Human Resources, Diversity and Benefits
The Human Resource, Diversity and Benefits (HRD&B) Committee is to be a strategic partner with staff and the administration of the University of North Carolina System. Our goal is to assist all efforts to identify and respond to its changing needs. The HRD&B is dedicated to creating a more inclusive community in all realms of service grounded in respect and appreciation for individual differences. The Committee endorses a broad definition of diversity, and seeks to provide programs and resources that enhance knowledge and encourage understanding of diversity. The HRD&B will support all efforts by staff, faculty, and administration that foster a positive, caring work environment where the diversity of all members is respected.

HRD&B is committed to providing value added service exceeding the expectations of
its customers. We will partner with management staff to ensure that recruitment and retention efforts result in a highly qualified, fairly compensated, diverse workforce endeavoring to make the UNC System the employer of choice.

**Campus Chairs**

The Campus Chairs committee is led by the Vice Chair of the Staff Assembly and consists of each campus chair. The primary responsibility of the committee is to provide a liaison between the Executive Committee and each of the campuses. Additionally, members of the committee collect data from their respective campuses to be used in conjunction with reports from the other campuses to create Staff Assembly reports and recommendations. The Chair of the Staff Assembly can also request specific data from the committee to respond to questions from General Administration.

**Communications & Technology**

To facilitate open communication among staff and between staff and UNC General Administration in an effective and efficient manner utilizing appropriate and available technologies, such as the website and UNC Staff Assembly newsletter.

**Governance**

The Governance Committee serves as a resource, for the UNC Staff Assembly, on questions relating to the Bylaws and/or of parliamentary procedure. In accordance with UNC Staff Assembly Bylaws, the committee shall review all Assembly constitutions, Bylaws and Procedures, when adopted and/or amended for conflict or inconsistency with UNC Staff Assembly governance. The committee shall advise the UNC Staff Assembly on resolving conflicts with the UNC Staff Assembly documents, if any. The committee shall request Executive Committee action when necessary to bring Staff Assembly documents and procedures into conformity with stated parliamentary procedure.

The committee shall advise the UNC Staff Assembly of changes to the Bylaws that may require action of the UNC Staff Assembly to avoid conflict or inconsistency in Governance of the Assembly.

The committee shall serve as a resource on proposed amendments to the bylaws, research and provide advisory opinions to the Executive committee of the UNC Staff Assembly. The committee shall maintain an official text of the Bylaws incorporating all changes as adopted by the UNC Staff Assembly and shall verify as correct all published text of the bylaws.

**Staff Development**
To investigate ways in which staff can benefit from training programs and to make recommendations to the Executive Committee of the staff assembly. The committee shall address such issues as career and professional development and basic skills development. The committee shall also be responsible for notifying staff members of other professional development opportunities available throughout the UNC system. The committee shall be a forum for maximizing communication about, and support for, the staff development components of projects system wide and a forum for advising on and recommending ways of providing for system wide staff development needs. The committee shall research the necessary resources for staff to develop, career, personal and professional needs and goals.

Nominating

The Nominating committee shall be comprised of at least one delegate from the Executive Committee, and at least one delegate from each of the Standing Committees as well as the Past Chair of the UNC Staff Assembly. The Chair of the Nominations Committee shall be selected from the members of this committee. The Nominations committee shall oversee the nomination and election process each year according to the election procedures outlined in the UNC Staff Assembly By-laws and as outlined in the procedure manual. This committee will also assist with membership issues including addressing members not attending meetings and coordinating with Campus Chairs to fill vacated seats.

By Laws

I. MISSION

i. The Staff Assembly of The University of North Carolina shall gather and exchange information on behalf of the staff of The University of North Carolina. The Assembly shall, through the appropriate channels, advise and communicate with officers of the University, and through these officers, the Board of Governors, on matters of importance to staff members in the University. The Assembly shall foster and nurture the establishment and growth of staff organizations of the constituent institutions of The University of North Carolina and of the General Administration. The Staff Assembly will represent all permanent employees of the University except the faculty.

II. MEMBERSHIP

A. Composition of the Assembly
i. Delegates

a. The Assembly will be composed of three representatives (hereafter called "delegates") of each of the constituent institutions and of General Administration of The University of North Carolina. The institutional staff organization that houses the chair of the UNC Staff Assembly shall have three voting delegates. Every delegate shall be a permanent staff member of the institution he or she represents.

ii. Alternates

iii. Other Participants

a. Ex officio members

b. Institutional Representatives

B. Selection and Terms of Delegates and Alternates

i. Each institutional staff organization shall establish a method for selecting the three delegates from that institution. At least one delegate from each institution shall be the current chair of the institution's staff organization. Each staff organization may also select an alternate delegate.

ii. Each institution will select one delegate by May 15th of each year for a three-year term by the method specified in the bylaws of the staff organization.

iii. Terms of delegates shall begin on July 1st of each year and shall be staggered to assure continuity of representation. Assembly delegates shall serve through June 30th or until their successors are selected.

iv. Each staff organization may also elect an alternate in accordance with the Bylaws of their staff organization.
v. Terms of alternates shall begin on July 1st of each year and shall be for a period of one year.

vi. If a vacancy occurs, the institution may fill the vacancy for the remaining portion of the term in accordance with the staff organization’s bylaws.

vii. The immediate past Chair of the Assembly shall serve the Assembly as an ex-officio non-voting member of the Assembly.

viii. The Recording Secretary will be responsible for minutes of the meetings of the Staff Assembly. This position will be responsible for communication of Staff Assembly business to delegates and the University staff through appropriate means. This position will be appointed by the Executive Committee and will have the voting privileges allotted to delegates or alternates of the assembly.

ix. The President of The University of North Carolina, or his/her designee, shall serve the Assembly as a non-voting ex-officio member.

x. Ex-officio members do not count in determining a quorum.
C. Duties and Responsibilities of Delegates and Alternates

i. Duties of Delegates

a. It is the duty and responsibility of all delegates to facilitate communication between their campus organization and the UNC Staff Assembly. In addition, they must participate in Staff Assembly activities, serve on a standing committee and attend the four yearly meetings of the Staff Assembly.

c. If any delegate is absent from more than two meetings without being formally excused or represented by a duly elected alternate, the delegate shall be removed by the Chair of the Staff Assembly after appropriate notification has been sent to the individual campus.

ii. Duties of Alternates

a. Alternates must attend meetings in place of elected delegates who cannot attend.

b. Alternates have no voting rights except when representing an elected delegate. When not representing an elected delegate, alternates may attend meetings on their own time and not at the expense of the UNC Staff Assembly.

D. Removal of Delegates and Alternates

i. Any member can be removed for nonperformance of Assembly duties by a vote of two thirds (2/3) of a quorum present at a quarterly or special meeting. Nonperformance of Assembly duties may include, but is not limited to: non-attendance, defined as two (2) or more unexcused absences; or conduct injurious to the UNC Staff Assembly or the purposes of the Assembly.

III. MEETINGS OF THE ASSEMBLY

A. Regular Meetings

i. Regular meetings of the Assembly shall be conducted four times per fiscal year in accordance with a schedule published and distributed no later than July 1st of each year to Assembly delegates by the Secretary of the Assembly.
ii. Meetings may be conducted in person or through electronic means (i.e., video conference or teleconference).

B. Special Meetings
   i. The Chair may call special meetings as needed.
   
   ii. Within five days of the receipt of a request signed by at least twelve delegates, the Chair shall be required to schedule a special meeting of the Assembly. This special meeting shall be conducted within ten (10) working days of the notice of the special meeting.
   
   iii. The Chair shall be required to convene a special meeting of the Assembly within ten (10) days of the receipt of a request for such a meeting signed by the President of The University of North Carolina.

C. Open Meetings Law
   i. Meetings of the Assembly shall be conducted in accordance with North Carolina’s Open Meetings Law.

D. Quorum
   i. A Quorum shall consist of 2/3 of the total number of elected delegates.
V. **Nominations and Elections**

The Nominations Committee chair or a person designated by the Staff Assembly Chair will read the policy or procedure to the delegates prior to the election process.

The nominating committee chair shall present their report. In the chair’s absence, the committee may designate a person to present the report.

The Committee Chair or designee announces the names of each nominated candidate, in alphabetical order for each of the offices.

For each office, the Staff Assembly chair inquires whether there are additional nominations from the floor.

Floor candidates must accept nomination or self-nominate in order to be considered in the election process.

When nominations are complete, the Staff Assembly chair declares the nominations for that office closed.

All candidates will be allowed two minutes to speak on his or her behalf.

The balloting for each office takes place immediately following the close of the nomination process and the candidate speeches. The number of votes that a member institution may cast is governed by Article II, Section (i) of the Staff Assembly By-Laws.

After nominations for an office are closed, if there is only one candidate for the office, the Staff Assembly chair may entertain a motion to dispense with the ballot for the uncontested office and appoint the new officer.

The Staff Assembly chair informs candidates that a neutral party will observe the counting of the ballots.

Delegates may be nominated and run for more than one office. Using a single-ballot election method, in the case of a delegate being elected for more than one office, the delegate will choose the office he or she wishes to accept. For the office denied, if more than one other candidate was nominated for that office, a runoff election will be held to fill the seat.

Any candidate who receives a majority of the votes cast is declared elected. In the event no candidate receives a majority of the votes cast for a contested office, voting continues with the use of special ballots which will include the names of all the candidates running for that office except
that of the candidate who received the fewest votes on the previous ballot. Such procedure will continue until one of the candidates receives a majority of the votes.

Upon conclusion the Staff Assembly elections, all results are final.

All ballots are retained for 24 hours following the close of the Meeting, for review only by the Staff Assembly Executive Committee as necessary, and immediately thereafter destroyed by the secretary.

IV. OFFICERS

A. Definition and responsibilities

i. Chair

a. The Chair will be responsible for calling and conducting meetings of the Assembly and of the Executive Committee. The Chair shall represent the Assembly to the University administration and through the President to the Board of Governors. The Chair will appoint committee leadership and committee membership.

ii. Vice Chair

a. The Vice Chair shall conduct meetings in the absence of the Chair and shall represent the Assembly in the absence of the Chair. The Vice Chair shall also serve as the Chair of the Campus Chairs Committee.

iii. Secretary/Treasurer

a. The Secretary/Treasurer will be responsible for minutes of the meetings of the Executive Committee. The Secretary/Treasurer will be responsible for communication of Executive Committee business to delegates and the University staff through appropriate means. The Secretary/ Treasurer shall be the custodian of any funds allocated to the Assembly.
iv. Chair-Elect

a. Chair-Elect will be elected in the second year of the term of the Chair. The Chair-Elect duties consists of but are not limited to; serving as a liaison to the Scholarship Fund and all standing committees except the Campus Chairs, Communications and Governance Committee. The Chair-Elect will prepare to assume the Chairmanship and perform all duties requested in the absence of the availability of the Chair or Vice-Chair.

v. Past Chair

a. The Past Chair shall serve as an advisor to the Executive Committee and will serve as an ex officio member of said committee. The Past Chair shall serve as the liaison to the scholarship fund and all standing committees with the exception of the Campus Chairs, Communications and Governance Committees when there is no Chair-Elect.

vi. Communications Officer

a. The Communications Officer responsibilities will include but are not limited to: Newsletters, website, distribution, internal and external communication. The Communications Officer will serve as the chair of the Communications Committee.

vii. Parliamentarian

a. The Parliamentarian shall advise the chairperson and delegates on all matters of parliamentary procedure according to Robert’s Rules of Order Newly Revised and ensure that all meetings are conducted according to the Bylaws and procedures. The Parliamentarian will serve on the Governance Committee.

viii. At-Large Delegate

a. It shall be the duty of an at-large delegate to attend all Executive Committee and Staff Assembly meetings and to stay abreast of all Staff Assembly activities during his/her term. These At-large delegates will
be assigned by Staff Assembly Chair to a standing committee and maybe asked to serve on Ad Hoc committee(s) as required for the duration of their term in office.

B. Elections

i. Officers of the Assembly, except the Chair, shall be elected by the delegates at the first regular fall meeting of each year. The Chair-Elect assumes position at the COB of the annual fall meeting of the Staff Assembly where all other officers are elected.

C. Terms of Office

i. The officers, including the Chair, shall serve for two years from the date of election or until their successors are elected. The terms of the Vice Chair and Communications Officer shall be staggered. The terms of the four At-Large members will be staggered. No officer shall hold more than one office at a time.

D. Vacancies in Office

i. If an office becomes vacant during the term, it shall be filled by appointment of the Executive Committee for the remainder of the term.

VI. EXECUTIVE COMMITTEE

A. Definition

i. The Executive Committee shall be composed of elected officers. The immediate past Chair shall serve as an ex-officio non-voting member of the Executive Committee and shall serve as a mentor for new members. The Assembly will also elect from the entire delegation four delegates to serve as At-Large Members of the Executive Committee. The President of the University, or the President’s designee, the Associate Vice President for Human Resources and any other appropriate members of the staff at General Administration shall serve in an ex-officio non-voting capacity on the Executive Committee.

B. Meetings of the Executive Committee

i. The Executive Committee shall establish a regular meeting schedule.

ii. The Executive Committee may meet in special session on the
call of the Chair with a required notice of five (5) working days.

iii. The Chair shall convene a meeting of the Executive Committee within ten (10) working days of the receipt of a request signed by a majority of the members of the Executive Committee.

iv. The Chair shall convene a meeting of the Executive Committee upon the receipt of a request made by the President of the University.

v. The Chair may call an emergency meeting of the Executive Committee in accordance with the provisions of GS 143-318.12(b)(3).

C. Powers and Duties
i. The Executive Committee shall represent the Assembly in matters involving the Assembly and University policy; shall fix the hour and place of meetings; shall appoint special committees to study specific issues brought before it by delegates to the Assembly; shall make recommendations to the Assembly; and shall perform any other related duties. No actions of the Executive Committee shall conflict with actions approved by the Assembly.

VII. OTHER COMMITTEES
A. Standing Committees
i. The following shall be Standing Committees for the UNC Staff Assembly: Budget & Planning, Human Resources, Campus Chairs, Communication & Technology, Governance, Staff Development and Nominating.

B. Special Committees
i. The Chair shall establish any other ad hoc committees to facilitate the work of the Assembly as is deemed necessary and appoint their membership.
VIII. PROCEEDINGS OF ASSEMBLY AND COMMITTEES

i. Rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the proceedings of the Assembly and its committees insofar as they are not inconsistent with these Bylaws or established rules of order that the Assembly may adopt.

IX. AMENDMENTS TO BYLAWS

A. Proposal

i. Any delegate to the UNC Staff Assembly may propose an amendment to the Bylaws. The proposal must be in writing and should be submitted to the Governance Committee.

B. Prior Notice

i. Proposed changes to the Bylaws must be submitted via email to all delegates prior to a scheduled vote.

C. Adoption

i. Amendments to the Bylaws of the UNC Staff Assembly shall become effective only upon approval by two-thirds (2/3) of the Assembly delegates present and voting at any regular meeting.
Section III: UNC Staff Assembly Procedures

Conducting Meetings

1. Develop an agenda
   a. The committee chair is responsible for developing the agenda. They may consult with members of the group to develop the agenda.
   b. The group is responsible for bringing items to the chair. The chair will decide upon which items are include on the agenda.
   c. The agenda should include the date, time, and meeting location or method, i.e. video conference, conference call, or in person. The agenda should include a call to order, roll call, review and approval of minutes, member reports, unfinished business, new business, announcements, and adjournment.
   d. Agendas may include scheduled recesses or allow members to call for a recess. Scheduled recesses are recommend during meetings of considerable length.
   e. Submit the agenda to the group at least one week in advance of the scheduled meeting.
2. Call the meeting to order.
3. Conduct roll call and confirm quorum.
   a. A quorum is achieved when a simple majority of the members are present.
   b. Proceed with meeting if a quorum is present.
   c. If a quorum is not present, attempt to obtain a quorum. The meeting is adjourned if a quorum is not obtained.
      i. This is an important item to consider when the group is deciding upon a course of action, i.e. the UNC Staff Assembly discussing and voting on a resolution or a subcommittee developing a motion to be brought to the Assembly for consideration.
4. A quorum is not required during a subcommittee work session if the group agrees to waive the need for quorum
5. Read the Conflict of Interest Statement
6. Approve minutes from previous meeting
   a. Minutes should be circulated 1 week prior to the meeting
   b. Ask if there are any amendments to the minutes. Amend if necessary.
   c. Approve minutes. These become the official record of the groups meeting.
7. Member reports
   a. Reports from sub-committee chairs or individual members. Standing committees usually are heard from before special committee reports.
   b. The agenda should identify who will be called upon.
8. Unfinished business
a. Address incomplete items from previous meetings.
b. Include actionable items on the agenda.

9. New Business
   a. Include known discussion and action items on the agenda.
   b. The chair may ask if the members have new business to discuss.
      Members may bring new items to the floor for discussion. However,
      advance notice is preferred for items to be included on the agenda.

10. General Announcements
    a. The chair may inform the group of upcoming activities or items for
       discussion during the next meeting, e.g. the next group meeting, future
       agenda items, and other information of benefit to the group.
    b. The chair may open the floor and allow members to make
       announcements.

11. Adjournment
    a. Meeting adjournment occurs when the specified adjournment time is
       reached, committee business is completed, or a motion has been
       made, seconded, and approved.
    b. In the event a motion to adjourn is made, the chair should ensure no
       important business is unfinished before putting the question to the
       group. The chair may refuse to entertain this motion, ask the motion
       be withdrawn, or refuse to put the question before the group.
    c. Subcommittees may be adjourned at the discretion of the chair.
    d. Unfinished business takes precedence on the next meeting's agenda.

Amending the By-Laws

A. Proposal
   Any delegate to the UNC Staff Assembly may propose an amendment to the
   Bylaws. The proposal must be in writing and should be submitted to the
   Governance Committee. The Governance Committee will review the proposal
   for purpose and make recommendation to the Executive Committee.
   Executive committee then decides to move proposal to the assembly body for
   vote or to send it back to the Governance Committee for further research.

   The delegate(s) proposing amendment shall be notified of the status of the
   amendment process.

B. Prior Notice
   Proposed changes to the Bylaws must be submitted in writing (via email, fax
   or regular mail) to all delegates at least two weeks prior to a scheduled vote.

C. Adoption
Amendments to the Bylaws of the UNC Staff Assembly shall become effective only upon approval by two-thirds (2/3) of the Assembly delegates present and voting at any regular meeting.

**Nominations & Elections Procedure**

**Nominating Process**

The nominating committee will distribute the nomination form to each member on the current UNC Staff Assembly roster as provided by the secretary. This should take place no less than 182 days prior to the election. Completed forms will be submitted to the nomination committee and deadlines will be determined by the committee for the remainder of the process. If there are no candidates nominated for any particular office, the nominating committee will contact the campus chairs to ask for their assistance in soliciting potential candidates from their Staff Assembly delegation. Members of the nominating committee should then be designated to call each nominee to see if he or she is willing to serve if elected. The consent form requiring signature of supervising authority will be provided to each nominee who is willing to serve. If no member is found, the committee will leave that slot open for nominations from the floor.

**Committee Report**

The chair of the nominating committee will provide a written report of all eligible nominees to the Staff Assembly Chair no fewer than four weeks before the Staff Assembly meeting in which an election is to take place. The Staff Assembly Chair submits the report in writing to all executive committee members at least one week before the annual business meeting in which the election is to take place. This may be done in whatever manner the Staff Assembly Chair so chooses.

**Notifying Candidates**

The chair of the nominating committee notifies candidates nominated for office and reconfirms their willingness to be nominated and their commitment to fulfill the duties of office if elected. Additional candidates may be nominated from the floor at the Staff Assembly business meeting in which elections are taking place.

**Ballot Preparation**

The nominating committee will prepare the ballot prior to the election with all of the eligible delegates for each office as well as an open area for write-in candidates. The nominating committee should be prepared to accommodate the floor nominations in the same manner as the balloted candidates. All candidates must have supervisor approval to serve. Any floor nomination would need to have
Parliamentary Procedure

The Order of Business

The “order of business” is the established sequence in which business is taken up during a meeting. It is a blueprint for meetings and provides a systematic plan for the orderly conduct of business.

I. Reading & Approval of Minutes
Following any corrections or additions, the minutes should be approved. Approval is usually handled by unanimous consent.

II. Reports of Officers, Executive & Standing Committees
The chair usually calls on only those members who have reports.

III. Reports of Special Committees
Special Committees do not have continual existence; they exist solely for purposes of a specific project (ad hoc).

IV. Unfinished Business
Sometimes incorrectly referred to as “Old Business; it refers to questions that have carried over from the previous meeting as a result of that meeting having adjourned without completing its order of business.

V. New Business
Following any unfinished business, the chair asks, “Is there any new business?” Members can introduce new items of business.

VI. Announcements

VII. Adjournment

Parliamentary Law

Parliamentary Procedure provides and orderly system for accomplishing assembly business, while protecting the rights of the members.

It can be defined as:
* The right of the minority
* The rule of the majority
* Partiality to none
The four basic principles of parliamentary laws are:
1. Courtesy and justice for all
2. One item of business at a time
3. The minority must be heard
4. The majority must prevail

WHAT TO SAY!

Recognition by the Chair
- A member may not speak unless recognized by the chair
- Only one member at a time is allowed to speak. To gain recognition a member must say ("Mr. or Madam Chair)

Each item of business must contain the following:

Main Motion
- An idea brought before the assembly for consideration.
  Usually begins with a “reason” before stating the motion. A motion should be short and concise.

To make the motion
  A member must say (“I move that ....” or I move to ....”)

Second
- The main motion must have a second which means another member supports the main motion. To second a motion a different member than who made the motion must say (“I second the motion”)

Discussion
- Once the motion has been moved and seconded the “floor” is open for discussion. The Chair or President will recognize the members allowing them to discuss the motion.
  Note: Amendments to the main motion may be changed by inserting or deleting words or phrases. To amend to motion a member must say (“I move to amend the motion by inserting or deleting ....”)

Note: A motion may be amended twice.

Vote
- Once discussion ends a vote must be taken. If discussion goes on too long a member may end discussion by moving previous question (“I move previous question” or questions”) Previous question must be seconded and a vote on previous question must pass by 2/3rds vote. Then the vote will be taken on the Main Motion or its amendment on the floor.
**Amendment**
- A change of alteration proposed to a main motion by inserting, changing, or striking out words and phrases without changing the meaning or intent of the motion. (“I move to amend the motion by inserting or selecting …”) A motion may be amended twice – the second amendment is an amendment to the amendment.

**Appeal**
- A challenge from a member on a ruling the chair has made regarding a question. (“I appeal from the decision of the Chair”)

**Definition of terms:**

**Chair**
- Presiding officer of the meeting, whether temporary or permanent.

**Division of House**
- When the voice vote on an item of business is close, the chair must call the results of the vote. A member can challenge the results of the vote after it has been announced. (“Division”) Once division has been called the vote will be retaken using either a show of hand or standing.

**Floor**
- Refers to recognition and privilege of addressing the chair or assembly; obtaining the floor means receiving recognition from the chair with the privilege of making a motion, nomination, requesting a point of order, inquiry of information, or discussion.

**General Consent**
- A form of voting in which a motion is accepted without going through the actual procedure of voting (“Shall we by general consent accept the … committee report … hearing no objection the motion carries.”)

**Lay on table**
- A term used to indicate that a motion has been temporarily set aside. A motion that has been tabled must be taken up within the current meeting or the next meeting or it dies. (“I move to table the motion”)

**Main Motion**
- An idea that is brought before the assembly for consideration. (“I move that ...” or “I move to ...”)

**Point of Information**
- The request for information referring to the motion on the floor. It does not deal with parliamentary law. (“I rise to point of information.”)
Point of order
- Calling attention to the fact that the parliamentary laws have been violated.
(“Point of Order ... explain what was violated.”)

Previous Question
- A motion designed to bring a motion already on the floor an immediate vote without further debate. *Must be seconded and then voted upon before a vote on the motion.* (”Question” or “I call Previous Question”)

Refer to a Committee
- A motion that will require in depth work or investigation is better served in a committee. (“I move to refer the motion ... and its amendment(s) to a ...committee”)

Take from the table
- A motion to bring a motion that has been tabled back before the assembly for consideration (“I move to take from the table the motion to ....”)

Parliamentary Procedure “10 Commandments”

1. *The rights of the organization as a whole supersede the rights of individual members.*

   Each board has the right to make its own rules, which must then be observed by all members; if a conflict arises between the rights of the organization to conduct business and the rights of a member, the rights of the organization prevail. Many boards adopt their own rules of procedure.

2. *All members have equal rights, privileges, and obligations; members of a minority have a right to be heard and a right to oppose any issue or the majority.*

   Member rights include:
   • The right to attend meetings;
   • The right to make motions and to speak in debate (after recognition by the Chair);
   • The right to make nominations;
   • The right to vote; and
   • The right to hold office

3. *A Quorum MUST be present to conduct business and/or to take legal action:*
A quorum is the number of members who must be present to legally conduct business, usually a majority of the delegates. This number may be established by state law, home-rule charter, or in bylaws. The requirement to have a quorum serves to prevent a less than-representative group from taking action in the name of the organization and protects the rights of absentees.

4. Only one main motion (Question) may be on the floor at a time.

Only one motion or proposition can be on the floor at a time for consideration. If another member makes a motion that does not directly relate to the subject being considered, the Chair will rule the motion “out of order” and discussion of the main motion on the floor will continue.

5. Only one Member/Speaker can have the floor at a time.

Once a member has been recognized by the Chair, he or she has been given “the floor” and may not be interrupted by another member. If another member interrupts the speaker, the Chair will advise the interrupting member to wait until he or she has been recognized by the Chair, then ask the original speaker to continue.

6. Debatable motions must receive full debate.

The presiding officer may not put a debatable motion to vote as long as any member wishes to debate the motion. Every member has the right to understand the meaning of any question presented during a meeting and to know what effect any decision will have. Debate may only be suspended by a two-thirds vote of the members present. Suspending debate limits the rights of members to continue discussing the motion; therefore, a two-thirds vote is required.

7. Personal remarks during debate are ALWAYS out of order

Debate must be directed to the motion on the floor, not motives; to principles, not personalities.

- The presiding officer must rule all personal remarks out of order.
- The issue—not the person—is the topic of discussion.
- Members address their comments to the Chair, not to other delegates.

8. Once the Question has been decided, it (or a similar Question) cannot be brought up again at the same meeting.
If a member attempts to bring a question—or a motion that is essentially the same as a previously voted-on question—before the board again at the same meeting, the presiding officer should rule the motion out of order.

**NOTE:** A special class of motions, “rescind” and “reconsider” are restorative motions, and may be used to bring a motion back before a group and allow the group to change or reconsider the question.

**9. The Majority rules:**

The minority has the right to be heard and to take part in debate; however, once a decision has been reached by a majority vote of the members present, the minority must respectfully abide by the decision. A majority vote decides the question, unless a greater majority is required under another rule.

**10. Silence means consent.**

Members who abstain (chose to not vote) actually agree to go along with the decision of the majority by their silence. A majority means “the majority of members voting”; abstentions do not count in the total vote count.

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**Meetings of Public Bodies**

§ 143-318.9. Public policy.

Whereas the public bodies that administer the legislative, policy-making, quasi-judicial, administrative, and advisory functions of North Carolina and its political subdivisions exist solely to conduct the people's business, it is the public policy of North Carolina that the hearings, deliberations, and actions of these bodies be conducted openly. (1979, c. 655, s. 1.)

§ 143-318.10. All official meetings of public bodies open to the public.

(a) Except as provided in G.S. 143-318.11, 143-318.14A, 143-318.15, and 143-318.18, each official meeting of a public body shall be open to the public, and any person is entitled to attend such a meeting.

(b) As used in this Article, "public body" means any elected or appointed authority, board, commission, committee, council, or other body of the State, or of one or more counties, cities, school administrative units, constituent institutions of The University of North Carolina, or other political subdivisions or public corporations in the State that (i) is composed of two or more members and (ii) exercises or is authorized to exercise a legislative, policy-making, quasi-judicial, administrative, or advisory function. In addition, "public body" means the governing board of a "public
hospital" as defined in G.S. 159-39 and the governing board of any nonprofit corporation to which a hospital facility has been sold or conveyed pursuant to G.S. 131E-8, any subsidiary of such nonprofit corporation, and any nonprofit corporation owning the corporation to which the hospital facility has been sold or conveyed.

(c) "Public body" does not include (i) a meeting solely among the professional staff of a public body, or (ii) the medical staff of a public hospital or the medical staff of a hospital that has been sold or conveyed pursuant to G.S. 131E-8.

(d) "Official meeting" means a meeting, assembly, or gathering together at any time or place or the simultaneous communication by conference telephone or other electronic means of a majority of the members of a public body for the purpose of conducting hearings, participating in deliberations, or voting upon or otherwise transacting the public business within the jurisdiction, real or apparent, of the public body. However, a social meeting or other informal assembly or gathering together of the members of a public body does not constitute an official meeting unless called or held to evade the spirit and purposes of this Article.

(e) Every public body shall keep full and accurate minutes of all official meetings, including any closed sessions held pursuant to G.S. 143-318.11. Such minutes may be in written form or, at the option of the public body, may be in the form of sound or video and sound recordings. When a public body meets in closed session, it shall keep a general account of the closed session so that a person not in attendance would have a reasonable understanding of what transpired. Such accounts may be a written narrative, or video or audio recordings. Such minutes and accounts shall be public records within the meaning of the Public Records Law, G.S. 132-1 et seq.; provided, however, that minutes or an account of a closed session conducted in compliance with G.S. 143-318.11 may be withheld from public inspection so long as public inspection would frustrate the purpose of a closed session. (1979, c. 655, s. 1; 1985 (Reg. Sess., 1986), c. 932, s. 4; 1991, c. 694, ss. 1, 2; 1993 (Reg. Sess., 1994), c. 570, s. 1; 1995, c. 509, s. 135.2(p); 1997-290, s. 1; 1997-456, s. 27.)

§ 143-318.11. Closed sessions.

(a) Permitted Purposes. – It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required: NC General Statutes - Chapter 143 Article 33C 2(1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes. (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.
General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant.

The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded. (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations. The action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.(7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct. (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence.(9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.

(c) Calling a Closed Session. – A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged.
or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session. (d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2.)

§ 143-318.12. Public notice of official meetings. (a) If a public body has established, by ordinance, resolution, or otherwise, a schedule of regular meetings, it shall cause a current copy of that schedule, showing the time and place of regular meetings, to be kept on file as follows:

(1) For public bodies that are part of State government, with the Secretary of State;

(2) For the governing board and each other public body that is part of a county government, with the clerk to the board of county commissioners;

(3) For the governing board and each other public body that is part of a city government, with the city clerk;

(4) For each other public body, with its clerk or secretary, or, if the public body does not have a clerk or secretary, with the clerk to the board of county commissioners in the county in which the public body normally holds its meetings.

If a public body changes its schedule of regular meetings, it shall cause the revised schedule to be filed as provided in subdivisions (1) through (4) of this subsection at least seven calendar days before the day of the first meeting held pursuant to the revised schedule. (b) If a public body holds an official meeting at any time or place other than a time or place shown on the schedule filed pursuant to subsection (a) of this section, it shall give public notice of the time and place of that meeting as provided in this subsection. (1) If a public body recesses a regular, special, or emergency meeting held pursuant to public notice given in compliance with this subsection, and the time and place at which the meeting is to be continued is announced in open session, no further notice shall be required. (2) For any other meeting, except an emergency meeting, the public body shall cause written notice of the meeting stating its purpose (i) to be posted on the principal bulletin board of the public body or, if the public body has no such bulletin board, at the door of its usual meeting room, and (ii) to be mailed, e-mailed, or delivered to each newspaper, wire service, radio station, and television station that has filed a written request for notice with the clerk or secretary of the public body or with some other person designated by the public body. The public body shall also cause notice to be mailed, e-mailed, or delivered to any person, in addition to the representatives of the media listed above, who has filed a written request with the clerk, secretary, or other person designated by the public body. This notice shall be posted and mailed, e-mailed, or delivered at least 48 hours before the time of the meeting. The notice
required to be posted on the principal bulletin board or at the door of its usual meeting room shall be posted on the door of the NC General Statutes - Chapter 143 Article 33C 4building or on the building in an area accessible to the public if the building containing the principal bulletin board or usual meeting room is closed to the public continuously for 48 hours before the time of the meeting. The public body may require each newspaper, wire service, radio station, and television station submitting a written request for notice to renew the request annually. The public body shall charge a fee to persons other than the media, who request notice, of ten dollars ($10.00) per calendar year, and may require them to renew their requests quarterly. No fee shall be charged for notices sent by e-mail. (3) For an emergency meeting, the public body shall cause notice of the meeting to be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request, which includes the newspaper’s, wire services, or station’s telephone number, for emergency notice with the clerk or secretary of the public body or with some other person designated by the public body. This notice shall be given either by e-mail, by telephone, or by the same method used to notify the members of the public body and shall be given immediately after notice has been given to those members. This notice shall be given at the expense of the party notified. Only business connected with the emergency may be considered at a meeting to which notice is given pursuant to this paragraph. (c) Repealed by Session Laws 1991, c. 694, s. 6.

(d) If a public body has a Web site and has established a schedule of regular meetings, the public body shall post the schedule of regular meetings to the Web site. (e) If a public body has a Web site that one or more of its employees maintains, the public body shall post notice of any meeting held under subdivisions (b)(1) and (b)(2) of this section prior to the scheduled time of that meeting. (f) For purposes of this section, an "emergency meeting" is one called because of generally unexpected circumstances that require immediate consideration by the public body. (1979, c. 655, s. 1; 1991, c. 694, ss. 5, 6; 2009-350, s. 1.)

§ 143-318.13. Electronic meetings; written ballots; acting by reference.

(a) Electronic Meetings. – If a public body holds an official meeting by use of conference telephone or other electronic means, it shall provide a location and means whereby members of the public may listen to the meeting and the notice of the meeting required by this Article shall specify that location. A fee of up to twenty-five dollars ($25.00) may be charged each such listener to defray in part the cost of providing the necessary location and equipment. (b) Written Ballots. – Except as provided in this subsection or by joint resolution of the General Assembly, a public body may not vote by secret or written ballot. If a public body decides to vote by written ballot, each member of the body so voting shall sign his or her ballot; and the minutes of the public body shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the clerk or secretary to the public body immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed. (c) Acting by Reference. – The members of a public body shall not
deliberate, vote, or otherwise take action upon any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the public body to understand what is being deliberated, voted, or acted upon. However, this subsection does not prohibit a public body from deliberating, voting, or otherwise taking action by reference to an agenda, if copies of the agenda, sufficiently worded to enable the public to understand what is being deliberated, voted, or acted upon, are available for public inspection at the meeting. (1979, c. 655, s. 1.) NC General Statutes - Chapter 143 Article 33C 5

(a) Except as herein below provided, any radio or television station is entitled to broadcast all or any part of a meeting required to be open. Any person may photograph, film, tape-record, or otherwise reproduce any part of a meeting required to be open.

(b) A public body may regulate the placement and use of equipment necessary for broadcasting, photographing, filming, or recording a meeting, so as to prevent undue interference with the meeting. However, the public body must allow such equipment to be placed within the meeting room in such a way as to permit its intended use, and the ordinary use of such equipment shall not be declared to constitute undue interference; provided, however, that if the public body, in good faith, should determine that the size of the meeting room is such that all the members of the public body, members of the public present, and the equipment and personnel necessary for broadcasting, photographing, filming, and tape-recording the meeting cannot be accommodated in the meeting room without unduly interfering with the meeting and an adequate alternative meeting room is not readily available, then the public body, acting in good faith and consistent with the purposes of this Article, may require the pooling of such equipment and the personnel operating it; and provided further, if the news media, in order to facilitate news coverage, request an alternate site for the meeting, and the public body grants the request, then the news media making such request shall pay any costs incurred by the public body in securing an alternate meeting site. (1979, c. 655, s. 1.)

§ 143-318.14A. Legislative commissions, committees, and standing subcommittees.
(a) Except as provided in subsection (e) below, all official meetings of commissions, committees, and standing subcommittees of the General Assembly (including, without limitation, joint committees and study committees), shall be held in open session. For the purpose of this section, the following also shall be considered to be "commissions, committees, and standing subcommittees of the General Assembly":

(1) The Legislative Research Commission;
(2) The Legislative Services Commission;
(3) Repealed by Session Laws 2006-203, s. 93, effective July 1, 2007, and applicable to the budget for the 2007-2009 biennium and each subsequent biennium thereafter;
(4) The Joint Legislative Utility Review Committee;
(5) The Joint Legislative Commission on Governmental Operations;
(6) The Joint Legislative Commission on Municipal Incorporations;
(8) The Joint Select Committee on Low-Level Radioactive Waste;
(9) The Environmental Review Commission;
(10) The Joint Legislative Transportation Oversight Committee;
(11) The Joint Legislative Education Oversight Committee;
(12) The Joint Legislative Commission on Future Strategies for North Carolina;
(13) The Commission on Children with Special Needs;
(14) The Legislative Committee on New Licensing Boards;
(15) The Agriculture and Forestry Awareness Study Commission;
(16) The North Carolina Study Commission on Aging; and
(17) The standing Committees on Pensions and Retirement.

(b) Reasonable public notice of all meetings of commissions, committees, and standing subcommittees of the General Assembly shall be given. For purposes of this subsection, "reasonable public notice" includes, but is not limited to:

(1) Notice given openly at a session of the Senate or of the House; or NC General Statutes - Chapter 143 Article 33C 6

(2) Notice mailed or sent by electronic mail to those who have requested notice, and to the Legislative Services Office, which shall post the notice on the General Assembly web site. G.S. 143-318.12 shall not apply to meetings of commissions, committees, and standing subcommittees of the General Assembly.

(c) A commission, committee, or standing subcommittee of the General Assembly may take final action only in an open meeting.

(d) A violation of this section by members of the General Assembly shall be punishable as prescribed by the rules of the House or the Senate.

(e) The following sections shall apply to meetings of commissions, committees, and standing subcommittees of the General Assembly: G.S. 143-318.10(e) and G.S. 143-318.11, G.S. 143-318.13 and G.S. 143-318.14, G.S. 143-318.16 through G.S. 143-318.17. (1991, c. 694, s. 7; 1991 (Reg. Sess., 1992), c. 785, s. 4; c. 1030, s. 42; 1993, c. 321, s. 169.2(f); 1997-443, s. 12.30; 2003-374, s. 1; 2006-203, s. 93.)

§ 143-318.15: Repealed by Session Laws 2006-203, s. 94, effective July 1, 2007, and applicable to the budget for the 2007-2009 biennium and each subsequent biennium thereafter.

§ 143-318.16. Injunctive relief against violations of Article.

(a) The General Court of Justice has jurisdiction to enter mandatory or prohibitory
injunctions to enjoin (i) threatened violations of this Article, (ii) the recurrence of past violations of this Article, or (iii) continuing violations of this Article. Any person may bring an action in the appropriate division of the General Court of Justice seeking such an injunction; and the plaintiff need not allege or prove special damage different from that suffered by the public at large. It is not a defense to such an action that there is an adequate remedy at law.

(b) Any injunction entered pursuant to this section shall describe the acts enjoined with reference to the violations of this Article that have been proved in the action.

(c) Repealed by Session Laws 1985 (Reg. Sess., 1986), c. 932, s. 3, effective October 1, 1986. (1979, c. 655, s. 1; 1985 (Reg. Sess., 1986), c. 932, s. 3.)

§ 143-318.16A. Additional remedies for violations of Article.

(a) Any person may institute a suit in the superior court requesting the entry of a judgment declaring that any action of a public body was taken, considered, discussed, or deliberated in violation of this Article. Upon such a finding, the court may declare any such action null and void. Any person may seek such a declaratory judgment, and the plaintiff need not allege or prove special damage different from that suffered by the public at large. The public body whose action the suit seeks to set aside shall be made a party. The court may order other persons be made parties if they have or claim any right, title, or interest that would be directly affected by a declaratory judgment voiding the action that the suit seeks to set aside.

(b) A suit seeking declaratory relief under this section must be commenced within 45 days following the initial disclosure of the action that the suit seeks to have declared null and void; provided, however, that any suit for declaratory judgment brought pursuant to this section that seeks to set aside a bond order or bond referendum shall be commenced within the limitation periods prescribed by G.S. 159-59 and G.S. 159-62. If the challenged action is recorded in the minutes of the public body, its initial disclosure shall be deemed to have occurred on the date the minutes are first available for public inspection. If the challenged action is not recorded in the minutes of the public body, the date of its initial disclosure shall be determined by the court based on a finding as to when the plaintiff knew or should have known that the challenged action had been taken.

(c) In making the determination whether to declare the challenged action null and void, the court shall consider the following and any other relevant factors:

(1) The extent to which the violation affected the substance of the challenged action;

(2) The extent to which the violation thwarted or impaired access to meetings or proceedings that the public had a right to attend;
(3) The extent to which the violation prevented or impaired public knowledge or understanding of the people's business;

(4) Whether the violation was an isolated occurrence, or was a part of a continuing pattern of violations of this Article by the public body;

(5) The extent to which persons relied upon the validity of the challenged action, and the effect on such persons of declaring the challenged action void;

(6) Whether the violation was committed in bad faith for the purpose of evading or subverting the public policy embodied in this Article.

(d) A declaratory judgment pursuant to this section may be entered as an alternative to, or in combination with, an injunction entered pursuant to G.S. 143-318.16.

(e) The validity of any enacted law or joint resolution or passed simple resolution of either house of the General Assembly is not affected by this Article. (1985 (Reg. Sess., 1986), c. 932, s. 1; 1991, c. 694, s. 8.)

§ 143-318.16B. Assessments and awards of attorneys' fees.
When an action is brought pursuant to G.S. 143-318.16 or G.S. 143-318.16A, the court may make written findings specifying the prevailing party or parties, and may award the prevailing party or parties a reasonable attorney's fee, to be taxed against the losing party or parties as part of the costs. The court may order that all or any portion of any fee as assessed be paid personally by any individual member or members of the public body found by the court to have knowingly or intentionally committed the violation; provided, that no order against any individual member shall issue in any case where the public body or that individual member seeks the advice of an attorney, and such advice is followed. (1985 (Reg. Sess., 1986), c. 932, s. 2; 1993 (Reg. Sess., 1994), c. 570, s. 3.)

§ 143-318.16C. Accelerated hearing; priority.
Actions brought pursuant to G.S. 143-318.16 or G.S. 143-318.16A shall be set down for immediate hearing, and subsequent proceedings in such actions shall be accorded priority by the trial and appellate courts. (1993 (Reg. Sess., 1994), c. 570, s. 4.)

§ 143-318.16D. Local acts. Any reference in any city charter or local act to an "executive session" is amended to read "closed session". (1993 (Reg. Sess., 1994), c. 570, s. 4.)

§ 143-318.17. Disruptions of official meetings.
A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor. (1979, c. 655, s. 1; 1993, c. 539, s. 1028; 1994, Ex. Sess., c. 24, s. 14(c.).)
§ 143-318.18. Exceptions.
This Article does not apply to:
(1) Grand and petit juries.

(2) Any public body that is specifically authorized or directed by law to meet in executive or confidential session, to the extent of the authorization or direction.

(3) The Judicial Standards Commission.

(3a) The North Carolina Innocence Inquiry Commission.

(4) Repealed by Session Laws 1991, c. 694, s. 9.

(4a) The Legislative Ethics Committee.

(4b) A conference committee of the General Assembly.

(4c) A caucus by members of the General Assembly; however, no member of the General Assembly shall participate in a caucus which is called for the purpose of evading or subverting this Article.

(5) Law enforcement agencies.

(6) A public body authorized to investigate, examine, or determine the character and other qualifications of applicants for professional or occupational licenses or certificates or to take disciplinary actions against persons holding such licenses or certificates, (i) while preparing, approving, administering, or grading examinations or (ii) while meeting with respect to an individual applicant for or holder of such a license or certificate. This exception does not amend, repeal, or supersede any other statute that requires a public hearing or other practice and procedure in a proceeding before such a public body.

(7) Any public body subject to the State Budget Act, Chapter 143C of the General Statutes and exercising quasi-judicial functions, during a meeting or session held solely for the purpose of making a decision in an adjudicatory action or proceeding.

(8) The boards of trustees of endowment funds authorized by G.S. 116-36 or G.S. 116-238.

(9) Repealed by Session Laws 1991, c. 694, s. 9.

(10) The Board of Awards.
Removal of a Delegate

1. Executive Committee, upon receipt of notification of the need to address the removal of any delegate, will provide written notification to the individual. The delegate will have thirty (30) days to respond in writing to the Executive Committee’s notification concerning his/her possible removal.

2. If unresolved at Executive Committee level, notification will be sent to the appropriate campus chair, delegate supervisor and the chancellor of the circumstances of consideration for removal. The delegate will receive a copy of this notification. The Staff Assembly body will be notified at least 10 business days prior to the next scheduled quarterly meeting and/or any special meeting called for this purpose.

3. At the quarterly or special meeting, the individual shall have an opportunity to discuss the circumstances of removal and/or read their response to the Executive Committee.

4. A vote for removal of member will be brought before the body and must receive a 2/3 vote of the quorum present in order to be sustained.

5. If the vote to remove the delegate is sustained, notification will be sent to the appropriate campus chair, delegate supervisor and the chancellor. The delegate will receive a copy of this notification.

6. If the vote to remove the delegate is not approved by the body, Executive Committee shall send written notification to the appropriate campus chair, delegate supervisor and chancellor indicating the result of the vote, and a statement withdrawing intent to pursue any further removal action. The delegate will receive a copy of this notification.
Section IV: Policies

Conflict of Interest Policy

It is in the best interest of UNC Staff Assembly to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help Officers and delegates of the UNC Staff Assembly identify situations that present potential conflicts of interest and to provide UNC Staff Assembly with a procedure to manage appropriately conflicts in accordance with legal requirements and the goals of accountability and transparency in UNC Staff Assembly operations.

1. Conflict of Interest Defined. In this policy, a person with a conflict of interest is referred to as an “interested person.” For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:

a. An officer or delegate is a party to a contract, or involved in any transaction with any organization that conflicts with the mission, by-laws, procedure manual or standing rules of the UNC Staff Assembly.

b. An officer or delegate has a material financial interest in any organization that conflicts with the mission, by-laws, procedure manual or standing rules of the UNC Staff Assembly.

c. Or an entity in which the officer or delegate of the foregoing, is an officer, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.

d. An officer or delegate is engaged in some capacity or has a material financial interest in any organization that conflicts with the mission, by-laws, procedure manual or standing rules of the UNC Staff Assembly.

e. Other situations may create the appearance of a conflict, or present a duality of interests in connection with a person who has influence over the activities or finances of other staff organizations. All such circumstances should be disclosed to the Chair of the UNC Staff Assembly or members of the executive committee, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the UNC Staff Assembly are not compromised by the personal interests of officers or delegates in any organization that conflicts with the mission, by-laws, procedure manual or standing rules of the UNC Staff Assembly.
Gifts, Gratuities and Entertainment. Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value, which are not related to any particular transaction or activity of UNC Staff Assembly.

2. Definitions.

   a. A "Conflict of Interest" is any circumstance described in Part 1 of this Policy. A conflict of interest or a personal interest could also arise out of a situation where a Staff Assembly member of UNC Staff Assembly is also a member of another entity in the State conducting business on behalf of UNC system employees.

   b. An "Interested Person" is any person serving as an officer, delegate or volunteer of UNC Staff Assembly, who has a personal interest that conflicts with the interests of UNC Staff Assembly.

   c. A "Material Financial Interest" in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person’s with respect to transactions to which the entity is a party.

   d. A "Contract or Transaction" is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control or membership of another organization that conflicts with the mission, by-laws, procedure manual or standing rules of the UNC Staff Assembly. The making of a gift to UNC Staff Assembly is not a Contract or Transaction.

3. Procedures.

   a. Prior to a UNC Staff Assembly meeting or committee action on any matter that may appear as a Conflict of Interest, an officer, delegate or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all fact’s material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If delegates or members are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the board member or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.
b. A delegate or committee member who plans not to attend a meeting at which he or she has reason to believe that the delegate or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting, and the disclosure shall be reflected in the minutes of the meeting.

c. A person who has a Conflict of Interest shall not participate in the assembly's or committee's discussion of the matter. Such person shall not attempt to exert his or her personal influence with respect to the matter being heard.

d. A person who has a Conflict of Interest with respect to any Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.

e. The person having a conflict of interest may not vote on the Transaction. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.

In the event, it is not entirely clear that a Conflict of Interest exists. The individual with the potential conflict shall disclose the circumstances to the Chair or the Chair's designee, who shall determine whether full assembly discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

4. **Confidentiality.** Each officer and delegate shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of delegates. Furthermore, officers and delegates shall not disclose or use information relating to the business of UNC Staff Assembly for their personal profit or advantage.

5. **Review of policy.**

a. Each officer and delegate shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.

b. Annually, each officer and delegate shall complete a disclosure form identifying any relationships, positions or circumstances in which he/she is involved that he/she believes could contribute to a Conflict of Interest. These relationships, positions or circumstances might include service as a director of or consultant to another organization as defined in Section 1, or ownership of a business that might provide goods or services to a said organization as defined in Section 1. Any information regarding the business interests of an officer or delegate shall be treated as confidential and shall generally be made available only to the Chair, the Executive Committee, and any
committee appointed to address conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

c. This policy shall be reviewed annually by each member of the Governance Committee. Any changes to the policy shall be communicated to all officers and delegates.
Appendix A: Job Descriptions

Chair

General Description

The Chair, with guidance from the Executive Committee supervises and conducts the business of the Staff Assembly. The Chair provides the necessary leadership to assure that the Staff Assembly functions effectively and productively. The Chair shall represent the Staff Assembly to the University administration and serves as an advisor to the President.

Term - Two years. October to October

Specific Duties and Responsibilities

• Preside at all meetings of the Assembly and Executive Committee. Develop agenda for these meetings in consultation with the Executive Committee.
• Attend Assembly functions and events.
• Perform the duties usually associated with this office including, but not limited to generally supervising the activities of the Assembly; appointing members of task forces and special committees; with the guidance of the Executive Committee.
• Attend formal meetings to include, UNC System Board of Governors'; President of UNC System; Chancellor Installations, Awards, Recognition presentations, and formal and called meetings of the Staff Assembly and Staff Assembly Executive Committee.
• Communicate with the UNC General Administration President, Chief of Staff, Vice President and Associate Vice President of Human Resources on a routine basis to stay abreast of issues, concerns, commitments, and information.
• Establish communications with Chancellors and/or Chief of Staff at each institution: acquire essential staff information at the institutions; collect and work issues on behalf of the staff.
• Conduct campus visits and attend campus to address the Staff and Institution Leadership concerning staff recommendations and concerns.
• Gather and exchange information on behalf of the staff of the constituent institutions and General Administration of The University of North Carolina.
• Act as Spokesperson to news and media outlets on behalf of the Staff Assembly, forward information to General Administration for immediate media release with the guidance of the Executive Committee, working closely with the UNC GA VP for Communications.
• Serve as the Staff Assembly appointee on task forces and special committees appointed by The UNC System President and the legislature.
• Serve as a Staff Assembly representative to the legislature and act as a resource person for the same on University staff issues as directed by the Presidents.
• Develops strategic (annual) objectives for the Staff Assembly with the help of the Executive Committee and builds consensus. Sets the (4) quarterly meeting dates and coordinates request for video teleconferences and or in person meetings.
• Foster and support a working relationship with the Chair of the Faculty Assembly, developing considered and informed recommendations that benefit both Staff and Faculty of the institutions. Serve as an advocate of shared governance to both the Staff and Faculty.
• Attend Key Faculty Assembly meetings/retreats to bring awareness of staff issues and concerns to the Faculty audience.
• Serve as ex-officio, non-voting member of all committees.
• Serve as chief spokesperson for the association with both external and internal audiences. Keep members informed of the Assemblies actions and association issues.
• Prepare and present report to the membership at the annual meeting.
• Writes Chair’s column for quarterly newsletter.
• Reviews bylaws and policies of the association and recommends changes as necessary.

Qualifications
• Active voting member of the assembly at the time of election to Chair-Elect.
• Demonstrated leadership skills through record of responsible service to the Staff Assembly
• Knowledgeable about the programs and activities of the Staff Assembly.
• Ability to communicate effectively in oral and written form.
• Demonstrated ability to exercise good judgment.
• Fair, reasonable and impartial.
• Ability to be a good facilitator.
• Committed to serving the common interests of the Staff Assembly
• Flexibility in scheduling and traveling
• Ability to maintain day to day operation of principal job functions while functioning in the capacity of chair
• Good working relationship with management in his or her department and flexibility in job responsibilities

Time Commitment Required
1. Monthly meetings:
   a. Executive Committee: 2 hours/month
b. Governance Committee/Legislative priorities Committee: 1 hour/month  
c. Chairs’ Committee: 2 hours/month  
d. Other Committees of the Staff Assembly: 4 hours/month  
e. Board of Governors: 9 hours/month  
f. Meet with the President of the University: 1 hour/month  
g. Meet with the Chief of Staff: 1 hour as needed  
h. Meeting with SVP of HR: 1 hour as needed  
i. Meeting with the AVP of HR: 2 hours as needed  
j. Special call meetings: 1 hour as needed  
k. Chancellor installations, awards, recognitions: as needed  
l. Campus meetings/tours/with Chancellors and other Key Staff: 8 hours/month  
m. Faculty Assembly Chair meetings: 2 hours/month  
n. Meetings of task force/search/and other special appointed tasks: as needed  

2. Meeting Preparation: 6 hours/month  
3. Research and Investigation/Reports: as needed  
4. Communication and Coordination: 10 hours/month  
5. Reports (Trip reports, annual reports, etc): 4 hours/month

**Expense Policy**

It is the policy of the assembly to reimburse the Chair for all assembly-related travel, according to established travel guidelines by the office of OSP and General Administration consent. Reimbursement is subject to only the requirements to fulfill the duties of the office of Chair.
Past Chair

General Description
The Immediate Past Chair chairs the Nominating Committee, serves as an ex-officio non-voting member of the Executive Committee, provides a historical reference to the Assembly and performs other duties as may be assigned by the Executive Committee and/or current Chair. The Past Chair shall serve as the liaison to the scholarship fund and all standing Committees with the exception of the Campus Chairs, Communications and Governance Committees until the Chair-Elect is elected to office.

Term  One year. October to October
Specific Duties and Responsibilities
1. Attend monthly Executive Committee meetings.
2. Attend Assembly functions and events.
3. Mentor to the Chair, with the assistance of the Executive Committee and General Administration.
4. Serves as the liaison to the scholarship fund and all standing committees with the exception of the Campus Chairs, Communications and Governance Committees until the Chair-Elect is elected to office.

Time Commitment Required
• Executive Committee meetings – 1-2 hours monthly meetings
• Committee Meetings – approximately 4-6 hours monthly
• Quarterly Meetings – 4 two day meetings per year
• Regular communications with Executive Committee and Chair – approximately 4 hours monthly

Expense Policy
It is the policy of the assembly to reimburse the Past Chair for all quarterly meeting-related travel, according to established travel guidelines by OSP and General Administration consent.
Vice Chair

General Description
The Vice Chair shall serve as Chair of the Campus Chairs Committee and is a member of the Executive Committee. The Vice Chair shall conduct meetings and represent the Assembly in the absence of the Chair. The Vice Chair will preside over annual standing committee formation.

Term - Two years. October to October (Odd year election)

Specific Duties and Responsibilities

- Preside at all meetings of the Chairs Committee. Develop agenda for these meetings in consultation with the Chair of the Staff Assembly.
- Oversee the process of committee formation to ensure adequate membership on each standing committee.
- Attend assembly functions and events.
- Attend monthly Executive Committee meetings.
- Perform other duties as assigned by the Chair.

Qualifications

- Active voting member of the assembly.
- Demonstrated leadership skills through record of responsible service to the assembly.
- Knowledgeable about the programs and activities of the Assembly.
- Ability to communicate effectively in oral and written form.
- Demonstrated ability to exercise good judgment.
- Fair, reasonable and impartial.
- Ability to be an effective facilitator.
- Committed to serving the common interests of the Assembly.
- Flexibility in scheduling.
- Flexibility in traveling.
- Ability to maintain day to day operation of principal job functions while functioning in the capacity of Vice Chair.
- Good working relationship with management and flexibility in job responsibilities.

Time Commitment Required

6. Monthly meetings:
   a. Executive Committee: 2 hours monthly
   b. Chairs’ Committee: 2 hours monthly
   c. Special called meetings: 1 hour monthly (varies)
   d. Standing Committee formation: 24 hours annually

7. Meeting Preparation: 4 hours monthly
8. Meeting Minutes Preparation/Review: 1 hour monthly
9. Research and Investigation/Reports: 2 – 4 hours monthly
10. Communication and Coordination: 4 hours monthly

**Expense Policy**

It is the policy of the assembly to reimburse the Vice Chair for all assembly-related travel, according to established travel guidelines by the office of OSP and General Administration consent. Reimbursement is subject to only the requirements to fulfill the duties of the office of Vice Chair.
Parliamentarian

General Description
The Parliamentarian shall advise the presiding officer in responding to points of order and parliamentary inquiries and delegates on all matters of parliamentary procedure according to the most recent published version of Robert’s Rules of Order. The Parliamentarian will provide advice on conducting the meeting according to the Bylaws and procedures. The Parliamentarian will be seated next to the presiding officer in an advisory capacity. He/she serves as chair of the Governance Committee and is an officer on Executive Committee.

Term
Two years. October to October (odd year election)

Specific Duties and Responsibilities
1. Attend monthly Executive Committee meetings.
2. Attend Assembly functions and events.
3. Chair the Governance Committee
4. Respond as needed to Parliamentary Procedure
5. Advisor to the Chair on Parliamentary Procedure at all called meetings.

Qualifications
- Active member of the Assembly
- Demonstrated leadership skills through record of responsible service to the assembly
- Knowledge of RONR and parliamentary procedures
- Knowledgeable about the programs and activities of the Assembly.
- Ability to communicate effectively in oral and written form.
- Demonstrated ability to exercise good judgment.
- Fair, reasonable and impartial.
- Ability to be a good facilitator.
- Committed to serving the common interests of the Assembly

Time Commitment Required
- Executive Committee meetings – 1-2 hours monthly meetings
- Committee meetings – approximately 4-6 hours monthly
- Quarterly Meetings – 32 hours plus travel time four times per year
- Regular communications with Executive Committee and Chair – approximately 1-2 hours monthly

Expense Policy
It is the policy of the Assembly to reimburse the Parliamentarian for all quarterly meeting-related travel, according to established travel guidelines by OSP and General Administration consent.
Secretary/Treasurer
Communications Officer

General Description
The Communications Officer shall be responsible for the official communications of the Staff Assembly and the Executive Committee. The Communications Officer will be responsible for communication of the Staff Assembly business to delegates and the University staff through an appropriate means (i.e. website, newsletter, press releases). The Communications Officer serves as the Chair of the Communications and Technology Committee.

Term
Two years.
October to October.

Specific Duties and Responsibilities
- Lead as Chair on the Communications and Technology Committee.
- Serve as member of the Staff Assembly Executive Committee
- See through the publication of the Staff Assembly Newsletter on a regular basis.
  At present, the newsletter is published every two (2) months.
- Organize and draft all flyers, documents, and press releases necessary to coordinate and publicize the Staff Assembly’s Month of Service.
- Manage the notification and nomination of candidates for the annual awarding of the Erskine B. Bowles Staff Service Award.
- Provide additional external communications as requested by the Chair of the Staff Assembly.

Qualifications
- Active voting member of the assembly
- Ability to communicate effectively in oral and written form.
- Demonstrated ability to exercise good judgment.
- Ability to be a good facilitator.
- Committed to serving the common interests of the assembly.

Time Commitment Required
- Monthly Executive Committee Meeting: 2 hours
- Quarterly Staff Assembly Meeting: 2 days with travel to Chapel Hill
- Monthly Communications and Technology Committee Meeting: 1 hour
- Newsletter Preparation: 2 hours per month
- Other Committee Projects: 1 hour per month
Expense Policy

It is the policy of the assembly to reimburse the Communications Officer for all assembly-related travel, according to established travel guidelines and mandates by General Administration, required to fulfill the duties on executive committee.
At-Large Delegate
Delegate

General Description
Every delegate shall be a permanent staff member of the institution he or she represents. Delegates are advisory and working members of Assembly that are constituted to provide input gathered from their respective staff organizations. They are elected by their staff organizations and have authority limited to their voting rights in assembly to study and recommend courses of action introduced by their organization, other staff assembly delegates, executive committee and/or members of all standing committees of the Assembly. In addition, they must participate in activities, serve on a standing committee and attend the four yearly meetings of the Staff Assembly. Every delegate shall be a permanent staff member of the institution he or she represents.

Term
Terms of delegates shall be one year in length and begin on July 1st of each year and shall be staggered to assure continuity of representation. Assembly delegates shall serve through June 30th or until their successors are elected.

Specific Duties and Responsibilities
- Facilitate communication between campus staff organization and Assembly
- Serve on at least one standing Committee
- Attend quarterly meetings
- Attend any special meeting called by the chair of Staff Assembly
- Participate in Assembly activities

Qualifications
- Active member of their Staff organization at the time of election.
- Committed to serving the common interests of their organization and of Staff Assembly.

Time Commitment Required
- Committee appointment – approximately 1 per month
- Staff Assembly Activities – approximately 10 hrs per year
- Quarterly meetings – 4 per year @ approximately 8 to 12 hours each

Expense Policy
It is the policy of the Assembly to reimburse the delegate for all quarterly meeting-related travel, according to established travel guidelines by OSP and General Administration consent.
Appendix B: Forms
Basic Conflict of Interest Disclosure Form

Date: ____________

Name: ______________________________________________________

Position (Officer/Delegate):_____________________________

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between UNC Staff Assembly and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you sit on, any for-profit businesses for which you are an officer or member, or a majority shareholder, and the name of your employer and any businesses you own):

1.__________________________________________________________________

2.__________________________________________________________________

3.__________________________________________________________________

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of The UNC Staff Assembly.

Signature: _____________________________________________________________

Date: ______________________
Bylaws Change Form

The University of North Carolina
Staff Assembly

PROPOSED BYLAWS AMENDMENT

Name of Delegate________________________ Date __________________
Telephone (Work) _____________________ School Name__________________________

Current Bylaws affected: Article__________________ Section ___________ Page ______

Current Wording

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Proposed Bylaws Amendment (Please state wording exactly as you wish it to appear)

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Rationale:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Delegate’s Signature

Date Presented to Parliamentarian ________ Governance Committee ____________________________
Pass _____ Fail* ________
Executive Committee _______________ General Delegates _______________
Pass _____ Fail* ________ Pass _____ Fail* ________

Effective Date for Implementation

* Respond to submitting Delegate in writing if Proposed Amendment fails. Form Revised - 10/7/08
Nominating Form

Are you interested in nominating yourself or someone else for a Staff Assembly leader position? Please complete the form below and submit it to the chair of the nominations committee. If you are nominating someone, you may submit more than one person's name for each position.

Staff Assembly Officer Nominating Form

I wish to have the Staff Assembly consider the following person for the office of:

- [ ] Chair Elect
- [ ] Vice Chair
- [ ] Secretary/Treasurer
- [ ] Recording Secretary
- [ ] Parliamentarian
- [ ] Communications Officer
- [ ] At Large Delegate

All officers serve two years from the date of election or until their successors are elected. The terms of the Vice Chair and Communications Officer are staggered. The terms of the At Large Delegates are staggered. No officer shall hold more than one office at a time.

Name _______________________________________________________

University ____________________________________________________

Phone _______________________________________________________

E-mail: ______________________________________________________________________

If there is additional information you would like to include about this candidate, please attach it to this form.

(This is Optional, if you wish to remain anonymous then leave it blank)

Submitted by: ___________________________________________ Date:______________

Mail, fax or email to: Nominations Committee Chair
<Insert contact info>

Deadline for submitting this form <insert date>.
Links to Other Forms

Committee Report Form -
http://www.northcarolina.edu/staffassembly/docs/index.htm

Funding Request Form -
http://www.northcarolina.edu/staffassembly/docs/Funding_Request_Form.pdf

Travel Forms- http://www.northcarolina.edu/staffassembly/docs/travel.htm
Appendix C: UNC Staff Assembly Resolutions
Resolution 2008-01

A Resolution on the Proposed Substantially Equivalent Human Resource System

WHEREAS, the UNC System Universities operate in a highly competitive national and international market for talented and highly skilled employees, and therefore needs an efficient Human Resource system to recruit, retain, and manage these employees; and

WHEREAS, the “Report on the Recommendations of the President’s Task Force on Human Resources” dated January 15, 2008, states that such a system does not exist; and

WHEREAS, the report recommends affecting these changes by adding a 16th Article to the statute that set up the State Personnel System (NCGS Chapter 126), which article would provide for setting up a “substantially equivalent” University-wide Human Resource System; and

WHEREAS, the wording of the Final Report and the draft of Article 16;

- Fails to affirm and support the legally defined property interest of career state (SPA) employees, property interest being a strong factor in staff retention.
- Makes SPA employees EXEMPT from Article 1, where the definition of career state employment and exemptions from career employment are established.
- Gives greater position classification control to the proposed system, which opens the door for current and future University employees to potentially be “(re-) classified out of” their career status.
- Appears to weaken the protections that would remain to SPA employees under Article 8, where employment protections for career employees are established; and

WHEREAS, the President’s Task Force on Human Resources final report was not written by the Task Force members, but by University of North Carolina General Administration; therefore

BE IT RESOLVED, that the Staff Assembly cannot with good conscience support this proposal without the protections provided by the State Personnel Act for all University employees; and

BE IT FURTHER RESOLVED, that the Staff Assembly supports remaining within the State Personnel System and working to make changes from within the system that will make it a more efficient and effective system for all state employees.

Proposed to the UNC System-Wide Staff Assembly
February 24, 2008
A Resolution of the Staff Assembly of the University of North Carolina

May 2, 2008

WHEREAS, the mission of the Staff Assembly is to constructively address the concerns of employees of the University of North Carolina, including the presentation of staff concerns to the University of North Carolina General Administration, the North Carolina General Assembly and the citizenry of North Carolina; and

WHEREAS, those concerns include the recognition of employees who have gone above and beyond the call of duty; and

WHEREAS, since the creation of the Staff Assembly, Ruth Brill has been the cornerstone of our foundation; and

WHEREAS, from planning our events, to being the “go to person” during our infancy, Ruth Brill has proven over and over again that she is a very knowledgeable and hardworking member of the Staff Assembly and without her diligence we would not have come as far as we have; therefore

BE IT RESOLVED, that the Staff Assembly of the University of North Carolina recognizes the outstanding support and job performance that Ruth Brill has provided the Staff Assembly.

Signed on behalf of the Staff Assembly of the University of North Carolina,

JC Boykin, Chair
Resolution 2008-03

08-03 A Resolution Concerning Salary Increases for University of North Carolina Employees

Resolution of the Staff Assembly of the University of North Carolina

April 4, 2008

WHEREAS, the mission of the Staff Assembly is to constructively address the concerns of employees of the University of North Carolina, including the presentation of staff concerns to the University of North Carolina General Administration, the North Carolina General Assembly and the citizenry of North Carolina; and

WHEREAS, those concerns include the receipt of appropriate salary increases in order to properly compensate staff employees for “excellence of performance and to maintain the labor market competitiveness necessary to recruit and retain a competent workforce” (1); and

WHEREAS, the Office of State Personnel, in its February 2007 Compensation and Benefits Report, indicates that between 1998 and 2007 legislated annual salary adjustments for state employees have been less than average labor market movement eight out of ten times, and the cumulative salary adjustments in state government trail the average labor market increases by 7.7% over the past 5 years (2); and

WHEREAS, the Office of State Personnel, in its February 2007 Compensation and Benefits Report, indicates that the cost-of-living component of the legislative annual salary adjustments from 1992 to 2006, trails the Consumer Price Index-Urban by -2.9% (3), indicating that state employees compensation has not kept pace with the Consumer Price Index effectively creating a shrinkage in their consumer buying power; and

WHEREAS, the North Carolina General Assembly’s Government Performance Audit Committee’s (GPAC II) Report, dated January 22, 2008, states, “...that the State is paying, on average, about 7% below the competitive market (4); and

WHEREAS, a number of UNC employees earn less than $25,625, the living income standard and these statewide basic compensation issues adversely impact the staff at the University of North Carolina(s); therefore

BE IT RESOLVED, that the Staff Assembly of the University of North Carolina requests that employees covered under the State Personnel Act receive funding for the Comprehensive Compensation Plan for fiscal year 2008-2009 that provides state employees the following:

1. A Cost-of-Living adjustment in the amount of no less than $3,500 per employee and;
2. A salary increase of no less than 3.5% across all categories and;
3. A 1% Performance Bonus to recognize and reward employees demonstrating noteworthy performance.
Resolution 2008-04

08-04 RESOLUTION HONORING JIM W. PHILLIPS, JR.
CHAIRMAN, BOARD OF GOVERNORS, THE UNIVERSITY OF NORTH CAROLINA

RESOLUTION OF THE UNIVERSITY OF NORTH CAROLINA
STAFF ASSEMBLY

WHEREAS, JIM W. PHILLIPS, Jr. recently concluded two years of remarkable
service as Chairman of the University of North Carolina Board of Governors; and

WHEREAS, His leadership is characterized by a willingness to address any issue, no
matter how complex or far reaching; and

WHEREAS, His support for the creation and implementation of the University of
North Carolina Staff Assembly has been steadfast, demonstrating his support for all who
contribute to the unique educational experience provided by the university system; and

WHEREAS, in all his endeavors he has adhered to the highest professional standards,
motivating others through his own dedication and enthusiasm, while maintaining a
constant focus on the needs of the people of the State of North Carolina; and

WHEREAS, JIM PHILLIPS has carried out his duties as chair and as a member of
the Board of Governors supporting the University's commitment to teaching, research
and public service; and

WHEREAS, He has remained committed to academic integrity, scholarly principles and
unwavering support of his people under his leadership.

NOW, THEREFORE, BE IT RESOLVED that the Executive Committee of The
University of North Carolina Staff Assembly honors and pays tribute to JIM W.
PHILLIPS, Jr. for his extraordinary intellect, tireless service to the faculty, staff and
students of the University of North Carolina and his commitment to the citizens of the
state of North Carolina.

This the 12th day of June 2008

J.C. Boykin, Chairman

Paula Daughtry, Secretary
Resolution 2011-01

The Janet Royster Scholarship

August 1, 2011

WHEREAS, the mission of the UNC Staff Assembly is to constructively address the concerns of employees of the University of North Carolina, including the recognition of employees who have distinguished themselves; and

WHEREAS, Mrs. Janet B. Royster, has served UNC-TV and the University of North Carolina for 5 years and during that time, was elected to represent the staff of UNCTV on the UNC General Administration Staff Forum; and

WHEREAS, the UNC-GA Staff Forum recognized Janet’s leadership abilities and elected her to serve as a delegate to the UNC Staff Assembly, where she served on the Executive Committee as the first Staff Assembly Parliamentarian; and

WHEREAS, Janet provided an energetic and valuable leadership during a critical time in the development of the UNC Staff Assembly; therefore

BE IT RESOLVED, that the UNC Staff Assembly recognizes with admiration and appreciation, the knowledge, energy and passion that Janet brought to her job at UNC-TV and to the UNC Staff Assembly and it will be missed; and

BE IT FURTHER RESOLVED, that upon the inception of the proposed Staff Assembly Scholarship Fund, it shall be renamed the Janet B. Royster Memorial Scholarship Fund in honor of Janet’s service to the UNC Staff Assembly and the University of North Carolina.

Signed on Behalf of the UNC Staff Assembly,

Kelley N. Eaves-Boykin, Chairman
Appendix D: The Erskine B. Bowles Staff Service Award

The goal of the UNC Staff Assembly is to improve communications, understanding, and morale throughout the whole of our respective communities, and to increase efficiency and productivity in campus operations. In as much, the Erskine B. Bowles Staff Service Award is given to a permanent, full-time staff member who has shown exemplary understanding, empathy, and devotion to mankind and whose accomplishments are consistent with the goals exemplified by Erskine B. Bowles during his tenure as UNC President and in accordance with the University’s public service mission.
Appendix E: HR Taskforce Report

THE UNIVERSITY OF NORTH CAROLINA

A Report on the Recommendations of the

President’s Task Force on Human Resources

President’s Task Force on Human Resources

January 15, 2008
Executive Summary

The University of North Carolina is dedicated to the service of North Carolina and its people, with a three-pronged mission of education, research and scholarship, and public service. The University’s mission statement states: “In the fulfillment of this mission, the University shall seek an efficient use of available resources to ensure the highest quality in its service to the citizens of the State.” The UNC Tomorrow Commission, whose purpose is to determine how the University of North Carolina can respond more directly and proactively to the challenges facing North Carolina, states as one of its findings: UNC should increase efforts to attract and retain high-quality staff at all levels [5.5].

To ensure the highest quality of service to the citizens of the State and respond to myriad challenges facing North Carolina, the University must have a well-trained, well-managed work force, whose jobs and goals link to its mission. This will require that the University have greater flexibility to develop and manage human resources programs specific to the University. During 2006-2007, the University conducted an internal study to determine the feasibility of the University creating a separate University-wide personnel system. However, this idea was rejected, and a decision was made to seek greater flexibility under the State Personnel Act.

It was in pursuit of seeking greater flexibility and in accordance with Senate Bill 1353, that President Bowles appointed a University-wide Task Force “...to examine the application of the State Personnel Act to the University of North Carolina with a goal of making recommendations that will:

(1) Improve the ability of the University to attract, reward, and retain high quality employees;

(2) Enable the University to better meet the needs of its employees; and

(3) Improve the efficiency of UNC personnel operations.”
The Task Force was composed of representatives from each of the constituent institutions of the University, and included chancellors, chief academic officers, chief financial officers, human resource officers, as well as faculty and staff representatives. Five Task Force members were appointed by the UNC Staff Assembly to represent the views of staff, including both SPA (Subject to the State Personnel Act) and EPA Non-faculty (Exempt from the State Personnel Act) employees. The Task Force met over a period of four months and divided into five subcommittees to conduct detailed reviews of the areas of compensation, performance management and employee relations, position management, recruiting, and rewards. The Task Force also reviewed recommendations made by study committees that had previously been appointed to address changes in the State Personnel System, spanning a period of 10 years.

After careful study and review, the Task Force recommends that the University seek legislation granting it the authority to create “substantially equivalent” human resources programs, subject to the approval of the Office of State Personnel and the State Personnel Commission. This same authority was granted previously to county and local governments under Article 3 of Chapter 126 of the State Personnel Act. The UNC Board of Governors should assess the readiness of the constituent institutions to assume this authority, and require ongoing evaluation reports no less than annually. Upon enactment of this legislation, the Task Force proposes that the University use this authority to develop compensation and performance management programs to address the specific challenges the University faces in attracting, retaining, and rewarding its staff.
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Introduction

UNC Employee Cohort

The employees of the University of North Carolina (the University) can be grouped into major employee categories as defined under North Carolina General Statute Chapter 126, (N.C.G.S.). SPA employees are subject to the rules and regulations promulgated under the State Personnel Act and policies of the State Personnel Commission. EPA employees are exempt from the State Personnel Act, and include instructional and research staff, physicians and dentists, and faculty of the North Carolina School of Science and Mathematics, and those whose salaries are fixed under the authority vested in the UNC Board of Governors as provided in N.C.G.S. Chapter 116, including faculty positions subject to institutional tenure regulations and administrative positions.

Certain EPA administrative categories are expressly identified under Chapter 116 and by action of the Board of Governors and include the president, vice presidents, chancellors, the president’s professional staff, and “senior academic and administrative officers” (SAAO). Senior academic and administrative officers include: (1) vice chancellors, provosts, deans and directors of major educational and public service activities; (2) associate and assistant vice chancellors and associate and assistant deans; and (3) specific other officers of the University having significant administrative responsibilities and duties as may be designated by the President, subject to confirmation by the Board.

EPA positions are considered unique to the University environment in that they provide direct support to the University’s mission of education, research and scholarship, and public service. Employees in SPA positions provide staff support in the fulfillment of the University’s mission, and comprise both “white collar” and “blue collar” positions. Although all University employees are considered to be employees of the State of North Carolina, EPA employees in the University are managed under personnel programs that more closely resemble those found in other universities. For example, other universities typically allow employees an option of participating in a defined contribution plan like the University’s Optional Retirement Program; salary increases are merit-based; and non-tenured employees are covered under contract or are considered “at will” employees. These types of university-specific programs are more customized to the needs of higher education; and having similar programs better positions the University to compete with other universities on a national basis.

SPA employees are governed by policies and rules in accordance with the State Personnel Act, and managed through the Office of State Personnel. These same policies and rules govern State agency employees such as the Department of Transportation, the Department of Health and Human Services, and other state entities that, except for the most senior positions, recruit largely within North Carolina. SPA policies and rules may be promulgated in legislation or established by the State Personnel Commission, the State’s policy and rule-making body, but generally are “one size fits all.” However, the University’s personnel needs are quite different, as evidenced by the fact that the University has aggressively pursued the transition of its employees from the traditional State job classification system, to a newly created career-banded
system that provides market-based pay levels and greater flexibility for employee career growth.

This bifurcated human resources system has created additional complexity and inefficiency that has been documented in various University studies, most recently the President’s Advisory Committee on Efficiency and Effectiveness (PACE) study in 2005. This study, coupled with the findings of the UNC Tomorrow Commission (that the University needs to improve its ability to “...attract, reward, and retain high quality employees;” in order to better meet the needs of the State), has once again led the University to conduct a review of its human resources needs and practices.

Past Human Resource Studies

The human resources issues addressed by this Task Force have been long-standing, highly complex and political. With numerous discussions, studies, reviews, and proposed legislation extending back at least a decade, many of the same issues remain today as they were a decade or more ago. (Appendix A) There have been some changes in human resource management over the years, but comprehensive reform has been unsuccessful.

In 1997, the Committee to Study Persistent Personnel Issues was charged with addressing continuing issues associated with the University human resources system. A sub-committee of the Special Committee met through the spring and summer of 1997 and identified significant issues related to personnel. Several recommendations were made by the committee including:

- the need for a merit pay system for employees subject to the State Personnel Act (SPA), since no strategic plan for pay and compensation existed;
- the need to develop more effective and efficient methods of handling personnel matters, including the need for a quick method of responding to issues that primarily occur within the university;
- a proposed Partnership Agreement between the President of the UNC system and the State Personnel Director that outlines the delegation of responsibility for day-to-day management of SPA personnel functions to the UNC President;
- the need for broadening the definition of SAAO in order to attract highly trained and experienced professionals at the middle management level; and
- the need to broaden eligibility for the Optional Retirement Program.

The Committee also expressed concerns about the multiplicity of databases maintained by campuses, General Administration and the Office of State Personnel.

The following actions were taken in response to these recommendations:

- A resolution concerning the need for merit pay was approved by the Special Committee and prepared for the Board of Governors;
- An expanded SAAO definition was approved by the Board of Governors in 1998;

- The sub-committee suggested changes to an existing Partnership Agreement and this led to the signing of such an agreement by President Molly Broad and Mr. Ron Penny, State Personnel Director, in August 1997.

The Partnership Agreement extended authority and established responsibility for the President of the University to act on behalf of the State Personnel Director and staff of the Office of State Personnel in accordance with the terms and conditions of the Agreement. Both the responsibility and the authority for the day-to-day management of all human resource functions affecting SPA employees of the University were delegated to the President. The President also was permitted to delegate some or all of the functions to those constituent institutions that could show their readiness to assume such responsibility, and was charged with assuring that each constituent institution carry out appropriate reporting and monitoring functions. The Partnership Agreement also called for a transition team to be established to set parameters for documentation, establish schedules and data for reporting, establish conditions for partial and complete delegation to the campuses, and define management practices.

Once this transition team completed its work, a permanent standing Advisory Board was established to address areas of concern and continue to develop processes and procedures to promote effective human resources practices within the university. Delegation of authority for classification and compensation to the campuses, under the new terms of agreement set forth in the Partnership Agreement, was completed in July 1998.

In 2002, the University engaged Watson Wyatt & Company, a global human resources consulting firm, to conduct best practices research among a select group of University peer institutions. The primary research focus was on governance and human resources practices including compensation, job evaluation/classification, and performance management. The primary external data source used was provided through a custom survey of peer university systems/universities, while internal data was collected through interviews with key University personnel.

Based on the findings from the survey and gaps identified during the interviews, Watson Wyatt recommended the following:

- make UNC the governing authority covering all employees using a shared governance model between the system office and the campuses;

- develop and maintain a human resources system which governs and manages both SPA and EPA employees;

- develop a unified overarching strategy that would enable campuses to have the flexibility to attract, motivate, reward, and retain a high performing workforce committed to the success of the University, while management would have the responsibility and authority to manage the total rewards program;

- establish a market-based system for classification and pay;
- develop a performance management system with the flexibility for campuses to incorporate their missions that would allow for meaningful goals and rewards for achievement; and:

- move to a streamlined process for hiring, development of a true flexible benefits program, increased training/development skills, and bonuses for critical skills jobs and performance in order to attract and retain employees.

The University did not proceed with these recommendations.

In March 2003, a statewide Task Force representing Agencies and the University drafted a revision of Chapter 126 of the North Carolina General Statute that would establish a North Carolina Human Resources System and replace the State Personnel System that was first enacted in 1965. After receiving reviews and responses to the document, in March 2004, there was a subsequent rewrite of this draft to address some concerns about the previous draft. However, the Office of State Personnel has not been successful in getting this rewrite of Chapter 126 enacted through the legislative process.

In 2006, human resources management was the subject of a portion of the UNC “PACE Working Group on Barriers to HR Efficiency and Effectiveness.” The PACE Working Group emphasized in their study that the University must be “anticipatory, nimble and innovative” and that the current personnel structure subverts this ability. The Working Group recommended that the University seek “broadened authority under its enabling legislation, N.C.G.S. 116 (Higher Education) to manage the University’s human resources.” This led to the 2006-07 University internal study to determine the feasibility of the University creating a separate University-wide personnel system. However, this idea was rejected, and a decision was made to seek greater flexibility under the State Personnel Act.

Most recently, the UNC Tomorrow Commission has stated that changes should be made within the University of North Carolina to respond to the needs of the State of North Carolina. The Commission notes that the UNC system must improve productivity and responsiveness to meet its enhanced role, and that the UNC system must be able to compete for well-trained highly skilled and highly productive employees. There are three recommended changes included in the Commission’s report which address, either directly or indirectly, human resources development and management: (1) UNC should increase efforts to attract and retain high-quality staff at all levels [5.5]; (2) UNC should continue to seek an efficient use of available resources in the fulfillment of its mission [5.6]; and (3) UNC should continue efforts to establish accountability and performance measures that ensure and demonstrate transparently its success in carrying out its mission [5.8].

**Authorizing Legislation**

Senate Bill 1353 was enacted on July 28, 2007 and called for the President of the University of North Carolina to appoint a Task Force to examine the application of the State Personnel Act to the University of North Carolina with a goal of making recommendations that will:

1. improve the ability of the university to attract, reward, and retain high quality employees;
2. enable the university to better meet the needs of its employees; and
3. improve the efficiency of UNC personnel operations.

The Task Force membership was directed to include chancellors, representatives of the UNC Staff Assembly who are subject to the State Personnel Act, human resources professionals and other UNC employees exempt from the State Personnel Act, and a representative of the Office of State Personnel.

The Task Force was directed to report to the President of the University of North Carolina and to the UNC Board of Governors by January 15, 2008. Senate Bill 1353 directed the UNC Board of Governors to forward the recommendations that it approves, as presented or as modified, to the Joint Legislative Education Oversight Committee of the General Assembly by March 24, 2008 for consideration of a legislative proposal during the 2008 Regular Session. (Appendix B)

**Charge to the Task Force**

In his charge to the Task Force, President Bowles emphasized the need to recruit, retain, and reward University employees, and stressed the importance of increasing the efficiency and effectiveness of the University’s human resources in light of the many studies that have preceded this Task Force review. However, President Bowles cautioned that a recommendation by the Task Force that would call for the UNC System to withdraw from the State Personnel System would be unwise and unwelcome. He indicated that he would be supportive of reasonable recommendations with accountability measures, which would make constructive headway on historic issues in University human resources management.

**Study Methodology**

**Task Force Meetings**

The Task Force assembled for its first meeting on September 24, 2007. Because of the short time frame for making recommendations to the President, the Task Force members determined that extensive independent research would not be a committee focus. The Task Force agreed to take advantage of the existing body of documents and reports already compiled (see Reference section). These documents were placed on-line for all committee members to view using Blackboard, hosted by East Carolina University. The Task Force also took advantage of the experiences of the individuals on the committee to bring forward additional observations concerning management of human resources on UNC campuses.

Following an overview of the provisions of the State Personnel Act by Patrick McCoy (at that time an employee of the Office of State Personnel) and a general discussion of still unresolved human resources issues by the members of the Task Force, it was clear to the members that two sets of issues had surfaced in the meeting: (1) issues where campuses are generating additional requirements, policies, and work products not specifically required by the State Personnel Act and (2) issues where the provisions of the State Personnel Act do not align with the mission of the University, thereby creating barriers to anticipatory, nimble and innovative human resources programs.
Dual EEO reporting requirements, excessive paperwork generated by campus recruiting processes, and the lack of a phased retirement plan for non-faculty employees were examples cited by committee members of campuses as University issues not specifically related to the State Personnel Act. The inability of managers to provide recruitment or retention bonus pay, to provide a recognition bonus for exceptional service, to provide newly hired employees with vacation leave commensurate with their experience, and to plan for succession in positions were cited by committee members as examples of misalignment of SPA policies with campus missions.

The second meeting of the Task Force was held on October 18, 2007. Task Force members engaged in an open dialog concerning barriers to effective and efficient human resources policies and practices. The issues introduced and discussed at the meeting included the need for full funding of career banding, the need for an improved employee evaluation program, the need for a position management system that supports the University mission, and the perception that the time it takes to create and fill a position is too long to allow the UNC System to be flexible and responsive to University management and employee needs.

The issues identified by the Task Force at this and the previous meeting were grouped into five categories, and five subcommittees were formed to address each category: (1) position management (2) recruitment (3) compensation (4) rewards and (5) performance management/employee relations. Each subcommittee was tasked with reviewing and analyzing the barriers to efficiency and effectiveness specific to their study areas, which were either new or previously identified in documents dating between 1997 and 2007. The subcommittees used Blackboard, hosted by ECU, to facilitate their communications.

Charge to the Subcommittees

Each subcommittee agreed to identify “best practices” concerning their topic and determine if certain best practices could be applied to the State Personnel Act policies to make the current EPA/SPA systems more efficient and effective. Subcommittee members also were asked to consider how the University and the constituent institutions could be more responsive to the needs of UNC Tomorrow and PACE within the current systems.

Subcommittee members were asked to review N.C.G.S. Chapter 126 (State Personnel Act) for rules or guidance provided for the campuses and were asked to avoid considering human resources policies currently in place at local institutions that were more restrictive than required under Chapter 126. Each subcommittee also was asked to keep in mind how the implementation of career banding might affect their study areas.

In addition, the subcommittees agreed not to recommend seeking a human resources program that is wholly separate from the existing system. Subcommittees were free to comment on the type, level, and adequacy of employee benefits (e.g., health insurance) in the State system, but were asked not to have benefits as a primary focus of their subcommittee report.

The option for creating a separate University article under Chapter 126 was acknowledged. The subcommittees were encouraged to address what they consider important issues, topics or items to include in any potential University article added under Chapter 126.
Subcommittee Reports

On December 10, 2007, the final subcommittee reports were presented to the full Task Force and carefully reviewed by the members. Draft language for an article that would allow the University to create “substantially equivalent” (or alternative) personnel programs was introduced to the Task Force, and the issues subcommittees had identified were aligned either as (1) possibly addressed under the “substantially equivalent” article or (2) addressed by other means. (Appendix C)

TASK FORCE RECOMMENDATION AND PROPOSALS

New Article under N.C.G.S. 126

The Task Force recommends that the University seek legislation that will provide the University discretion in certain areas of human resources management and performance. This discretion will be provided through the addition of a new article under Chapter 126 of the North Carolina General Statutes. For discussion and consideration purposes, this article is entitled Article 16, University Discretion as to University Employees. (Appendix D) In recommending this proposed legislation, the Task Force did not ask for exemption from all articles of Chapter 126, but stated its commitment to remaining under specific articles covering, among other items, privacy of employee records, employee appeals of grievances and disciplinary action, and veteran’s preference. (Appendix E)

Proposals Related to Implementation of N. C. G. S. 126, Article 16

In determining the areas where greater flexibility is needed and in identifying specific areas where additional flexibility first should be implemented, Task Force members referred back to President Bowles’ charge to seek solutions that tied to recruiting, retaining, and rewarding University employees. In seeking greater flexibility, the Task Force recognized that in some areas immediate relief is needed, while other areas either require further study or have not yet been anticipated and would require more long-term solutions.

Therefore, the Task Force has identified two major programmatic areas for action by the University: (1) Competitive Compensation Programs, which includes initiatives that can be implemented fairly quickly following passage of the enabling legislation, and (2) Employee Recruitment and Retention Programs, which will require the development of integrated, University-wide policies to address employee career development and management.

Competitive Compensation Programs

The Task Force identified the following competitive compensation programs that could be developed and implemented quickly if a new Article is enacted that would allow the University to establish substantially equivalent programs.

Vacation Leave for Experienced Hires
Under current SPA policies, employees earn vacation leave based on a graduated scale of State service established by the State Personnel Commission. There is no vacation leave credit provided for a new hire who has prior directly related career or occupation experience external to the State or University. As a result, mid-career employees recruited into positions requiring extensive experience must start at the University with two weeks of vacation, where in their previous positions they typically would have been eligible for three or four weeks of vacation. This makes it difficult for the University to compete with other academic institutions or private sector employers for highly sought after candidates.

*The HR Task Force proposes that the amount of vacation leave credited to a newly hired employee be based on the length of directly related career or occupation service when hired into the UNC System combined with total State service.*

**Recognition Bonus Program**

In recent years when the General Assembly has provided for SPA employee pay increases, these increases have been across-the-board and have not provided the University an opportunity to reward employees who have provided meritorious service above and beyond day-to-day expectations. However, the University recognizes that there are circumstances where employee performance should be rewarded with more than a thank you or a pat on the back. In addition, given the constantly changing University environment, employees deserving recognition rewards in a given year may not be the same employees who will be required to provide extraordinary effort in another year.

*The Task Force proposes the creation of a Recognition Bonus program to provide lump-sum monetary awards to employees in recognition of extraordinary contributions to the goals and objectives of the University or work unit of the University or to acknowledge individual or team accomplishments.*

Once the program guidelines are established and approved by the Board of Governors and the State Personnel Commission, each campus would be responsible for developing a policy governing eligibility criteria and selection process for consideration and approval by UNC General Administration. Each campus wishing to offer the program would be accountable for monitoring the program.

**Recruitment/Retention Bonus Program**

In today’s employment market there are certain types of jobs for which qualified applicants are more difficult to identify, recruit, and retain. These jobs may not have been difficult to fill in previous years and they may not be the same jobs that will be difficult to fill in future years. While competitive market adjustments to salary ranges can address some recruiting needs, since other employers also offer competitive salaries, it often is necessary for employers to offer a “sweetener” in recruiting. Private sector employers have long offered recruitment bonuses to address these needs, and the inability to make similar offers can make the University less competitive in these critical areas, especially in exceptional labor market situations.
Additionally, there may be certain employees who are targeted by other employers, and the ability to provide a retention bonus can save the University the greater cost of having to recruit for a replacement. Currently, the University has a retention program in place for faculty.

*The Task Force proposes the creation of a Recruitment/Retention Bonus Program to aid in the recruitment and retention of critical talent and high-performing employees in exceptional labor market situations. The University should develop a program to be approved by the UNC Board of Governors and the State Personnel Commission, and adopted and administered by each campus. The program shall contain criteria for identifying critical positions and the process for submitting requests, and will include an annual report to General Administration.*

**Targeted University Labor Market Rates**

Currently, market rates for SPA positions are determined by the Office of State Personnel (OSP). Depending on the position, OSP may determine that the market is regional (Triangle, Triad, etc.) or statewide. However, with constituent institutions located across the state and in a wide range of markets, there are positions for which a campus may need a targeted, city-specific rate based on housing and other local factors. Additionally, there are positions for which a campus recruits where the market rate is not geographic, but rather is based on an institution’s national peer group.

*The Task Force proposes that the University develop appropriate market rates for positions where salary ranges provided by OSP are insufficient to the actual market. Each campus should develop a plan to identify positions requiring a University market rate, and identify the means for establishing and monitoring that rate. Information on the development and implementation of University market rates will be provided in the University’s annual report to the Office of State Personnel.*

**Employee Recruitment and Retention Programs**

The ability to attract and retain highly competent staff is critical to the University’s success in achieving its mission. An integrated approach to recruitment and retention requires the review of many sub-programs which must be conducted over a longer period of time. Therefore, the Task Force identified areas for the development of long-term solutions.

**Career Paths and Development/Internal Promotion**

The University is in the process of implementing career-banding for all SPA positions. This process will eliminate the current structured classification program that provided clear steps for promotions (Accountant II to Accountant III, for example) and replace it with a structure of job families where career progression is achieved through the acquisition of competencies. It is in the best interest of both the University employees and the University for employees to gain additional competencies and progress in their careers, as it increases retention, thus reducing turnover and recruiting costs.
The Task Force proposes that the campuses build a career development framework that identifies the competencies required to progress in a job family and identifies resources that employees can access in their development of those competencies.

Succession Management Planning

With the imminent retirement of the baby boomers, workforce planning and succession management take on an increased urgency. Succession planning requires that all of the elements of an employee recruitment and retention program (performance management, career development, etc.) be in place so that skilled employees can be identified and developed in a timely fashion. Moreover, succession planning should not be limited to senior management positions, but should be implemented for critical positions regardless of level.

The Task Force proposes that the University undertake the development of a staff succession management program.

Human Resources Areas of Concern

The Task Force discussed a number of other human resources issues that have been, in the view of the members, long-standing concerns. The Task Force continues to recognize these issues as significant barriers to an efficient and effective human resources system and recommends that each be addressed as appropriate.

Performance Management and Accountability

Currently, the State mandates a performance review process for SPA employees. Campuses are expected to have performance management programs for faculty and other EPA employees. However, there is not a standard, nor does there appear to be uniform application for EPA non-faculty employees, who hold the majority of management positions.

The Task Force proposes that the University implement a policy requiring that all employees receive an annual performance evaluation, based on agreed upon measures for determining success. Evaluating one’s ability to supervise employees properly should be a component of the evaluation for those in management positions.

Competitive Employee Benefits

In 2006, UNC conducted a study of the competitiveness of its benefits programs compared to the peer institutions for 15 of the constituent institutions (excluding the North Carolina School of the Arts), looking at health care, retirement and selected other benefit programs. Although the competitiveness varied by campus and benefit program, the conclusion of the study was that, taken as a whole, UNC’s benefit package is not competitive with its peers.

The Task Force proposes that the University develop a plan to address benefits competitiveness.
Retirement Plan Contribution Rates

Faculty and EPA non-faculty employees have the option of participating in either the North Carolina Teachers’ and State Employees’ Retirement System (TSERS) or the UNC Optional Retirement Program (ORP.) Under both retirement plans, the employee and the University make a contribution to the plan. The University benefits study confirmed that the combined contribution rate is slightly above average when compared to UNC peers, but the employer contribution is significantly lower and the employee contribution rate is higher. This puts the University at a competitive disadvantage when recruiting.

The Task Force proposes that the University develop a plan to address benefits competitiveness.

Cost of Health Plan

In 2004, the University conducted a review of the health benefits plan. Both this study, and the benefits study conducted in 2006, confirmed that the costs incurred by health care plan participants, both in terms of plan costs (copayments, deductibles, etc.) and the costs to cover dependents, are higher than those of peer universities. Although the reintroduction of PPOs has helped to address the out-of-pocket health care costs for employees, the cost to cover dependents remains high when compared to UNC’s peers.

The Task Force proposes that the University continue to evaluate improvements in health care benefits, particularly related to employee costs and contributions.

Flexibility in Using Local Resources to Offset Benefit Costs

Recognizing that improvements in health and retirement plan benefits carry a price tag, and that it would be difficult for the State to implement these improvements for the University and not implement similar improvements for all State employees, it is important for the University to consider other ways to address benefit competitiveness.

The Task Force proposes that the University evaluate the possibility of allowing the University to use local resources to offset benefit costs.

Viewed as a component of total compensation, a campus could, for example, choose to supplement the cost of health care plan dependent coverage for its employees, or redirect a portion of any legislative salary increase for faculty toward increasing the ORP employer contribution. Any use of resources in this manner may require approval by the General Assembly and the UNC Board of Governors.

Compensation Philosophy

The University’s mission is to discover, create, transmit, and apply knowledge to address the needs of individuals and society. The employees of the constituent institutions of the UNC System are integral to the fulfillment of this mission because it is they who maintain the infrastructure that supports the student educational experience. The compensation system
envisioned in support of the UNC System mission requires flexibility in rewarding contributions, recognizing quality performance and encouraging personal development of employees.

The Task Force proposes the development and implementation of UNC System and campus-specific compensation philosophy statements. The UNC System and constituent institutions must articulate a compensation philosophy that supports this university mission and provides for a strategic advantage in attracting, retaining and rewarding the best employees. Additionally, as part of this compensation philosophy, the University should identify a target market position for staff salaries, in the same manner that the University established a target of 80% of peers for faculty salaries, based on the staff peers as defined by each campus.

Review of EPA Categories

The Office of State Personnel and the University have agreed to guidelines that govern the interpretation and application of those employees who are designated as Instructional and Research non-faculty employees, while the UNC Board of Governors has defined those positions that are considered to be SAAO. In the University, many of the newly created positions are specific to the University and do not fit either of these categories, nor do they appropriately fit into the SPA classification system. (Specific examples are programs that have both an educational and public service role, such as those found in clinical departments within the medical, dental, or veterinary medicine programs.)

The Task Force proposes that the University and the Office of State Personnel review their agreement to determine if a third category of EPA positions should be created to reflect the changing nature of University administration and operations.

Elimination of Dual Reporting

The campuses currently must provide reports to a number of entities including the State, the Board of Governors, and the Federal government. Often this results in dual reporting where the same information is reported, but the required format is different. One example is EEO/Affirmative Action Plan reports, where campuses must file with both the state and the federal government.

The Task Force proposes that the University review reporting that is required by multiple entities to determine if a common format can be developed to increase efficiencies and reduce duplication of effort.

Reduction of Paperwork in Campus Recruiting Process

In discussions by the Task Force of areas of inefficiency and frustration, recruiting was an area that was mentioned frequently. It became clear in these discussions that often the barrier to efficient recruiting was not the requirements of the State Personnel Act, but campus practice, including lack of automation. Many campuses have implemented or will be implementing a web-based recruiting tool called PeopleAdmin.
The Task Force proposes that the University conduct a recruitment study and develop a “best practice” model that could be adopted by the campuses.

Reemployment of Retirees

Currently, the State requires that a retiree who is in receipt of a N.C. TSERS retirement benefit have a six-month break in service before returning to employment with the State on a temporary, part-time or contractual basis. This restriction has had a detrimental effect on the University’s ability to respond to short-term or unanticipated needs for specific expertise.

The University should review particular instances where this provision has hampered its ability to deliver critical services in order to make a case to the General Assembly to amend this provision.

Phased Retirement for Non-Faculty Employees

With the impending retirement of the baby boomers, the University is facing an exodus of highly skilled employees. The University has responded by creating a phased retirement program for tenured faculty that allows for advance planning by the University and a gradual transition into retirement for the faculty member. It also allows new faculty to be recruited into existing positions while retaining the knowledge and expertise of tenured faculty members on a part-time basis.

The University should evaluate the feasibility of a similar program for certain critical staff positions.

SUMMARY AND CONCLUSIONS

To ensure the highest quality of service to the citizens of the State and respond to myriad challenges facing North Carolina, the University must have a well-trained, well-managed workforce, whose jobs and goals link to its mission. This requires that the University have greater flexibility to develop and manage human resources programs specific to the University.

After careful study and review of the programs and issues surrounding recruiting, rewarding and retaining its workforce, the Task Force recommends that the University request legislation granting it the authority to create “substantially equivalent” human resources programs, subject to the approval of the Office of State Personnel and the State Personnel Commission. This same authority was granted previously to county and local governments under Article 3 of Chapter 126 of the State Personnel Act. Upon enactment of this legislation, the Task Force recommends that the University use this authority to develop compensation and performance management programs to address the specific challenges the University faces in attracting, retaining and rewarding its staff.
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HR TASK FORCE COMMITTEE MEMBERSHIP

Committee Membership

Paul Hosier, Provost, UNC Wilmington, Chair
Elizabeth “Buffy” Bagwell, Director of Human Resources, UNC Asheville
Pam Barkett, Director of Human Resources, UNC Pembroke
Alan Boyette, Senior Associate Provost, UNC Greensboro
Chuck Brink, Staff Assembly Representative, UNC Chapel Hill
Dennis Daley, Professor, Political Science and Public Administration, North Carolina State University
Debbie Frezell, Staff Assembly Representative, NC School of the Arts
Hannah Gage, Chair, Personnel & Tenure Committee, UNC Board of Governors
George Jackson, Professor, Management & Marketing, Elizabeth City State University
Joan Lorden, Provost and Vice Chancellor, UNC Charlotte
Harold McKeithan, Staff Assembly Representative, Fayetteville State University
Richard Mann, Vice Chancellor, Finance and Administration, UNC Chapel Hill
Natasha Nazareth-Phelps, General Counsel, North Carolina School of Science and Mathematics
Charlie Nelms, Chancellor, North Carolina Central University
Ken Peacock, Chancellor, Appalachian State University
La Monica Singleton-Sloan, Staff Assembly Representative, Winston-Salem State University
John Toller, Associate Vice Chancellor Human Resources, East Carolina University
V.J. Verma, Vice Chancellor for Information Technology, North Carolina A&T State University
Gail Willis, Staff Assembly Representative, North Carolina State University
Chuck Wooten, Vice Chancellor for Administration and Finance, Western Carolina University
Thom Wright, Director, Office of State Personnel
HR Task Force Subcommittees and Membership

**Position Management**
Elizabeth “Buffy” Bagwell
Chuck Brink
Dennis Daley
Chuck Wooten

**Recruitment**
**Alan Boyette**
Hannah Gage
Joan Lorden
Harold McKeithan

**Compensation**
**John Toller**
Debbie Frezell
Charlie Nelms
Natasha Nazareth-Phelps

**Rewards**
**Thom Wright**
Richard Mann
V.J. Verma
Gail Willis

**Employee Relations/Performance management**
**Pam Barkett**
George Jackson
Ken Peacock
LaMonica Singleton-Sloan

**Consultants**
Patrick McCoy, Director, Human Resources, Appalachian State University
Drake Maynard, Human Resources Managing Partner, Office of State Personnel

**Support Staff from UNC General Administration**
Beth Alsobrook, Employee Services Manager, Human Resources Division
Ruth Brill, Human Resources Division Administrator
Ann Lemmon, Associate Vice President for Human Resources
Kitty McCollum, Interim Vice President for Human Resources
Erin Schuettpelz, Director of State Government Relations
J. Charles Waldrup, Associate Vice President for Legal Affairs
Andy Willis, Vice President for Government Relations
Leslie Winner, Vice President and General Counsel (September - October 2007)
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