



*Progress is Moving Forward by Working Together . . . . .*

<http://www.stafforg.uncc.edu/>

**UNC - CHARLOTTE**  
**The Executive Committee of the Staff Organization**  
**Meeting Minutes**  
**September 13, 2006 – 9:00 a.m.**

The Executive Committee of the Staff Organization met on the above date and time in the Chancellors Board Room, Reese 5<sup>th</sup> Floor.

**Officers present were:** Stevan Clifton – President, Jason Levy – Vice President, Terry Setzer – Secretary and Mark Beam – Treasurer.

**Representatives present were:** Debbie Myers (Area 3), Kelley Eaves (Area 4), Charlie Donehue (Area 5), Teresa Cleveland (Area 6), Kathy Burgess (Area 7), Jenna Duncan (Area 8), Cynthia Weber (Area 9), Joann Pearson (Area 12), Sherry Bruce (Area 13), Allison Craven (Area 14), Margo Gross (Area 16), Melody Harris (Area 17)

**Alternates present were:** Beverly Starcher (Area 12), Officer Craig Nance

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**Call to Order & Welcome – Steve Clifton, President**

**Approval of August 9, 2006 Minutes**

Minutes approved by email.

**Treasurer's Report – Mark Beam**

Balance forward from 2005-06 \$710.66. With the purchase of recognition plaque for \$78 leaving a balance of \$632.66.

**Community Policing Report – Officer Craig Nance**

The committee was informed that it is National Safety Month. In recognition of this there will be a variety of topics covered involving hand-outs, demonstrations and evening panel discussions. Below is a tentative schedule of events :

- Sept. 4-8 - Drug Education/Awareness Week
- Sept. 11-15 – High Risk Drinking Week (Binge Drinking, Alcohol Poisoning)
- Sept. 18-21 – Sexual Assault/Stalking
- Sept. 25-29 – Fire Safety

A question & answer session was held which involved security during the first week of the semester, police staffing and safety after hours for facility personnel.

**President's Report – Steve Clifton**

September 12, 2006

- Spoke and represented the Staff at the Annual Convocation
- Attended a Video Conference on Campus Terrorism

- Interviewed for article in Campus News
- Attended a faculty sponsored committee on Parking Rates
- Represented the Staff at the New Faculty and Staff Reception
- Had telephone meeting with Ann Lemmon concerning Staff Assembly
- Am attending Chancellor's Cabinet training sessions on budget
- Represented the Staff at the dedication of new Physics and Engineering Building
- Chaired two UNC Staff Leader meetings
- Continue to work with Staff Assembly issues across the University
- Requested that I be on a committee to study a Faculty/Staff Club

## **OLD BUSINESS**

### **UNC Staff Assembly Video Meeting- Steve Clifton**

**The next meeting will be 10/13/06 -10:30am in 126 Fretwell.**

NOTE: This meeting may not take place due to a meeting scheduled on Monday, October 16<sup>th</sup>.

### **Staff Assembly Update– Steve Clifton**

There is one school that still does not have delegates, president for the Assembly. Members will continue to work to get this resolved; working to get the Staff Excellence Committee formed, etc.

### **Staff Organization Budget for 2006-07 – Jason Levy/Mark Beam**

VP and Treasurer were charged with developing a budget proposal to present to the Chancellor and AVC, Business Affairs, in order to provide better and possibly more events to the campus community. Proposed budget is currently not an “operational” budget Please see attachment and direct any questions that you have to Jason or Mark. Motion was made to accept budget by Sherry Bruce. Budget was accepted by majority vote.

### **UNC Charlotte Staff Organization Bylaws update – Steve Clifton**

Committee will need to work on at a later date.

### **Jazz at Lunch – Sherry Bruce**

Scheduled for October 10<sup>th</sup> on the Plaza and rain site is Afterhours. Time frame will be 11:30-1:30. Entertainment will be a one man Bluegrass Band. Pre-packaged ice cream will be available for those who attend or until it runs out. Melody and Allison have offered to help with advertisement. Technical Assistance fees should cost around \$38 and purchase cost for ice cream should be between \$100-\$120. Motion was entered by Jason Levy to accept proposal and was second by Allison and was passed on majority vote.

### **OTHER:**

Money for Ed Seamon will be accepted until the end of the day Tuesday, September 12<sup>th</sup>. Steve is still working on getting the Community Blood Bank to come on campus. Discussion of tuition waiver was brought up and it is still before the General Assembly in regards to allowing some tuition waiver for family members. The waiver was not voted on this past year by the General Assembly, but should be brought up for voting again during the next session. Faculty/Staff now can take 3 free classes per year beginning in January 2007.

## **NEW BUSINESS**

### **Replacement for Jason Levy – Steve Clifton**

Jason Levy has resigned his position as Vice President. He will be leaving the University effective October 6<sup>th</sup> to take a position at Temple University. He was presented with a framed certificate with our thanks and gratitude for all of his work. Margo Gross was nominated and accepted the Vice President position. Motion made to accept nomination was made by Jason Levy, second by Debbie Myers and was passed by a majority vote. Dixie Arey the alternate for Area 16 will become the representative for that area and a search for a new alternate will begin.

### **Breast Cancer Run – Margo Gross**

Margo presented to the committee event information for the 2006 Komen Charlotte Race for the Cure which will be held on October 7<sup>th</sup> downtown Charlotte. Registration cost is \$27. Faculty & staff and students are encouraged to participate. Hope to have a large number of participants from UNC Charlotte to participate in the walk and race. This is a project that is very important to Chancellor Dubois and his wife. Trying to work out transportation from the Chancellor's house to the race site and will have everyone return to the Chancellor's residence for a brunch afterwards. Information packets were given to all representatives present at the meeting, information will be posted on UNCC homepage, Staff Organization, students web sites, etc. If you have any questions or concerns, please contact Margo @ 73788.

### **Staff Equity Committee – Kelly Eaves**

Kelley stated the following issues were discussed at their meeting.

Essential Employee – Issues have been resolved

Code Violations-Grounds – Issues have been resolved

Salary Facility Mgmt – Need to possibly conduct another survey to see if the average pay in this area has changed. The first survey was conducted 2 years ago.

Banding – Police, ITS and Administrative Support have been completed.

Facility Computer Training - Completed, but users are not being encouraged to participate in the on campus computer training classes if it does not pertain to their job.

Issues – Same grade level for employees who have been in the same position for a large number of years. Are there employee advocacy groups at other campuses; do they have advocacy groups rather than HR?

The committee will meet again to do a follow-up and prioritize issues and then will present to the Staff Organization Committee. Joann requested that Melia James, HR representative in Facilities Mgmt. be present when the Equity Committee meets again.

### **UNC Employee Excellent Institute – Steve Clifton**

Training session for Employee Excellence will take place on Fridays and Mondays 12-12:45 in 126 Fretwell. The first meeting will be to discuss ideas that everyone would like to have taught at these sessions. There will be different people conducting the meetings each time. Need to let Steve know if you plan on attending.

### **OTHER**

#### **Proposed Holiday Schedule 2007 – Steve Clifton**

Schedule was sent to the committee for review and send back any concerns, suggestions they may have. It was noted that it is a long stretch from MLK holiday to July 4, and the holidays given up in that stretch was added to our winter break. Motion was made by Debbie Myers to accept the schedule and second by Cindy Weber with total majority vote.

Motion was made by Jason Levy to adjourn and second by Allison Craven.

Meeting was adjourned at 10:30am.

The next meeting will be held October 11, 2006 in the Chancellors Board Room, 5<sup>th</sup> floor Reese, at 9:00 a.m.

Respectfully submitted,  
Terry Setzer, Secretary  
Executive Committee of the Staff Organization