



Progress is Moving Forward by Working Together

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

UNC - CHARLOTTE
The Executive Committee of the Staff Organization
Meeting Minutes
December 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 5th Floor.

Officers present were: Stevan Clifton – President, Terry Setzer – Secretary, Mark Beam - Treasurer

Representatives present were: Diana Gann (Area 1), Debbie Myers (Area 3), Kelley Eaves (Area 4), Jenna Duncan (Area 8), Cindy Weber (Area 9), Noella Paquette (Area 11), Joann Pearson (Area 12), Sherry Bruce (Area 13), Allison Craven (Area 14), Dixie Airey, (Area 16), Melody Harris (Area 17)

Alternates present were: Beverly Starcher (Area 12), Lori Thurber (Area 7), Officer Craig Nance, Phil Jones, Associate VC for Facilities Mgmt. Brian Guns, Director for Housekeeping and Recycling, Gary Stinnett, Associate VC for Human Resources and Kieffer Gaddis, Director of Employment & Staffing Human Resources

Call to Order & Welcome – Steve Clifton, President

Approval of November 8, 2006 Minutes
 Minutes approved by email.

Treasurer’s Report – Mark Beam

<i>Year 2006-07</i>	<i>Current Balance</i>	<i>799.46</i>	<i>218.32</i>	<i>\$581.14</i>
Expenses Not Yet Posted		<i>Income</i>	<i>Expense</i>	
	10/10/2006 Ice Cream for Fall Break Staff Lunch Break		44.40	
	10/10/2006 AV Technician for FBSLunch Break (\$18/hr X2)		36.00	
<i>More Accurate, but Estimated Remaining Balance</i>				\$500.74

Community Policing Report –Officer Craig Nance

No updates to report. Officer Craig Nance will be leaving the university to take on a position with Vanderbilt University. The Staff Organization wishes him well and gives many thanks for all of his input and updates for our committee and the hard work and dedication to his job. CONGRATULATIONS.

President's Report – Steve Clifton

December 13, 2006

- I have continued attending the Budget Review meetings
- I attended the monthly Staff Leaders video meeting
- I will attend the annual Facilities Management Christmas Luncheon today

Old Business:

UNC Staff Assembly Video Meeting- Steve Clifton

Next meeting scheduled for 1/12/06 -10:30 am in 126 Fretwell.

Staff Assembly Update– Kelley

Meeting was held on November 29th. The following are points of interest/discussion topics, upcoming topics, etc.

- Board of Governors very receptive
- President Bowles requested that all staff assembly delegates read and comment on the Pace Report
- Will be discussing staff retention
- 14 separate committees have been formed, with committees within those to begin work on various topics and concerns
- General Assembly will begin discussing the pros and cons of separating from OSP
- Meetings will be held once a month via video

Access to President Bowles Pace Report and information regarding the Staff Assembly please go to <http://uncstaffassembly.northcarolina.edu/>

UNCC Staff Excellence Institute – Steve Clifton

This video series is held every Monday & Friday from 12:00-12:50 in 126 Fretwell. There has been no attendance to these meetings, therefore they have been cancelled.

Homecoming 2007 – Melody Harris

Event dates: Tuesday 2/6/07 – Chili Cook-off; Office Decorating Wednesday 2/7/07

Advertisement Areas:

- Campus News –
- Campus Events Web page
- Area Representative distribute
- Staff Organization web page
- Official homecoming flyers

Timeline:

Advertisements will run from January 2nd – January 26th. The deadline to register for both events is January 26th.

CHILI COOK OFF: (Tuesday, February 6, 2007)

Location: Cone University Center –foyer area outside of the Office of Student Activities.

Participants set up: 10:30am

Tasting: 11:30am – 1:30pm

Entry requirements/notes:

- Entries are limited to 1 per department.
- If departmental response is low as of January 12th, entries will be opened to individuals (from 1/16- 1/26th)
- There must be a minimum of 5 entries in order for the cook-off to take place. Entries are limited to 20 maximum.

- Participants will be invited to decorate their chili display area. Each entry will have a 2 foot display area. A ribbon will be awarded to the best decorated area.
- The campus community will serve as judges.
- Judges will taste and rate each entry, at the end of tasting participants' hand will be stamped (no double tasting)
- Chili recipes will be rated based on taste. (scale from 1- 5 (5 being the best).
- Committee will assign numbers to entries.
- In case of tie – Exe committee, President and Vice President will taste and rate entries
- Someone from entering department must serve chili

Entry requirements:

- Chili must be cooked from Scratch – (no commercial chili mixes)
- Chili must be served in a crock pot
- You must be willing to taste your own chili (precautionary reasons)
- One chili per department or cook

Recommended prizes: (gift cards)

1st place = \$75 for large department (15 and up)
 2nd place = \$50 for medium department (6 – 14)
 3rd place = \$35 for small department (1-5)
 Total \$160 dollars

OFFICE DECORATING CONTEST – “Bringing Spirit Back” (Wednesday, February, 2007)

Departments will be invited to decorate offices, cubicles, floors, doors etc.

There is no limit to the number of entries.

Registration and Areas will be judged in categories of large (staff of 15 and up), medium (staff of 6-14) and small (staff of 1-5) offices.

Judges are: Mrs. Dubois, Diana Gann, Margo Gross, Angela Allen (possibly) and Darrin Speas

Entries will be judged on a scale from 1- 5 (5 being the best).

Entry requirements:

- Use of Homecoming Theme
- Creativity/Originality

Recommended prizes: (gift cards)

1st place = \$75 for large department (15 and up)
 2nd place = \$50 for medium department (6 – 14)
 3rd place = \$35 for small department (1-5)
 Total \$160 dollars

Melody requested \$320 from Staff Organizations budget to be used to purchase gift cards for the prizes. Motion was made by Dixie Airey to approve funds for gift card purchase and Kelly Boykin second. With no objections, motion was passed.

OTHER:

None was presented.

NEW BUSINESS

Facilities hiring issues – Phil Jones, Brian Guns from Facilities Management and Gary Stinnett, Kieffer Gaddis from Human Resources

Steve opened discussion by stating there were concerns expressed in the length of time it takes to fill housekeeping vacancies – why?

Overview of Hiring: Phil Jones

- Phil Jones stated that the turnover rate within facilities management housekeeping staff is among the highest on campus.
- The hiring process is constant with 7-15 vacancies at any given time. There are formal criteria used to evaluate referred candidates. For each vacancy, there are approximately 7-10 applications referred from Human Resources.

Further explanation: Brian Guns

- Temporary staff are hired through a temporary agency for a maximum of 60 days.
- This time period gives the supervisor time to review applicants, schedule and conduct interviews, complete reference checks, and make recommendations for hire
- Phil Jones stated that there are 134 housekeeping staff

Human Resources Guideline: Kieffer Gaddis

- Position posts for 10 business days
- HR receives 50-75 applications per position
- Working on a new process utilizing a “pool concept”. Pools will remain active for three months to provide a continuous supply of applicants during that time period.

Questions & Answers:

- Are you going use the pool process for temporary staff?
Administratively, it is just as much paperwork to use temp pool vs. temp agency. We plan to continue using the temp agency for the immediate future.
- Can the pay rate offered by the temp agency be negotiated?
These rates are established during the bid process. If temps are employed through HR, the University would offer a rate comparable to that for permanent housekeepers.
- Would the recruitment of grounds personnel fall under the “pool concept”?
A temp agency is used during the summer. However, HR will explore this option for the recruitment of grounds personnel.
- Why are so many staff leaving?
During the exit process, various reasons are expressed. The most frequently offered response is: ‘personal reasons’. HR uses information obtained from exit interviews to identify trends and to communicate observations to appropriate management personnel.
- Have there been surveys conducted in regards to staff leaving?
Yes. There have been employee satisfaction surveys conducted in the past – one by the NC Office of State Personnel and one by the Staff Organization committee.
- Can you explain the formula used for determining staff per building?
There is an Operating Reserve Spreadsheet used by the state to allocate funds for new facilities. Information is submitted every two years for new buildings coming on line. A per square foot formula is used to determine how many maintenance, safety, housekeeping, etc. will be needed. The same concept is used for grounds and recycling.

State Employees Combined Campaign – Kelly Boykin

In regards to the email generated for the campaign, Kelly received information from various staff members that they felt harassed even when they followed instructions to opt out of contributing. Emails were still received. Questions were generated in reference can this be considered harassment, will future funding be handled in the same manner? It was also noted that this was a pilot program and pressure could have been received due to it being a pilot program. The question was asked if David Dunn or the person responsible for the program be invited to one of the meetings.

OTHER

No topics

Meeting was adjourned at 10:30am.

The next meeting will be held January 10, 2007 in the Chancellors Board Room, 5th floor Reese, at 9:00 a.m.

Respectfully submitted,

Terry Setzer, Secretary

Executive Committee of the Staff Organization