



Progress is Moving Forward by Working Together

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UNC - CHARLOTTE
The Executive Committee of the Staff Organization
Meeting Minutes
November 14, 2007 – 9:00 a.m.

The Executive Committee of the Staff Organization met on the above date and time in Cone Center Room 208.

Officers present were: Margo Gross-President, Vice President –Dixie Airey, Terry Setzer-Secretary, Melody Harris, Treasurer

Representatives present were: Diana Gann (Area 1), Jodi Turner (Area 2), Catherine Johnson (Area 3), Kelley Eaves (Area 4), Teresa Cleveland (Area 6), Kathy Burgess (Area 7), Reedena Newlon (Area 8), Melanie Hill (Area 11), Joann Pearson (Area 12-1st & 2nd shift), Sherry Bruce (Area 13), Sarah Coffey (Area 16)

Representatives Absent without notice: Charlie Donehue (Area 5), Dorothy Knotts (Area 12 3rd Shift), Charles Kraus (Area 15-Zone 2)

Absent with notice: Alice LaRocca (Area 9), Allison Craven (Area 14), Ann Benson (Area 17), LynLee Troy (Area 10)

Alternates present were: Lynn Cauble (Area 3), Lucy Mullens (Area 9), Kieffer Gaddis (Area 10), Velton Singletary (Area 12), Casey Hurst (Area 17)

Guests present were: None

Call to Order & Welcome – Margo Gross, President

Approval of November 14, 2007 Minutes

Minutes were approved by email with a motion presented by Catherine to accept minutes, with 2nd by Sherry.

NOTE: There will be no motion asked for from this meeting forward to approve the minutes since they are approved by email. The minutes will be noted as being approved and on record at each meeting.

Treasurer’s Report – Melody Harris

Financial Statement
(as of 10/31/07)

| ACCOUNT TITLE | Year to date | Balance |
|---|-----------------|---------|
| Beginning Balance | 737.99 | |
| Contingency Fund Transfer (Staff Diversity Day) | 1,325.00 | |
| Annual Contingency Fund Transfer | 2,500.00 | |
| | 0.00 | |
| | 0.00 | |
| TOTAL REVENUES | 4,562.99 | |
| EXPENSES: | | |
| Classic Engraving (Plaque for Stevan Clifton) | 75.20 | |
| Mileage reimbursement (Allison Craven) | 25.07 | |
| | 0.00 | |
| TOTAL EXPENSES | 100.27 | |

| | |
|----------------------|-----------------|
| ACCOUNT TOTAL | 4,462.72 |
|----------------------|-----------------|

| | |
|--|----------|
| Transactions Not Yet Posted | |
| Chartwells - food for last meeting of the year | 42.00 |
| Motor Flee (Kelley Eaves - State Assembly meeting) | 96.04 |
| Funds earmarked for Staff Diversity Day | 1,325.00 |
| Total transactions not yet posted | 1,463.04 |

| | |
|------------------------------------|-----------------|
| Estimated remaining balance | 2,999.68 |
|------------------------------------|-----------------|

Community Policing Report –Captain Jon Hawn

Not present.

President’s Report – Margo Gross

I attended and/or participated in the following events attended since the October Staff Organization meeting:

- Meet with the Stamats marketing group to provide feedback on the Staff. In particular, where would staff be the most likely to view a new marketing campaign and best ways to unveil a new marketing blitz.
- Participated in the football forum.
- Attended reception at Bissell House for Art Jackson and Chip Rossi
- Attended the UNC Tomorrow session that was presented to the faculty.
- Attended and presented a report of Staff Organization events and projects at the quarterly Board of Trustees meeting Wednesday, November 1st.

Old Business:

Staff Assembly Update– Kelley Eaves

Staff Assembly meeting was held last Wednesday, November 7th. The following are topics that were discussed or brought up at this meeting.

- *Student Government Statewide Assembly asking to be dissolved and rebuild. For now the VP will serve on the Board of Governor’s after inducted as President.*
- *JC Boykin, Chair in the process of taking statewide tour to visit all the Staff Organizations. He is showing a video of the Staff Assembly to help everyone understand the purpose and duties of those involved.*
- *Board of Governor’s meeting held last Thursday, Nov. 8th Friday, 9th. Board approved not to raise tuition for the next couple of years.*
- *Kelly met with Chancellor Dubois to discuss her role on the Staff Assembly and what rules and regulations are there regarding the time required to serve on the assembly and her job at UNCC. This information will be developed.*

Chairs Committee Update – Margo Gross

Held by video conference and the following are topics that were put forth to the committee or discussed:

- Chapel Hill in the process of hiring a new chancellor*
- HR Task Force has created a blackboard for ideas, issues, etc to be posted.*
- Information for tuition waiver for dependents still in the process of being developed.*
- Working on date for the spring Statewide Assembly*
- Data is being gathered regarding the cost for allowing for cost of living raises among all of the schools*
- Discussion of posting EPA & SPA salaries due a research being done by radio station. EPA is posted in the Special Collection in the library. SPA information is not given out until a letter of request is received and then individuals are notified of the request.*

Homecoming Events Update – Melody Harris

The homecoming committee approved the following events and dates as submitted by the Executive Committee.

Department Chili Cook-off – Tuesday, January 29th (Cone University Center, After Hours)
Office Decorating Contest – Wednesday, January 30th

The Events and Education committee will meet in December to begin planning.

Constitution/Bylaw Update – Dixie Airey

Presented to everyone was an updated Constitution for the staff organization showing changes regarding name change for the committee as a unit and for elected officers. A few recommended changes were given and then the constitution will be ready to present to the Chancellor for approval.

New Committee Reports –

Employee Tuition Waiver/to family voucher – No report

Defined Benefit Packet for Staff – No report

Employee Book Loan Program – Sherry & Dixie & Lynn

Supplied a handout showing the NC state universities that were contacted and what, if any, book loan and/or reimbursement programs were offered to staff members, their spouses, and dependent children. Several of the schools expressed great interest in the outcome of our research. Subcommittee members will be meeting with Keith Wassum and Jo Profit to explore options for our campus on November 26.

Employee Fitness Improvement – Terry Setzer

Allison and I met with Terrie Houck and Sophia Jordan for follow-up on the survey they were developing. Survey will be sent out first of December and staff who complete the survey will be entered into prize drawings.

Sophia informed us that she had spoken with Human Resources regarding wellness money availability only to be informed there is none available and HR will be developing a committee that will coordinate fitness/wellness programs on campus. Kieffer spoke up and stated this was correct, but committee had not been put in place. There would be one person from the Staff Organization to serve on this committee.

No Smoking Policy Feedback - Margo Gross

With the Senate Bill in Congress regarding a smoking ban on all UNC campuses the staff organization will take a survey from staff & faculty. The Education & Events committee will develop the questionnaire and arrange a date to take this up coming bill to faculty and staff. This survey will help our campus members involved in acting upon this bill know what and how the campus feels.

NEW BUSINESS

Website Changes – Terry Setzer

With our web page being outdated in many areas, I have been able to get one of our students to help update at least the home page. After discussion and thoughts were given, the committee will advertise for a work study student who has experience in this area. Kieffer from HR will help in writing out the specifics and post with Tracy in student employment. Motion was presented to the committee to hire a work study student. Casey accepted motion and Jodi second. Passed unanimously.

Football Forum – Attendees

Those who attended the forum stated there was a presentation given and then a representative from athletics came to each table where a series of questions and discussion was held. Everyone felt good on how it was handled. Pros and Cons for having a football team was recognized. Forums were also being held for students, alumni.

Diversity Day – Melody Harris

By support of the Chancellor's Diversity Challenge fund, the Executive Committee will host a Staff Diversity Day program on Tuesday, March 11, 2008 from 12:00pm – 2:00pm in the Cone University Center Lucas Room.

The two-hour program will feature cultural dance troupes, a fashion show of native costumes, ethnic food sampling, and humanitarian recognition honoring staff members who have performed humanitarian work.

The purpose of the program is to highlight the international and multicultural diversity of UNC Charlotte staff members.

OTHER

Jodi stated she was upset over being at the Prospector for lunch and was told they were out of desserts and it was just after the noon hour. After discussion it seems this has happened with others not only with dessert but foods on the buffet line. The committee will include a short questionnaire to faculty & staff when doing the smoking ban survey.

Melody reported she will attend the Staff Recognition week follow-up meeting and report feedback she had received regarding certain events. Hopefully the concerns that are expressed will be taken into consideration for next years' event.

A motion was given by Kieffer to adjourn and second given by Dixie.

Meeting adjourned at 10:50am.

The next meeting will be held December 12, 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