



Progress is Moving Forward by Working Together

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

UNC - CHARLOTTE
The Executive Committee of the Staff Organization
Meeting Minutes
December 12, 2007 – 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: Margo Gross-President, Vice President –Dixie Airey, Terry Setzer-Secretary, Melody Harris-Treasurer

Representatives present were: Diana Gann (Area 1), Jodi Turner (Area 2), Kelley Eaves (Area 4), Charlie Donehue (Area 5), Kathy Burgess (Area 7), Reedena Newlon (Area 8), Alice LaRocca (Area 9), Melanie Hill (Area 11), Sherry Bruce (Area 13), Charles Kraus (Area 15-Zone 2), Ronnie Bell (Area 15-General Services), Ann Benson (Area 17)

Representatives Absent without notice: Dorothy Knotts (Area 12 3rd Shift), Teresa Cleveland, (Area 6)

Absent with notice: Allison Craven (Area 14), Joann Pearson Area 12(1st & 2nd Shift), Sarah Coffey (Area 16), Catherine Johnson (Area 3), LynLee Troy (Area 10)

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

Guests present were: Chip Rossie, Director Alumni Affairs and Jeanne Madorin, Director Employee Relations

Call to Order & Welcome – Margo Gross, President

Treasurer's Report – Melody Harris

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| Contingency Account - | \$4,462.72 |
| Operating Account - | \$1,000.00 |
| Diversity Fund - | \$3,178.00 |

Community Policing Report –Captain Jon Hawn

Not present.

President's Report – Margo Gross

Judge for the cart decorating in facilities management – the event was cancelled
Lunch with facilities management – was not able to attend

Guest Speakers –

Chip Rossi, Director Alumni Affairs

Chip has now been at UNC Charlotte for 6 months and attended our meeting to inform us on the mission, programs, events that are a part of the Alumni Center. Below are some of those areas/ items that were presented.

- Mission is to engage, cultivate the alumni through the complete life cycle; meaning student stage, young alumni, middle age and the heritage alumni. This involves their interest area, age, academic background.
- *Program Areas:* Life Cycle being one and it begins before a person actually becomes a student by becoming partners with admissions and go to receptions and align with alumni, perspective students and parents. Admissions related activity will be that they will get involved by making a telephone call to accepted students encouraging them to become a UNCC student/alumni. Next fall would like to have the program called Student Send Off in operation. This program will consist of holding an event in a particular area (say Triangle) in which the student and their parents would attend and members from the Alumni, Athletics, Student Affairs would be in attendance.
- For current students there is a student Alumni Ambassador in which 30 students participate and students have to apply and be able to present themselves and the university very well.
- Alumni Association has scholarship programs and would like to get this information out to students and that the alumni association looks forward to being involved with the students.
- For the young alumni (20-36 age) has grown tremendously. Have developed a young alumni association in which their first event was held this summer and was a great success.
- For the older alumni working on doing family oriented activities. Homecoming is one of those areas that could be utilized.
- Middle age will be holding corporate alumni events with the first one being in January. Also holding events related to careers, athletics, etc.
- April 18th will have the first Alumni Dinner Theatre event.
- In terms of future events – more involvement with homecoming and would like for UNCC to have their own standard ring program. Meaning that you can purchase this ring that is specifically for UNC Charlotte. With such a ring there are events that can be held. Hopefully some travel programs will be developed also.

Jeanne Madorin, Director Employee Relations

Jeanne attended this meeting in regards to the incident regarding the “hangman’s knot”. This incident was investigated separately by both Human Resources, the UNC Charlotte Police and Public Safety Department. Below are the recommendations that were given to Facilities Management and the action that will be taken in reference to that recommendation.

- To facilitate communication within the shop areas
 - With this recommendation Phil Jones, Associate Vice Chancellor for Facilities Management will hold small group meetings within the shop areas. Issues discussed will be the facts of the incident, management concern and management’s firm commitment to fair and equitable treatment for all employees.
- To conduct training on race relations and diversity within these areas.
 - This will be accomplished with the help of an outside consultant who specializes in diversity and race relation issues. Training will take place in groups of 20-30 people. This training includes all personnel in the facilities management department. Goal is to have a plan in place by the end of January and allow a month for all personnel to attend the training. (Note: Human Resources also provides training programs on diversity. You can visit their web-site <http://www.hr.uncc.edu/Training/index.asp> to register for one of these training programs.)
 - Supervisors within Facilities Management will be attending the supervisor diversity training, if they haven’t already, within the next six months.

A meeting was held by Beth Hardin, Vice Chancellor for Business Affairs and Phil Jones in the Facilities Management shop area on the incident. During this discussion the procedure on how to handle such complaints was addressed. Jeanne encouraged everyone to go to their supervisor, the next person in the management chain or to human resources if they felt they were being unlawfully harassed or discriminated against.

Questions and Answers regarding this incident:

- One statement given addressed the issue that some of the personnel in facilities management may not trust, understand the process; and whether individuals attending training had the opportunity to

evaluate the training program and provide input on the training workshops. Also is the supervisor notified when an employee issues a complaint? *Answer – Jeanne replied that all workshops are evaluated and that is how they learn what is needed or not needed with a particular workshop.*

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- *Training programs and workshops are often modified based on the input received by participants in regards to whether or not a supervisor is notified, it depends on the nature of the complaint and what the employee feels is needed to resolve the complaint. All complaints that are received by the Human Resources Department are documented. Encouraged everyone to review the "Grievance Policy".*

- The concern was expressed that the meetings that are planned regarding communication will not work if there is not an outsider present for most will not respond for various reasons. *Answer: Jeanne respond she would pass concerns expressed at this meeting.*

Old Business:

Staff Assembly Update– Kelley Eaves

The following information was given:

- Roger Gillian from Pembroke was elected to serve on the UNC Health Review Team.
- At the Board of Governors meeting concerns were expressed regarding staff assembly not being part of the UNC Tomorrow Plan. A request was given to be part of that committee and was granted.
- Safety Task Force meeting due to the incident at Virginia Tech where safety measures are being explored.
- UNC Student Government Association is still trying to come together. Issues with receiving one dollar per student which amounts to approximately \$230,000 a year is being explored as to where this money may be and how it was used.
- JC Boykin visiting the UNC campuses. He can attend during a regular meeting, but a time for our organization was not decided. Upon his visit he will explain exactly what the Staff Assembly does.

Chairs Committee Update – Margo Gross

Video conference will be held by on Friday, December 14th. A committee within the Chairs Committee held a teleconference and the tuition waiver was a project of this committee. A draft of the tuition waiver was given to area representatives to review and email any suggestions, concerns, etc. to Margo.

Homecoming Events Update – Melody Harris

Next meeting will be Tuesday, December 18th –Cone 378

Constitution/Bylaw Update – Dixie Airey

Upon not receiving any replies in reference to the Bylaws that were passed out showing changes to be requested, Dixie contacted the Chancellor's office for direction to present the new Bylaws. She was instructed to email the word document showing the changes so that the Chancellor can review and then a meeting can be arranged for discussion. Motion was presented to accept the Bylaws as they were presented. Jodi made the motion to accept and Tim second. Passed on concensus.

New Committee Reports –

Employee Book Loan Program – Sherry & Dixie & Lynn

Committee met with staff from Auxiliary Services in which program was presented. The staff from Auxiliary Services will review and at the next meeting with the employee book loan program group will submit their recommendations. Some of the areas discussed included a dollar limit of \$200; returning the book when class is completed; if book is not returned person will be charged; payroll deduction for amount over \$200.

No Smoking Policy feedback – Margo Gross

Margo thanked everyone who worked on this. 563 surveys were returned. The count shows that no smoking on campus came out as the highest. Survey was sent to Jess Humphries and Gary Stinnett who will combine with other surveys taken and submit to the Chancellor who then will submit to the Board of Trustees.

Food Services Survey – Terry Setzer

Printout of survey passed out reflects 373 were returned (see attached) .Overall food service was given high ratings except when it came to prices. The comment area reflects most were concerned about healthy foods, servers using gloves appropriately, variety and quantity in the Gold Room.

Work study student – website development – Terry Setzer

Margo, Dixie, Melody and I met with Ahmed Pasalic who is working on obtaining a Bachelor of Science degree with a major in Software and Information Systems. He will begin work on January 9, 2008 10-20 hours a week. He will be experimenting with the website during the break. Hopefully at some point he will be able to attend one of the monthly meetings so everyone can meet him.

NEW BUSINESS

None presented.

Charlie presented motion to adjourn with Dixie 2nd the motion.
Meeting adjourned at 10:40am.

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

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