



Progress is Moving Forward by Working Together

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

UNC - CHARLOTTE
The Executive Committee of the Staff Organization
Meeting Minutes
July 11, 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, Terry Setzer-Secretary, Melody Harris-Treasurer, Vice President -Vacant

Representatives present were: Kelley Eaves (Area 4), Teresa Cleveland (Area 6), Kathy Burgess (Area 7), Reedena Newlon (Area 8), Alice LaRocca (Area 9), LynLee Troy (Area 10), Melia James (Area 11), Joann Pearson (Area 12), Dorothy Knotts (Area 12 3rd shift), Sherry Bruce (Area 13), Dixie Airey (Area 16)

Alternates present were: Carla Flowers (Area 1), Lyn Cauble (Area 3), Velton Singletary (Area 12), Casey Hurst (Area 17)

Guests present were: Captain Jon Hawn, Campus Police

Call to Order & Welcome – Margo Gross, President

Everyone introduced themselves and stated department they worked and how long with the University and the Staff Organization.

Approval of June 13, 2007 Minutes

Minutes approved by email.

Treasurer’s Report – Melody Harris

TOTAL EXPENSES	2,061.47
ACCOUNT TOTAL	737.99
Transactions Not Yet Posted	42.00
Estimated remaining balance	695.99

Melody brought to the attention of the committee that the budget proposed and approved by the Staff Organization in the amount of \$3,656.00 last year was not presented to the Chancellor. This money was to be the operating budget for 2007. With having only \$695.99 for the remainder of the year, it was asked by Melody if the budget that was developed could be brought up to date and resubmitted for approval to the Chancellor. Motion was presented by LynLee to accept proposal and second by Kelly.

Melody established a new account for Staff Organization to use the money allotted for the Diversity program. This account was required for state funded money will be used.

Community Policing Report –Captain Jon Hawn

Updates: Thefts are being reported within administrative offices and buildings in general. Everyone advised to keep desk(s) locked or office. Third shift doing a good job in keeping police advised of anything or anyone around that should not be. In regards to filling police staff vacancies 5 positions have been accepted which leaves them with 7 more to fill.

Questions and discussion involved cameras in the parking decks which are not controlled by Police Department, East Deck has a camera and it records and once full it will start over and previous recording will be wrote over.

After Jon left the concern was presented by some of the buildings being unlocked when persons arrive and when 3rd shift arrives. Campus Police is being notified of buildings being unlocked. Third shift does not let anyone in the building that is not authorized.

President's Report – Margo Gross

- Contacted Kim Harris who is Faculty President to make arrangements to possibly meet on a monthly basis.
- Plans on meeting with the Chancellor once returns from vacation.

Margo stated that the below items we are to choose one that we feel should be discussed at the State Assembly. She noted that she thinks more than one, possibly three items should be chosen. She will present at the video conference on Friday. The following are the topics presented:

- | | |
|--|--|
| - Book Loan Program for faculty and staff taking classes | -Transportation/Commuters to Work |
| -Free tuition for child dependent/scholarship programs | -Telecommuting due rise in gas cost |
| -Labor decrease & employees asked to do multiple jobs | -Living wage resolutions |
| -Employee time for wellness & fitness | -Defined benefit package upon retirement |

After discussion of the above topics the book loan program, benefit package, employee fitness were chosen to be presented by Margo at the video conference. Committees within the Staff Organization were formed for each of these as shown below to work on as a local project. If anyone would like to join any of these, please contact Margo Gross or someone on the committee.

-Employee tuition Waiver/to family voucher

Alice LaRocca
Teresa Cleveland
Casey Hurst
Reedena Newlon

-Defined Benefit Packet

Kathy Burgess
Melia James
LynLee Troy

-Employee Book Loan Program

Dixie Airey
Sherry Bruce
Lynn Cauble
LynLee Troy

-Employee Fitness Improvement

Allison Craven
Dorothy Knotts
JoAnn Pearson
Terry Setzer

Old Business:

Chair's Video Conference - Margo Gross (Note title change and time of conference)

Next meeting scheduled for July 13, 2007 – 143 Atkins 2:00-4:00pm

Staff Assembly Update– Kelley Eaves

There was no meeting last month. Discussion will revolve around different topics at the next meeting with one being the legislature approved a no smoking on state campuses. More information will be coming out regarding this information. President Bowles still has not assigned a task force to study the OSP changes. Discussions also will be held in regards to Chairs.

Diversity Challenge Fund – Margo Gross

Staff Organization was awarded \$3,178 for this program. Had to delete food and awards for money awarded is state funded. Melody suggested that money for the food and awards be added into our budget proposal to be submitted to the Chancellor.

Area Review – Sherry Bruce/Terry Setzer

After those on the committee met it was realized this was going to be a difficult task. After discussions, reviews the information presented to Staff Organization hopefully will “help” get everyone’s distribution lists in order. A comparison was completed between the Staff Organization area assignment sheet and the UNC Charlotte Organizational Chart to make sure all departments were covered by one of the area assignments. A list was received from Sara Carson in HR that listed all the SPA & EPA personnel and the area assignments she has. With her help and several changes a final list was compiled. Each of these was emailed to Area Representatives and UNC Organizational Chart given at the meeting. There were a few discrepancies in regards to the list received from HR, and a couple of departments need to be moved to another area. All of these issues will be addressed and once completed, any updated material compiled will be sent to everyone.

OTHER: None

NEW BUSINESS

Vice President – Nominations/Election – Margo Gross

Floor was opened for nominations. Melody nominated Dixie Airey, Sherry & Joann stated that Angela Allen had expressed her interest in this position. Due to her absence, motion was made by Joanne to accept Dixie as Vice President and second by Dorothy. Passed.

Dixie will now have to find someone to accept the position of Area 16 representative and for the new area representative to find an alternate.

OTHER

The discussion then reflected on Computer access and passwords. This continues to be a problem within the Facilities Management area. Question was presented as to who is responsible for changing passwords for those who only use the computer once a month or less? Due to the small amount of usage, their passwords become outdated, and this then presents a problem for them to change their password in order to have access. The decision was that at this point; it is a Facilities Management/ITS issue and will be brought to the attention of key personnel in those specific areas (i.e. Phil Jones, AVC; John Faison, Director of FIS and Kelly Eaves, ITS). If needed, Staff Organization will be asked to assist.

Meeting adjourned at 11:00am.

The next meeting will be held August 8, 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