



Progress is Moving Forward by Working Together

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UNC - CHARLOTTE
The Executive Committee of the Staff Organization
Meeting Minutes
September 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, Terry Setzer-Secretary, Melody Harris-Treasurer, Vice President –Dixie Airey

Representatives present were: Jodi Turner (Area 2), Catherine Johnson (Area 3), Kelley Eaves (Area 4), Charlie Donehue (Area 5), Teresa Cleveland (Area 6), Kathy Burgess (Area 7), Alice LaRocca (Area 9), LynLee Troy (Area 10), Sherry Bruce (Area 13), Allison Craven (Area 14), Charles Krauss (Area 15 Zone 2), Ronnie Bell (Area 15 Gen. Services),

Representatives Absent without notice: Diana Gann (Area 1), Dorothy Knotts (Area 12-3rd Shift), Joann Pearson (Area 12 1st & 2nd Shift)

Absent with notice: Reedena Newlon (Area 8), Melanie Hill (Area 11), Sarah Coffey (Area 16), Ann Benson (Area 17)

Alternates present were: Velton Singletary (Area 12), Gail Honeycutt (Area 8), Casey Hurst (Area 17)

Guests present were: Captain Jon Hawn, Campus Police, John Faison, Director of Facilities Information Systems

Call to Order & Welcome – Margo Gross, President

Approval of August 8, 2007 Minutes

Minutes were approved by email with a motion presented by Dixie to accept minutes, with 2nd by Allison

Treasurer's Report – Melody Harris

TOTAL EXPENSES	0.00
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ACCOUNT TOTAL	737.99
Transactions Not Yet Posted	42.00
Estimated remaining balance	695.99

Community Policing Report –Captain Jon Hawn

There were cases of robbery reported with three people being arrested. The robberies occurred to persons walking by themselves. Other items that were discussed consisted of the following:

Possible homeless person(s) in Grigg Hall area – Housekeeping will notify police if they see anyone else in the building who does not appear to be a student.

Emergency Phones – Some people have been having problems explaining where the phone is located to help Police & Public Safety locate them.

Capt. Hawn will check to see where previous safety advisories may be posted.

President’s Report – Margo Gross

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

- Attended Chartwells’ food service presentation for academic year 2007.
- Participated in the Statewide Staff Assembly Chairs teleconference.
- Addressed the faculty and staff at Convocation.
- Represented the Staff Organization at the bench dedication services for Ed Seamon.
- Spoke on behalf of the Staff Organization at Confort Wilson’s memorial service.
- Dixie and I met with Phil Jones, Bryan Guns and John Faison regarding computer access and passwords for facilities management employees and toured the various facilities with Bryan and John to visually see where computers and printers are placed for employee access.
- Attended the New Faculty and Staff reception at Bissell House.
- Attended the UNC Charlotte Board of Trustees meeting and presented summary of the Staff Organization’s agenda for the past 3 months.
- Attended a Stamats marketing presentation.
- Met with Andrew Harver, Chair of Public Health Sciences who heard speech at Convocation and wishes to help organize some wellness lunch seminars and staff tables at our various events. Dr. Harver also indicated that the CHHS would help with Loaves and Fishes drives.

Old Business:

Staff Assembly Update– Kelley Eaves

Last meeting was held the 2nd Wednesday in August. Discussed Assembly meeting that will be held on September 25 & 26; a lot of committees were merged together; Legislature passed proposal for President Bowles “Task Force”; some of the bylaws will be reviewed for changes; working on developing duties of the president for Staff Assembly.

Kickoff for Staff Recognition – Melody Harris

* Time for event – 12pm – 2pm

*Guitar Performer from 12-1pm

*Popcorn, Cotton Candy and Snow Cones will be provided - FREE

We were unsuccessful in obtaining the Mammogram Van, the van was not available on September 26th. In lieu of the van the College of Health and Human Services will sponsor a health information table. We will also incorporate a food drive, in which donations will be given to Loaves and Fishes of Charlotte. Donation boxes will be placed in two locations beginning September 19th through the day of the event: the Department of Public Sciences, room 431 in the College of Health and Human Services building, and the Student Government Association Complex in the Cone University Center. A box will also be placed in front of the Lucas Room on the day of the event.

The kickoff will be advertised in the campus news during the week of September 17th.

Volunteers are needed to serve as greeters and to run each of the food machines. Shifts are from 11:00am – 2:00pm.

Staff Recognition Week Table Games Tournament – Melody Harris

The Staff Organization Committee will sponsor an event during staff recognition week called Table Games Tournament. The following games will be offered: BUNCO, UNO, Spades. Prizes will be awarded to players in different categories for each game.

Event is being held Thursday, September 13 from 2-4pm in the Lucas Room, Cone Center.

Computer Access/Passwords – John Faison, Director of Facilities Management Information Systems

Margo introduced John Faison who explained all the steps that have been taken to ensure there are computers for everyone to use. The following are points from that discussion:

- There are approximately 353 employees in the facilities management area
- There are 9 computers for housekeeping with 3 more on order to be installed; 8 computers for the shops
- There are computers in each of the supervisor's offices
- In depth training has been completed with the housekeeping, and shop staff in reference to using the computer for checking email, etc. IT came at night to train the 3rd shift staff.
- John has an internal IT help line system that anyone can utilize.

Discussion then lead to availability of computers to staff in which it was concluded that staff needed to communicate with their supervisor in writing if problems are occurring and if the problem was not solved or addressed to take it to the next level. Also John noted that if a person does not utilize the computer to check emails, etc, then the knowledge of how to use would or could be forgotten and then they are back at square one. All passwords are changed after 90 days, therefore any staff member who has not used the computer during that time, would need to use the directions given when logging on to obtain a new password.

It was concluded that at this point the Staff Organization has completed their need in assisting FM staff in regards to usage of computers. Motion was given to end discussion and move forward with agenda by Allison and 2nd by LynLee. Motion was not voted due to continued conversations, therefore motion is null. Committee moved forward with items on the agenda.

New Committee Reports –

Employee Tuition Waiver/to family voucher – No report

Defined Benefit Packet for Staff – No report

Employee Book Loan Program – Dixie

A report will be given at the November meeting.

Employee Fitness Improvement – Allison Craven

Gave handouts provided by Intramurals (Sophia) regarding the various programs, activities offered. Sophia has also developed a survey that will be sent out to faculty and staff asking their needs/wants regarding health programs. We will be meeting with Sophia, Terri Houck and others this month to further explore the programs that could be offered.

OTHER: None

NEW BUSINESS

Election of Statewide Staff Assembly Alternate – Margo Gross

Margo explained that Catherine will take Stevens' place serving on the Statewide Staff Assembly. Therefore a nomination is needed for someone to serve a 1 year term as alternate. Motion was presented to nominate Gail Honeycutt, (one of the Area 8 alternates) to serve as alternate for the 1 year term; 2nd by Dixie; voted and passed unanimously.

Komen Race for the Cure – Margo Gross

Margo gave a brief overview of the event noting the event is sponsored by Mrs. Dubois. There were 160 persons who participated last year. Registration packets, posters were handed out and everyone was encouraged to participate in the event for it is for a great cause. For more information the event is advertised on the UNC Charlotte web page. Dixie inquired about certified van drivers for the event. If you are certified and would like to participate please contact Dixie Airey or Margo Gross.

Staff Diversity Day – Melody Harris

Staff Organization was awarded \$3,178 to present our program proposal. It is time to meet and start planning. Melody asked for volunteers. Catherine, Jody, Kelly, Ronnie and Sherry all volunteered to serve on the planning committee.

Review of attendance and minute approval – Margo Gross

Margo reminded everyone of their responsibilities to serve on the Staff Organization and that these responsibilities are part of our bylaws. It will be noted in the minutes if notification was received regarding attendance for the meeting that month. The following excerpts from our bylaws were read:

All elected representatives shall attend all meetings of the Executive Committee or shall provide (alternate) representation when unable to attend. All Representatives will serve on at least one Staff Organization committee.

1. Any member of the Executive Committee that misses three meetings in one year will be asked about their commitment to the Committee. When any member misses four meetings in one year, the Executive Committee may vote to remove and replace the member.

2. Alternate representatives will bring issues to the Executive Committee and relay information back to their assigned area but will not have voting privileges at Executive Committee meetings.

There are always exceptions/emergencies that arise, but everyone was encouraged to attend or have an alternate attend for them. Everyone asked to notify Margo, Dixie, Melody or Terry if you will not be able to attend the meeting. Discussion then pertained to alternates having the ability to vote if attending for a representative. Dixie offered to submit a proposal to clarify the voting rights of an alternate to vote.

A motion was given by Sherry to adjourn and second given by Charlie.

Meeting adjourned at 10:45am.

The next meeting will be held October 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