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

**UNC CHARLOTTE STAFF COUNCIL**  
**Meeting Minutes**  
**August 13, 2008 – 9:00 a.m.**

The Staff Council met on the above date and time in the Chancellors Board Room, Reese 5<sup>th</sup> Floor.

**Officers present:** Margo Gross-President, Vice President –Terry Setzer, Angela Gay- Secretary

**Representatives present:** Maria Weezorak (Area 2), Lynn Cauble (Area 3), Nathaniel Anderson (Area 4), Teresa Cleveland (Area 6), Cynthia Stasiewski (Area 7), Jonni Newlon (Area 8), Marcia Henderson (Area 11), Joann Pearson (Area 12), Linwood Sanders (Area 12B), Juanita Wilson (Area 13), Charlie Kraus (Area 15), Ann Benson (Area 17)

**Representatives absent without notice:** Charlie Donahue (Area 5), Kieffer Gaddis (Area 10), Rob Hamby (Area 16)

**Representatives absent with notice:** Diana Gann (Area 1), Allison Craven (Area 14), Alice LaRocca (Area 9), Ronnie Bell (Area 15B-General Services), Melody Harris, Treasurer

**Alternates present:** Carla Flowers (Area 1), Catherine Johnson (Area 2), Lucy Mullens, (Area 9), Cindy Edwards (Area 10), Tim Smith (Area 15)

**New Officers and Area Representatives:** Juanita Wilson (Area 13), Rob Hamby (Area 16)

**Guests:** Officer Jeff Mulholland, Campus Police; Richard McDevitt, Marketing Department; Ashley Oster, Marketing Department; Cindy Edwards, Human Resources

**Call to Order & Welcome:** Margo Gross, President  
 ➤ An introduction of new representatives attending was given.

**Treasurer’s Report:** Angela Gay, Secretary for Melody Harris, Treasurer

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UNC Charlotte Staff Council  
 Financial Statement  
 139234, 117561, 116227  
 (as of 06/30/08) - Year End Summary

| ACCOUNT TITLE   | Budget        | Year to date    |
|---|---------------|-----------------|
| <b>Beginning Balance</b>                                    |               | <b>737.99</b>   |
| <b>Contingency Fund Transfer (Staff Diversity Day)</b>      |               | <b>1,325.00</b> |
| <b>Diversity Grant</b>                                      |               | <b>3,178.00</b> |
| <b>Annual Contingency Fund Transfer</b>                     |               | <b>3,500.00</b> |
| <b>TOTAL FY 08 REVENUE</b>                                  |               | <b>8,740.99</b> |
| <b>FISCAL YEAR 2008 EXPENSES:</b>                           |               |                 |
| Miscellaneous Supplies (Plaque/Award to outgoing President) | 70.00         | 316.05          |
| Meetings/Events   | 3,755.00      | 1,938.86        |
| <b>Refreshments for year end meeting</b>                    | <b>153.00</b> | <b>42.00</b>    |

|   |               |               |
|---|---------------|---------------|
| Food for Staff Diversity Day                            | 1,325.00      | 1,326.00      |
| Staff Picnic (Food)                                     | 1,500.00      | 0.00          |
| Staff Picnic (Entertainment)                            | 427.00        | 219.86        |
| Staff Picnic (Prizes)                                   | 25.00         | 25.00         |
| Homecoming Prizes                                       | 325.00        | 326.00        |
| Staff Organization Development (Travel Staff Assembly)  | 0.00          | 25.07         |
| <b>Mileage reimbursement</b>                            |               | <b>25.07</b>  |
| Postage   | 10.00         | 1.31          |
| Printing  | 16.00         | 0.00          |
| Meetings/Events   | 850.00        | 711.00        |
| <b>Staff Picnic (Rental)</b>                            | <b>500.00</b> | <b>450.00</b> |
| <b>Staff Picnic (FM Setup)</b>                          | <b>350.00</b> | <b>261.00</b> |
| Staff Organization Development (Travel Staff Assembly)  | 124.00        | 279.40        |
| <b>Motor Fleet (Kelley Eaves - Staff Assembly)</b>      |               | <b>183.64</b> |
| <b>Motor Fleet (Catherine Johnson - Staff Assembly)</b> |               | <b>95.76</b>  |

|                                     |
|-------------------------------------|
| <i>Staff Diversity Day Expenses</i> |
|-------------------------------------|

|   |                   |                   |
|---|-------------------|-------------------|
| Contracted Services   | \$1,800.00        | \$1,800.00        |
| <b>Entertainment (6 Cultural Dance groups \$300 each)</b>           |                   | <b>\$1,800.00</b> |
| Other Current Services  | \$1,228.00        | \$284.62          |
| <b>AV Technician \$108</b>  |                   | <b>-</b>          |
| <b>Advertising materials, event programs \$400</b>                  |                   | <b>\$179.62</b>   |
| <b>Parking Tokens for guest dancers (\$6.00 x 20) \$120</b>         |                   | <b>\$60.00</b>    |
| <b>Labor Services - Staging for entertainment, room setup \$600</b> |                   | <b>\$45.00</b>    |
| Supplies  | \$150.00          | \$12.77           |
| <b>Non-Educational Supplies (World Map, Push Pins)</b>              |                   | <b>\$12.77</b>    |
| <b>TOTAL FY 08 EXPENSES</b>   | <b>\$7,153.00</b> | <b>\$5,369.08</b> |

|                     |  |                   |
|---------------------|--|-------------------|
| FY 08 ACCOUNT TOTAL |  | <u>\$3,371.91</u> |
|---------------------|--|-------------------|

|   |                 |          |
|---|-----------------|----------|
| Less Transactions Not Posted at Year End              |                 | 2,582.36 |
| <b>Food for picnic</b>                                | <b>1,001.75</b> |          |
| <b>Stage setup (estimate)</b>                         | <b>241.71</b>   |          |
| <b>Band for Staff Picnic (token of thanks)</b>        | <b>250.00</b>   |          |
| <b>Stage setup (estimate)</b>                         | <b>8.29</b>     |          |
| <b>Funds returning to Chancellor's Diversity Fund</b> | <b>1,080.61</b> |          |

|                            |  |        |
|----------------------------|--|--------|
| Adjusted remaining balance |  | 789.55 |
|----------------------------|--|--------|

139234, 117561, 116227

(as of 06/30/08)

| ACCOUNT TITLE                      | Year to date      |
|------------------------------------|-------------------|
| Beginning Balance                  | 737.99            |
| Total Revenue                      | 8,003.00          |
| Less Total Expenses                | 5,369.08          |
| <b>ACCOUNT TOTAL</b>               | <b>\$3,371.91</b> |
| <b>Less Encumbrances</b>           | <b>2,582.36</b>   |
| <b>Estimated remaining balance</b> | <b>\$789.55</b>   |

**Community Policing Report – Lieutenant Jeff Mulholland**

- The following items were presented:
  - September is National Campus Safety Month.
  - There is a “Stop Thief” program in effect to help stop and/or reduce the number of car break-ins. Parking & Campus Safety are passing out free “Stop Thief” hangtags for individuals to place in their car.
  - Emergency number cards were mailed out to all faculty/staff that purchased parking permits and will be distributed to all students as well.
  - Lieutenant Jeff Mulholland introduced Officer Maryann Holt from Cleveland County whom is now working part-time in the campus police department.
  - Bike police will be back out and visible when school starts.

**Marketing Department – Richard McDevitt and Ashley Oster**

- The following information was given:
  - The marketing department is working diligently on branding the UNC Charlotte logo. The main reason is to build equity. The identity system is complete and approved for the logo, letterhead, and business cards.
  - There will be a completely new system with new crisp white recyclable paper and business cards.
  - A link will be posted on the Public Relations webpage for viewing of the new mark and to grab need templates for each unit.
  - Sub brand marks for letterhead and linear marks for web publications have been developed.
  - An external agency will be selected by the end of this week. The Vice Chancellor will appoint individuals to serve on a brand committee which will review what has happened in the past. The external agency will start their creative development immediately so that the brand committee can review.
  - Once approved by the committee, it will take the brand to the next level.
  - This process is predicted to be complete in 18-24 months and ready for a content management system.

**HR – Employee Relations – Cindy Edwards**

- The following information was given:
  - Cindy manages the SPA Staff grievance committee which is designed as a part of UNCC grievance policy. There are 12 standard members on this committee that are appointed by the Chancellor. From this committee individuals are selected to serve on the grievance panel to review grievance cases.
  - There are currently 6 openings on the committee which require a 2-3 year commitment from the date of appointment.
  - Guidelines for individuals interested in serving the grievance committee is as follows:
    - Must be a SPA employee
    - Must be employed with the University for at least 2 years
    - Must be in good standing with the University per evaluation
    - Must obtain permission from direct supervisor
  - If you are interested in volunteering to serve on this committee, please contact Cindy Edwards in Human Resources.

### **President's Report – Margo Gross**

- The following information was given:
  - Staff Assembly
    - Currently working on a Statewide Staff Assembly Ad Hoc committee which has been diligently working on putting together a Pilot Staff Mentoring program. July 10<sup>th</sup> our group met at the McKimmon Center in Raleigh, and August 8<sup>th</sup> we meet again at UNC Asheville for full day program planning sessions.
  - Chairs – Last Month
    - The Chairs committee held a video conference on July 25<sup>th</sup> and we discussed forming a subcommittee to review the tuition match survey results (7500 responses). The Tuition subcommittee will put together a recommendation for presentation at the Statewide Assembly in October.
    - At the Chairs videoconference various schools reported on their goals for 2008-09.
    - Wilmington – gives a top ten list to their chancellor who takes it to the cabinet. East Carolina University does this as well. Their list is based on a survey that goes out to all staff members. UNCG is currently working on family friendly benefits that include child care, child care referral, and lactation rooms. Asheville is working on a plan for flex time.
    - Several schools reported their campuses are moving to their email to Gmail. There is an ITS committee investigating switching the University's email to Gmail. No decisions have been made.
  - Staff Council will be thinking of things that will be a good project this year to improve the campus community.

### **OLD BUSINESS**

#### **Staff Kickoff Event – Terry Setzer**

- Staff Recognition Kickoff will be held on Wednesday, August 20, 2008 from 11:30am – 1:30pm on the Cone Center Plaza
- Those wishing to sign up for the games tournaments will be able to do so by signing up at the tables in the Cone Breezeway.
- There will be informational tables for Staff Council, the College of Health and Human Services, as well as a signup table for the Susan G. Komen Race
- Staff Council has purchased two vinyl banners promoting Staff Council events. The event name will be able to be changed and customized to each event.

#### **Proposed 2008-09 Budget – Margo Gross**

- It was proposed that parking tokens be added to the budget for special guests that visit campus to attend staff council events or meetings.
- The budget was approved with this addition to be sent for approval to the Chancellor.
  - Catherine Johnson moved for approval. Margo seconded. All were in favor.
  - The budget was approved and passed.

### **NEW BUSINESS**

#### **Statewide Staff Assembly–**

- No report.

#### **Student Assistance – Terry Setzer**

- The work study student will return in August to work on the Staff Council website. There is no cost associated with having a work study student. He will keep the website updated.
- In regards to the website, it was recommended that all representatives encourage use of the confidential email system located on the website. Please promote the website and have staff send all questions and concerns via the website's email. No personal information will be logged.

#### **Brochure – Terry Setzer**

- There were no questions, concerns, or updates regarding the brochure. It was agreed that the brochure will serve as promotional material for Staff Council at events and sent to new employees and Council representatives.

**Distribution List – Terry Setzer**

- There were no changes to the distribution list as sent by Terry earlier in the month.

**Picnic Grove/Shelter Update – Charlie Kraus**

- There is still not a permanent place for anyone to have a picnic on campus. A suggestion has gone to Facilities Management whom is working on the process to have this issue resolved. Facilities Management is estimating another 6-8 months before project completion. The project is still in the research stages and must be approved by Beth Hardin as well as the Chancellor. A map with suggested locations will be provided to Beth Hardin and the proposal will be researched.

At 10:47 a motion was made to adjourn by Catherine Johnson and seconded by Joann Pearson. All approved.

The next meeting will be held September 10, 2008 in the Chancellors Board Room, 5<sup>th</sup> floor Reese, at 9:00 a.m.

**Respectfully submitted**

**Angela C. Gay**

**August 15, 2008**