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

UNC CHARLOTTE STAFF COUNCIL
Meeting Minutes
July 8, 2009 – 9:00 a.m.

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

Officers present: Margo Gross – President, Diana Hill – Vice President, Melody Harris – Treasurer, Angela Gay-Secretary, Elizabeth Mace - Webmaster

Representatives present: Kathy Whaley (Area 1), Maria Weezorak (Area 2), Lynn Cauble (Area 3), John Threatt (Area 3), Nathaniel Anderson (Area 4), Teresa Cleveland (Area 6), Patrick Jones (Area 6), Cynthia Stasiewski (Area 7), Jonni Newlon (Area 8), Bev Guessford (Area 8), Starr Wimberly (Area 9), Cindy Edwards (Area 10), Joann Pearson (Area 12A), Linwood Sanders (Area 12B), Juanita Fitts (Area 13), Jim Kay (Area 15A), Ronnie Bell (Area 15B-General Services), Yvonne Billings (Area 16), Danielle Rodriguez (Area 17)

Representatives absent without notice: Charlie Donehue (Area 5), Kieffer Gaddis (Area 10), Marcia Henderson (Area 11), Allison Miles (Area 14), Charlie Kraus (Area 15), Anne-Marie Mills (Area 16)

Representatives absent with notice: Terry Setzer - Vice President, Lucy Mullens – Treasurer 09, Liz Bowling (Area 5), Alice LaRocca (Area 9),

Alternates present: Catherine Johnson (Area 2), Kelly Eaves (Area 4), Lora Bassett (Area 13), Hudson Jacobs (Area 14), Ron Hobson (Area 15B)

New Officers and Area Representatives:

Guests: Lt. Jeff Mulholland UNC Charlotte Campus Police; Gary Stinnett, Human Resources

Call to Order & Welcome: Margo Gross, President

Introduction of New Representatives: Round table of introduction and Margo introduced the new Staff Council Officers and Representatives for 2009. They are as follows: Diana Hill – Vice President, Lucy Mullens – Treasurer, Kathy Whaley – Area 1 Representative, John Threatt – Area 3 Representative, Liz Bowling – Area 5 Representative, Patrick Jones – Area 6 Representative, Bev Guessford – Area 8 Representative, Starr Wimberly – Area 9 Representative, Cindy Edwards – Area 10 Representative, Jim Kay – Area 15A Representative, Yvonne Billings – Area 16 Representative, Danielle Rodriguez – Area 17 Representative

Treasurer’s Report: Melody Harris, Treasurer

UNC Charlotte Staff Council
 Financial Statement
 139234, 117561
 (as of 06/30/09)

ACCOUNT TITLE	Year to date
Beginning Balance	2,283.01
Funds Transfer	3,500.00
Less Total Expenses	2,358.04

ACCOUNT TOTAL	3,424.97
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Less Encumbrances	5.01
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Estimated remaining balance

3,419.96

Community Policing Report – Lieutenant Jeff Mulholland

- Report includes the following:
 - For the most part, it has been a quiet summer.
 - There has been an increase in car break-ins within the University Area; however 7 suspects have been arrested.
 - The increase in break-ins is attributed to items of value left in visible sight of thieves. The STOP Thief Program has been proven effective if used properly. Campus Police urge all individuals to not leave items in their cars.
 - This will be Lieutenant Mulholland's last meeting. Lieutenant Josh Huffman is scheduled to take over in July.

Human Resources Update – Gary Stinnett

- Report includes the following:
 - The State Budget is not final and may not be by the earlier projected July 15th deadline.
 - University officials have been working hard to make any budget cuts the least impactful as possible on employees.
 - No decisions are being made lightly without exploring all options and the University should know more within the next few weeks.
 - There is a need to continue to recruit despite the prospects of limited layoffs. While some vacant positions may be cut, there are currently 60-65 positions which are viable and need to be filled. It has been reported that we can start hiring again; however the process must be staged very carefully. Human Resources is looking at reposting previous unfilled vacant positions for 7 days for internal applicants only. In addition the posting of recently vacant positions is being considered.
 - No positions will be posted which do not have a viable need to be filled; therefore these positions will be considered safe from cuts based on what we know at this point.
 - If positions are posted for internal applicants only they will be open to allow current permanent state employees an opportunity to apply to some previously closed recruitments.
 - HR is exploring opportunities for transition services to those who may find themselves affected by budget cuts and RIF.
 - It has not been determined if the tuition waiver benefit for staff will be affected by RIF, but at this time it is anticipated those few impacted by RIF should know prior to the start of the fall semester, and therefore should be able to make an informed decision.

President's Report – Margo Gross

- Highlights from June are as follows:
 - 3 Budget Council meetings.
 - The Statewide Assembly Chairs Committee videoconference.
 - Student Union Grand Ball, Faculty Book signing and Transitional Team meetings.
 - Staff Council Book Loan/Scholarship meeting.
 - A tour of the new Student Union.
 - The Ice Cream Social sponsored by Business Affairs.
 - In addition I prepared and submitted the 2008-09 annual report of the Staff Council. If you have not yet done so, I would suggest you each take a chance to read over the report. A copy of this report can be found on the Staff Council website under Meetings <http://www.stafforg.uncc.edu/Meetings/AnnualReport.htm>.
 - Budget Council Notes:
 - Gary Stinnett summarized fairly well what has been taking place at the last couple Budget Council meetings. All Divisions have completed their financial planning exercises for reduced budgets. All members of the Budget Council have been very mindful of job protection and reduction in work force. All measures will be taken to insure that as many jobs as possible can be kept intact.

OLD BUSINESS

Committee Reports

• Book Loan Program – Lynn Cauble

- The textbook committee met on June 17th. Attending the meeting was: Jimmy Grinnell and Cheri and Karen Natale from Barnes & Noble, Becky Warren from Auxiliary Services, Paula Boettcher from Payroll and Lynn Cauble, Jonni Newlon, Maria Weezorak, Catherine Johnson and Margo Gross from Staff Council.

- This meeting was called to try and work out an agreement with the bookstore so that staff employees could cover the costs of the textbooks through a payroll deduction plan. . Barnes and Noble is not able to do this however they had a better plan to offer us by way of a textbook loan program.
 - Karen Natale had contacted the bookstore at UNC Wilmington to see how their textbook loan program worked. Through that conversation she was able to outline a program that might work for staff members at UNC Charlotte.
 - The meeting quickly turned into a way this might be successful and we used the remaining time to hash out the procedures for this program. In summary these are:
 - The Staff Council website will contain all the forms and instructions in regards to staff member's participation in the Textbook Loan Program.
 - The only books that will qualify for the textbook loan program are those that are required, non-consumable textbooks for a tuition waiver class. Course packs and workbooks will not qualify.
 - Textbooks will be purchased by the Barnes and Nobles for staff members who participate in textbook loan program.
 - After a staff member completes the necessary paperwork the bookstore will order and/or pull the books and deliver them to an assigned location in Atkins Library.
 - The Staff Council will need to provide volunteers to man the "textbook loan program" pickup and drop-off locations.
 - At the end of the class semester, books obtained through the textbook loan program will need to be returned at a specific time and location.
 - Auxiliary Services will maintain all financial recordkeeping of books used in the textbook loan program.
 - There is possible speculation as whether a limit should be placed on the amount of funds used per textbook/per person. The Staff Council textbook committee is recommending that we treat this as a trial run (without a limit) for the first year to see if funds used will exceed the amount he has set aside.
 - A representative from Auxiliary Services will meet with us again to go over any recommended changes to the proposed plan.
- **Elections Recap – Margo Gross**
 - Issues such as EPA staff not being able to vote, and individuals voting for the wrong area were caused by inaccuracies in the list received from HR and which feed into the election database. These issues will be worked on and should be resolved prior to the next election.
 - There were no other reported issues regarding elections.

NEW BUSINESS

- **Swearing in of President – Chalana Parker**
 - Postponed until August meeting.
- **Presentation of certificates – Margo Gross**
 - Area Representatives whose terms were ending were given a special thank you and presented with a certificate for serving on UNC Charlotte's Staff Council. Individuals who received certificates were: Ann Benson (Area 17), Lynn Cauble (Area 3), Teresa Cleveland (Area 6), Charlie Donehue (Area 5), Kieffer Gaddis (Area 10), Melody Harris (Treasurer), Diana Hill (Area 1), Charlie Kraus (Area 15B), Alice LaRocca (Area 9), Anne-Marie Mills (Area 16), Jonni Newlon (Area 8), and Terry Setzer (Vice President).
- **New Representatives Responsibilities – Margo Gross**
 - New Area Representatives were given notebooks with general information that should be helpful in getting them acquainted with Staff Council. Information was provided in reference to acquiring contact lists from previous Area Representatives, the Staff Council Website, asking fellow employees to serve as an alternate and choosing one of the sub-committees to serve on. In summary responsibilities for new Area Representatives include (a full description located at the end of the minutes):
 - Updating and maintaining Area Distribution Lists
 - Distribute email communications to those in your area as quickly as possible.
 - Alert alternates to send out all information during Representative absence
 - Attend all Staff Council monthly meetings or ask alternate to attend during absence. Also alert Staff Council Secretary, Angela Gay if you are unable to attend a meeting

- Serve on at least 1 standing committee. These committees are: Operational Support, Education & Events Committee, and the Staff Relations Committee.
 - Attend and participate in Staff Council events and activities.
- **Clean Campus Task Force – Margo Gross**
 - Postponed until August Meeting
- **Student Union Grand Opening Events – Melody Harris**
 - The new Student Union will come on line this summer. A grand opening celebration is planned for the week of August 24 through August 29th. Activities include the following:
 - Monday, August 24th
Ribbon Cutting Ceremony
49 Things to Do in the Union
Student Government and Student Organizations Open House and Reception
 - Tuesday, August 25th
Taste of the Union – sample of Union eateries
Art Exhibit with Jamie Frankie
 - Wednesday, August 26th
Faculty Book Signing
Comedy Show
Wine and Cheese Tasting
 - Thursday, August 27th
Staff Recognition Reception
Masquerade Grand Ball
 - Saturday, August 28th
Student Union Building Dedication
- sponsored by Chancellor
 - Saturday, August 29th
49er Family and Friends Day
Fireworks Display (tentative)
- **Photo of 2009-10 Staff Council – Neil Talley**
- **Area 12A Representative**
 - Since there were no nominations for Area 12A, a motion was made by Cynthia Stasiewski and seconded by Ronnie Bell to ask Joann Pearson to serve another two year term on the Staff Council. The Staff Council voted all in favor to accept this motion. The motion was carried.
- **Suggestion Box** – was moved to Area 4

The next meeting will be held August 12, 2009 in the Chancellors Board Room, 5th floor Reese, at 9:00 a.m.

Meeting Adjourned

Respectfully submitted
Angela C. Gay
July 8, 2009

Area Representative Duties

1. Update distribution lists. The secretary will periodically send out an email indicating the new hires, transfers and resignations/retirements. Be sure to check these lists and update your distribution list accordingly. New hires always receive a letter that tells them who their Area Representative is, so it is important that you keep them in the loop. The outgoing representative can transfer this information to you via email. Contact Angela or Margo if you need assistance with this. I would also recommend that every so often you forward an updated distribution list to your alternate.

2. Dissemination of information. You will receive emails telling you to pass information on to your areas. This information should be moved as quickly as possible. When sending out to your areas please feel free to add a personal note along with the information or flyer. Be sure to communicate with your alternate and send them a note when you are going on vacation so they can distribute the information for your area. Work out a plan with your alternate so if a certain time has passed, and they have not seen the information distributed, they can jump in and pass the information along.

3. Meeting attendance. It is important that you attend the monthly meetings. Obviously we all have work obligations and vacations. If you know in advance that you cannot attend, please notify your alternate so they can attend in your absence. In addition, please send an email to Angela so that she can note in the minutes, that you were absent with notice. Our meeting minutes always indicate those who attended and if they were absent with or without notice.

4. Serving on committees. Per the Bylaws, each representative is to serve on one standing committee. Committee duties should not take too much time from your daily work schedule and provide a great opportunity to work with and get to know Staff Council members in a smaller group setting. Our current Staff Council committees are:

Operational Support Committee - This committee is responsible for overseeing the nomination and election process of members to the staff council and disseminating information through various communications channels regarding activities of the Council including but not limited to newsletters, the Council website and surveys. This committee also has the responsibility for reviewing the Staff Council Constitution and By-laws and make recommendations to the Council for needed changes and/or additions.

Education & Events Committee – This committee promotes professional development opportunities and assistance, recommends educational development opportunities for staff, and develops and coordinates service projects for the Council. This committee also plans and/or coordinates special events incorporating business and/or social activities relevant to university staff.

Staff Relations Committee - This committee handles issues related to University and departmental policies and practices central to the human resource needs and concerns of staff to the Council to determine if action by the administration.