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

**UNC CHARLOTTE STAFF COUNCIL**  
**Meeting Minutes**  
**August 12, 2009 – 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, Diana Hill – Vice President

**Officers absent:** Lucy Mullens-Treasurer, Angela Gay- Secretary, Elizabeth Mace - Webmaster

**Representatives present:** Kathy Whaley (Area 1), John Threatt (Area 3), Nathaniel Anderson (Area 4), Liz Bowling (Area 5), Patrick Jones (Area 6), Beverly Guessford (Area 8), Cindy Edwards (Area 10), Marcia Henderson (Area 11), Joann Pearson (Area 12A), Allison Miles (Area 14), Ronnie Bell (Area 15B), Yvonne Billings (Area 16) and Danielle Rodriguez (Area 17)

**Representatives absent:** Maria Weezorak (Area 2), Cynthia Stasiewski (Area 7), Alice LaRocca (Area 9), Linwood Sanders (Area 12B), Juanita Fitts (Area 13), Jim Kay (Area 15A)

**Alternates present:** Kelley Eaves Boykin (Area 4 and Staff Assembly), Lora Bassett (Area 13) and Charlie Kraus (Area 15A)

**At large Education and Events Committee Members:** Lynn Cauble and Annette Pirkle

**Guests:** Gary Stinnett, Human Resources; Jeanne Madorin, Human Resources; Chalana Parker, Student Accounts. Starr Wimberly, Parking and Transportation Services

**Call to Order & Welcome:** Margo Gross, President

**Treasurer's Report** – Diana Hill, Vice President for Lucy Mullens, Treasurer  
FY10 Balances:

Discretionary Fund # 139234 - \$2,522.17  
State Fund # 117561 - \$0.00

**Community Policing Report**

None. No one from UNCC Police and Public Safety attended the meeting.

**Human Resources Update – Gary Stinnett and Jeanne Madorin**

- Gary Stinnett started off by saying that as far as ‘filled’ positions, only 15 employees actually lost their jobs on the UNCC campus (12 SPA and 3 EPA) during our current RIF. The actual ‘separation’ date for these employees will be August 31, 2009, and transition assistance will be ongoing for them. He also stated that RIFs to date are over.
- Budget news – annual salaries are frozen for two years. Salaries as of June 30, 2009 will remain at that amount for FY 09/10 and FY 10/11. There is a modest potential for adjustments (based on funding availability) as a result of reallocations, promotions, changes in competency levels or other significant increases in job duties or responsibilities. There will be information to the campus concerning limited options for salary adjustments in the near future.
- There will be NO Bonus Leave given in lieu of no salary increases. Bonus Leave presents a burden to the institution because if not used, there is no way of knowing when it will be paid out. Chances are it will be paid out at the time an employee separates from employment with the University, and the rate of payout would be greater than at the time it was given
- Longevity pay at this time will not be affected by the two year freeze in salaries. Longevity pay is still being paid out.
- Furloughs were not addressed in the current legislative sessions other than to hold employees harmless should there be a furlough (this means the amount paid into retirement plans would not be affected by a furlough). However, the Governor on her own authority, could issue an executive order and impose furloughs at any time she deems it to be necessary. In the event this becomes a decision impacting the campus, employees will be kept fully informed.

- The number of courses an employee may take using a tuition waiver has been reduced to two (2) per year versus three (3) in the past. This change is effective July 1, 2009 (FY10). Jeanne Madorin clarified that HR uses the academic year as the “year” in which an employee could use two waivers, so an individual that has registered for two courses in the Fall 2009 term would still be within their limit of two waivers a year, even if they had taken a course during the summer. UNCC Policy Statement #2, “Tuition Privileges for Certain Faculty and Staff” will be updated to reflect this change. It was also clarified that if an employee registers for a class and then withdraws, it DOES still count towards the limit of two (2) tuition waivers per year
- Staff Recognition events are still being planned for this year. A sensitivity to cost has affected the planning of events.
- Encouraged everyone to nominate someone for Staff Recognition. Prizes are \$2,000 for a FLSA Subject employee and \$2,000 for a FLSA Exempt employee. Last year only 2 employees were nominated in the FLSA Exempt category
- Staff Recognition Luncheon and Breakfast will be held in the Student Activity Center (SAC) Salons, as in the past. The Luncheon will be on Tuesday, 9/29/09 and the Breakfast will be on Wednesday, 9/30/09.
- The **Chancellor’s Reception** will be held on **Thursday, August 27, 2009** in the new **Student Union Building**. There will NOT be another reception in September. Encouraged everyone to participate, but also encouraged everyone to space out arrival times. Everyone doesn’t have to be there when it starts. There should be an abundance of food for the two hour event.
- Ended by emphasizing that everyone should be aware of employee stress levels all over campus. People will be taking on extra work, and the next two years will be rough. Employees are reminded that the Employee Assistance Program (EAP) is available as a free and confidential resource.

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

Since the last meeting (July 8, 2009), Margo Gross, President has taken part in the following events:

- Several Budget Council meetings. As of August the weekly meetings have been cancelled and all further meetings will be on an as needed basis.
- Branding Committee meeting where launching of the new marketing campaign was reviewed and feedback was given on the standards document.
- Met with the Nick Konawalik, Athletic Marketing, John George, Ticket Operations and Alan Freitag, Faculty President to discuss ways in which the faculty and staff can get more engaged in Athletic events as well as raise their overall team spirit and interest in Athletics.
- Chaired the Statewide Assembly Chair’s teleconference.
- Met with Gary Stinnett, Karen Natale and Keith Wassum to finalize plans and details of the book loan program.
- Attended a Staff Recognition planning meeting to discuss and provide feedback on scheduled events and activities for Staff Recognition. Discussion was held on ways to promote and alert the campus community to this year’s date change of the Chancellors Reception (August 27<sup>th</sup>).
- Three Campus Cleanliness task force meetings, one of which was and a campus walk about to check for problem areas of skate boarding, litter, cigarette butts and discarded gum damage.

## **OLD BUSINESS**

### **Swearing in of the UNC Charlotte Staff Council President**

Margo Gross was sworn in as UNC Charlotte Staff Council President for FY10 by Chalana Parker.

### **Book Loan Program – Lynn Cauble**

The *Book Loan Program Report* as submitted by Lynn Cauble:

The Faculty/Staff Textbook Loan Program is slated for a Spring 2010 roll out!

Human Resources staff (Shirley Jackson and Gary Stinnett), Business Affairs (Keith Wassum, Becky Warren and Karen Natale) and Margo Gross, Staff Council President met and reviewed the policies and procedures. Keith Wassum has agreed to provide funding for this program by proceeds from vending operations.

Determined efforts were made to have everything in place for Fall Semester, but the consensus was to wait for Spring Semester. This would allow time to have forms reviewed and rewritten, allow the bookstore to get moved into its new location and allow announcements to be made in a timely manner to give participants notice before purchasing textbooks.

Below is the current policy and procedures. Instructions and links to forms will be posted on the University Staff Council’s website when forms have been completed.

### Proposed policy:

- Program open to UNC Charlotte staff and faculty only, not children or spouses.
- Textbook loans capped at 2 courses per year (classes approved for tuition waiver only); \$200 per course.
- Individuals would pay any amount beyond the \$200 per course, including tax. This would be non-refundable, even after buy-back.
- Courses must be taken on campus at UNC Charlotte.
- Required texts only, not recommended texts, course-packs, supplies or any other items that cannot be sold back.
- If a course is dropped, participants must return the book during the drop period, or be charged the full price.
- Books must be returned within 3 days of the final exam or participant will be charged full price of the book.

### Recommended procedures:

- Program will be run out of the bookstore, managed by volunteers from Staff Council in coordination with bookstore staff, Becky Warren and Karen Natale.
- Participants will be required to turn in approved Tuition Waiver form and class schedule, along with Loan Program Application and payroll deduction form (to be used if they do not return the book).
- Program participants will be given information about when and where to pick up and return books.
- Program will be funded by proceeds from vending operations.

## **NEW BUSINESS**

### **Council vote for Area 5 Representative:**

A motion was made by Ronne Bell (Area 15B) and seconded by Cindy Edwards (Area 10) to accept Liz Bowling as the Area 5 Representative. All accepted, no votes to oppose.

### **Community Service, School Tools Campaign – Lynn Cauble**

Lynn Cauble (Education and Events Committee Member), on behalf of the UNC Charlotte Staff Council, worked with Edna Dash, Public Relations and Community Affairs, to launch a School Tools Campaign on the UNC Charlotte campus. The campaign will run the week of August 10 – August 14, 2009. An email about the event was sent to all area representatives for distribution to their respective areas. Lynn asks for representatives to monitor the boxes and let Edna Dash know if they were full before Friday, August 14, 2009. Edna Dash has made arrangements for all of the supply boxes to be collected across the campus. It was brought to the attention of the Council by Beverly Guessford (Area 8) that no collection boxes were placed in Duke Centennial Hall or Grigg Hall. This was noted by members of the Education and Events Committee so that for future events, these two buildings are not left out.

### **Staff Council Picnic**

The Education and Events Committee is working to put together a fall event for UNC Charlotte Staff. It was proposed by the committee that the event be called the 'UNC Charlotte Staff Fall Festival', the event be held on Tuesday, October 13<sup>th</sup>, 2009 (students will be on their fall break) from 11AM – 2PM. A motion was made by Nathaniel Anderson (Area 4) and seconded by Allison Miles (Area 14) to accept the committee's proposal. More details will be forthcoming at the September meeting.

### **Introduction of At Large Committee Member**

Margo Gross introduced Annette Pirkle from Student Accounts to the Council. Annette has graciously accepted an invitation to serve on the UNC Charlotte Staff Council Education and Events Committee. Lynn Cauble (past representative for Area 3) has agreed to continue serving on the Education and Events Committee as our Community Service Events Project Coordinator. She will be looking for opportunities for the staff at UNC Charlotte to come together as a group representing the organization to give back to the community. A discussion was held that Staff Council add a community service volunteer calendar to the UNC Charlotte Staff Council website.

### **United We Serve Governor's Effort**

Margo Gross stated that the Governor's Community Involvement Campaign ends on September 11, 2009.

The next meeting will be held September 9, 2009 in the Chancellors Board Room, 5<sup>th</sup> floor Reese, at 9:00 a.m.

Meeting Adjourned

**Respectfully submitted**  
**Diana Hill for Angela Gay**  
**August 19, 2009**