



**UNC Charlotte Staff Council Meeting
Minutes of 2015-2016**

**July 13, 2016 - 9:00 am
Harris Alumni House**

Officers present: Jim Kay (Chair), Penny Stevens (Vice Chair), Amanda Simpson (Secretary), Kimi Tippett (Treasurer), Jessica Barton (Communications Director)

Representatives present: Keisha Martin (Area 1), Lora Bassett (Area 2), Sharon Reichard (Area 3), Celeste Corpening (Area 4), Jerry Sellers (Area 5), Dave Frantzreb (Area 6), Ron Greer (Area 9), Katherine Humphries (Area 12), Frank Hogan (Area 13), Ronnie Bell (Area 15A), Dwight Nealey (Area 15B), Debby Watts (Area 17)

Representatives absent without notice:

Alternates present: Joanne Kendrach (Area 1), Tammy Allman (Area 5), Bev Guessford (Area 8), Jerry LeComte (Area 10), Virgie Fewell (Area 12A), Derrick Massey (Area 15A), Dennis Kowalski (Area 15B), Gillian Perry (Area 17), John Butt (Area 18)

Guests present: Jess Humphries and Brenda Shue

- I. **Call to Order & Welcome:** Jim Kay, President
- II. **Moment of Silence:** Jim Kay, President
- III. **Approval of Minutes**
 - Motion was made by Lora Bassett to approve June 8, 2016 Minutes with a revision to edit Guest Speaker name to Dave Sperry, and seconded by Keisha Martin.
- IV. **Officers' reports:**

Kimi Tippett, Treasurer

 - Kimi briefed the board that the funds are in good standing with an estimated \$4,000 in the State Account and \$11,000 in the contingency fund. Please see the financial statements for detailed transactions and budget numbers. She reminded the new council that our resources are a treasure and to spend them well and wisely.

Jessica Barton, Communications

 - Thank you to all for your hard work, commitment and sacrifice to the University community in choosing to serve on the Staff Council.
 - Since December 2014 we have delivered 327 nominations including recognition for the Chancellor and the Board.
 - Good job and please know the recognition has made a difference in people's lives! Jessica Barton, along with Jim Kay expressed their best wishes for all and hope that the program will continue to prosper. Jessica continued by offering some general tips regarding the best way to deliver golden nugget awards to the incoming council.
 - The Staff Council received 18 Golden Nugget nominations for the month of June. Certificates were distributed to the appropriate representatives for distribution to their areas.

V. Committee Reports:

Safety Committee, Jerry Lecomte

- A reminder that Safety Day is Thursday, July 21st. Please distribute the forthcoming invitation by e-mail to all your constituents. The event will take place from 11:00 to 1:00pm at Cone Plaza.
- Jerry Lecomte gave a summary of the purpose and charge of this committee. The committee works to bring awareness to safety issues on campus and provide prevention strategies as well as best practices. The information is brought to the larger campus community through social events and information tables. If you are interested in serving on this committee, please sign up on the sheet being passed around.

Events and Education Committee, Celeste Corpening

- Celeste updated the council with a summary of the purpose and opportunities available on the Events and Education Committee. The biggest event of the year is the Fall Festival although the committee also organizes service projects, staff recognition events, and homecoming activities. This event is coming up in October and we are in the planning stages currently. If you would like to assist with planning, coordinating and executing Staff Council events this is the committee for you.
- Please note that anyone can sit on this committee including those not currently serving on the Staff Council. In the near future we look to provide a sign-up on the website to participate in the committee. A sign-up sheet will be passed around that you may sign up for this committee today.
- Fall Festival is October 11, 2016 and the charity will be Rowan Helping Ministries. Activities planned are a bake-off, photography contest, talent showcase, and scavenger hunt! Be on the lookout for information in the coming months!

Current Events, Jim Kay

- Jim Kay updated the council with a summary of the purpose and opportunities available on the Current Events Committee. This committee is charged with researching hot topics and issues on campus related to Staff issues. A sign-up sheet is being passed around if you would like to join this committee.

Jim Kay, President

- Jim Kay offered his parting words as he ends his 3-year term as Chair of the Staff Council. He informed the council that the state of the committee is strong. He encouraged the new council go forth with a foundation of honesty and understanding. He thanked those that will continue to serve on the board adding the responsibility should be encouraged, rewarded and praised. He thanked the Chancellor and his staff that have offered unwavering support and guidance.
- He reminded the board that the Chancellor has charged the Staff Council with taking on issues, policies, and responsibilities of shared governance as a committee of staff members throughout all departments of the university. He recommended that the Council strives to listen, understand and work as a group as they move forward and collaborate to make the university stronger and full of opportunities.
- Jim Kay asked that council members ask why they have been chosen to lead and work to meet the calling each and every day.

VI. Miscellaneous:

- Jim Kay provided a brief summary of the Staff Assembly and its purpose. The Staff Assembly is a committee of representatives from each of the 16 UNC institutions that meet to discuss current events and issues related to Staff. UNC Charlotte has 3 representatives including the individual serving as UNC Charlotte Chair, Vice-Chair, and one at-large delegate. The job is rewarding and he encouraged all to consider the position.
- Jim Kay updated the Council on the Staff Emeritus Award that was approved at East Carolina University. He applauded their efforts and noted it could be worth re-opening at UNC Charlotte.
- Joanne Kendrach followed up on her inquiry regarding comp time using the Kronos system.

VII. Adjournment: The meeting was adjourned at 9:47am.

- Motion was made by Ronnie Bell to adjourn and seconded by Amanda Simpson.

VIII. Call to Order & Welcome: Jim Kay, Chair

Jim Kay, Chair

- Jim Kay introduced Jess Humphries, General Counsel for UNC Charlotte, and Brenda Shue, from the Chancellor's Office whom will be swearing in and installing the incoming Chair.

Jess Humphries, General Counsel of UNC Charlotte

- Jess Humphries offered his sincere appreciation to Jim Kay for his tenure as Chair of the Staff Council noting the community building and pride he fostered in our institution. He congratulated Penny Stevens on her position as Chair and offered the oath. Penny Stevens was sworn in as Chair.

Brenda Shue, Chancellor's Office

- Brenda Shue provided a token of recognition to Penny Stevens for her new position as Chair of the 2016-2017 Staff Council.

IX. Call to Order & Welcome: Penny Stevens, Chair

Penny Stevens, Chair

- Penny Stevens thanked Jim Kay and the outgoing Executive Council for all their support and the Chancellor's Office for a warm welcome. She presented a token of appreciation to Jim Kay on behalf of the Staff Council for his service.
- She welcomed all new officers and committed to leading by commitment and dedication as she has done for the past 8 years on Staff Council. Penny expressed her goal for the Council to be as cooperative and communicative as possible.
- All outgoing and incoming members were recognized. Penny introduced incoming officers: Celeste Corpening, Vice-President, Joanne Kendrauch, Treasurer, Dave Frantzreb, Communications Officer, and Pamela Erickson, Secretary.

Celeste Corpening, Vice Chair

- Celeste thanked everyone for their support in this transition. She outlined the duties for each individual officer and representatives. She referenced committee members to the details regarding these duties on the website.
- Please mark your calendar for the 2nd Wednesday of every month for meetings. If you will be absent, please notify the Executive Council. Please make every effort to attend and do not miss more than three meetings. You will be responsible for distributing communications and staff recognition to your constituents. The bylaws state you are required to serve on one committee. The sign-up sheets are being passed around.

Penny Stevens, Chair

- Penny Stevens asked that everyone consider giving time and making contact with possible donors for the Fall Festival. There is a sign-up sheet that will be distributed and you can sign up to contact a business in order to avoid duplication. For details on the donation process please contact Celeste Corpening, Vice Chair.
- The next Staff Assembly meeting is August 4 2016 at UNC-Asheville. The council needs to elect a delegate and alternate. Please consider this position. Nominations will be held next month. If you would like to be nominated, please prepare a bio and attend the next meeting for the election. The meetings are held on a quarterly basis at all 16 universities in the UNC system.

Miscellaneous:

- Jessica has briefed Dave Frantzreb on his duties as Communications Chair. He will be distributing a listserv in the coming week to Representatives for their respective areas.
- Ron Greer asked that the Council look at the cost of on-campus catering and food services. He feels that price can be unreasonable for someone hosting an event.
- Jim Kay briefed the Council on how the former council has addressed New Employee Orientation and introducing the opportunity for incoming employees. He expressed that the initiative has proven successful to serve the mission of the Council and he hopes that the new Council will seek to continue the effort.

X. Adjournment: The meeting was adjourned at 11:20 AM

- Motion was made and seconded.

Secretary, UNC Charlotte Staff Council

Date of approval