UNC Charlotte Staff Council Meeting

Minutes

March 14, 2018 – 9:00 am, Cone 112

Officers present: Penny Stevens (Chair), Celeste Corpening (Vice Chair), Pam Erickson (Secretary), Julia Stuart (Communications Officer), Jill Gosnell (Treasurer)

Representatives present: Kimberly Sowa (Area 1), Kayla Picca (Area 2), Sharon Reichard (Area 3), Stephanie Lee (Area 4), Tammy Allman (Area 5), Jenna Baker (Area 6), Melissa Roy (Area 8), LaTonja Miller (Area 9), Angela Allen (Area 10), Carolyn Lewis (Area 11), Virgie Fewell (Area 12A), Karen King (Area 13), Michael Garret (Area 14), Ronnie Bell (Area 15A), Bernadette Williams-Looper (Area 16), Suzanne Jasmine (Area 18)

Alternates present: Audra Esposito (Area 1), Lora Bassett (Area 2), Jenny Vincent (Area 3), Rachel Pierson-Bonin (Area 10), Clyde Derberry (Area 11), Katherine Humphries (Area 12A), Frank Hogan (Area 13), Jeff Saer (Area 15B)


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

II. Moment of Silence

III. Guest Speakers: Krista Collins & Alyson Ebaugh- NEO

- The previous onboarding process has been replaced with a blended learning model, including some online processes in addition to the face-to-face portion. The attached flyer explains the need for onboarding, and the changes to the current process. The new process will start in June 2018. The new process will be a cruise ship theme, and will include a celebration for employees after they have completed their first year at the university.
- Research shows that the quicker a new employee gets involved, the quicker they feel a part of the team.
- The question of “is there something for existing employees with this new process” was posed. NEO will create a “refresher” course for existing employees. Temporary employees are included in the new process.
- Email Krista or Alyson with questions; kcolli45@uncc.edu or aebaugh@uncc.edu.

Guest Speakers: Christy Jackson-Communications & Chris Gonyar-Emergency Management

- Two years ago, the Emergency Management office started discussing the need for an emergency management plan. The university hired CRA to create a comprehensive crisis plan. They looked at where we have gaps, what we need help with and what we are doing correct. CRA came on board around the time of the Keith Scott shooting so real-time data was collected.
- A survey was sent to all faculty, staff, students, and parents to gauge how well the university is communicating. This data helped shape the new crisis communication plan. Communications department is currently getting the word out to everyone explaining the new communication.
- Research showed that the perception was that we communicated better when we needed people to take action instead of informing them of incidents, i.e. a tornado that directly affects campus verses the report of a dead body outside of campus that didn’t have any effect on campus. The survey showed that people want communication on both types of situations.
- Niner Notice – will send an email to subscribers for information that should be shared but does not require a response from the campus community.
• Niner Alert – a text message, email, LiveSafe, sirens, etc will be sent to subscribers when action is needed. Directions for a response will be included.
• Anyone can opt out of Niner Notice but not Niner Alert. The system is constantly being improved.
• A police log is published daily with all activity on campus and can be sent daily. Those interested should sign up online.
• Contact emergency.uncc.edu with any questions or email Christy or Chris at cgonyar@uncc.edu, cjack113@uncc.edu.
• Niner Notices have been sent to students regarding the light rail gates, specifically not walking under those gates. CATS, CDOT and CMPD will be spot checking, and educating people who use the light rail on safety protocols. CATS is training anyone working on or near the light rail.
• In a lockdown, there are two buttons that will lockdown the entire campus. If you’re outside, get inside immediately. Active shooter training is available through Human Resources. Glass doors and buildings are not bullet proof.
• Use basic safety measures; watch around you, don’t walk on campus alone, don’t wear headphones walking on campus, if you see something say something, etc.

IV. A motion was made by LaTonja Miller to approve the February Minutes, and seconded by Celeste Corpening. Minutes approved.

V. Officer Reports:
    Penny Stevens, Chair:
    • Thanks to all who worked the Chili Cook Off.
    • Golf tournament coming May 16 in Samford at Tobacco Row. Speak to Penny if interested.

    Celeste Corpening, Vice Chair:
    • At the recent Staff Assembly meeting, the following was discussed:
      i. Human Resources will look into the leave policy for inclement weather
      ii. Using community service hours for disaster recovery
      iii. State policy on compensation – market salary increases
      iv. Engagement survey – 56% participations, UNC Charlotte has highest with 58%. Universities will review results in April/May
      v. Dependent tuition waiver is being discussed
      vi. Day of Service will be scheduled soon. SA is asking each campus to provide videos of staff with questions and/or concerns. More information to follow.

Jill Gosnell, Treasurer:
• State fund has $2,544.44 remaining and Discretionary has $4,702.36 remaining. We need to begin planning for Fall Festival needs and purchases.

Julia Martin, Communications Officer:
• Golden Nugget – 9 awards for February in areas 1, 2, 8, 9, 10, and 1. Congratulations to all recipients. Julia encouraged everyone to use the Golden Nugget award program to show appreciation to deserving employees.

VI. Community Reports:
• Education & Events: Melissa Roy and Kim Gray
  Melissa and Kim requested feedback from Chili Cook Off. Suggestions made:
  i. Do raffles differently
  ii. Contestants to provide recipes for their submissions
  iii. Maybe have contestant gifts
  iv. Have more chili for participants – lesser amount this year
  v. Possibly ask current winner to provide participant chili next year, or Chartwells
  vi. Service needs to be consistent
  vii. Revisit set up processes
  viii. Need extension cords not surge protectors – include in room reservation request

Inside Charlotte wrote an article on the Chili Cook Off, photos are on the SC website and Facebook page.
• Staff Relations/Current Issues: Frank Hogan and Carolyn Lewis
  i. Safe Ride was discontinued last fall. Use Live Safe to have someone watch employee to their vehicle.

VII. New Business:
  • Safety Day is scheduled for June 27.
  • Natasha Cutter will serve as Area 6 Alternate.

A motion was made by Stephanie Lee to adjourn the meeting and seconded by Melissa Roy. Meeting adjourned at 10:35 am.

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Pam Erickson, Secretary      Date of approval