The Staff Council meeting was held in Reese 524.

Officers present: Karen Haar (Vice President), Tracy Worthey (Secretary), Melody Harris (Treasurer), Elizabeth Mace (Web Master)

Representatives present: Lora Basset (Area 2), Lolita Rowe (Area 3), Celeste Corpening (Area 4), Micki Crowder (Area 7), Shannon Homesley (Area 9), Clyde Derberry (Area 11), Katherine Humphries (Area 12), Frank Hogan (Area 13), Ronnie Bell (Area 15B), Yvonne Billings (Area 16),

Representatives absent with notice: Vidal Dickerson (President), Patrick Jones (Area 6), Beverly Guessford (Area 8),

Representatives absent without notice: Kathy Whaley (Area 1), Liz Bowling (Area 5), Marcus Brown (Area 12B), Jim Kay (Area 17), Jennifer Livengood (Area 18)

Alternates present: Virgie Fewell (Area 12B), Patricia Tea. (Area 18)

Guests present:

I. Call to Order & Welcome, Karen Haar, Vice President

II. Call to vote on March Meeting Minutes: April & May meeting minutes to be approved by email.

III. Introductions of Guests: Jerry Lecomte

a. Guest Speaker: Officer Jerry Lecomte
   i. An arrest has been made recently at Belk gym that has contributed to a drop in larceny rates.
   ii. Some incentives PPS has for the fall is to address the Clery act, part 1 & 2. Here are some stats from the last year. A complete list can be found on the PPS website at http://police.uncc.edu/
      1. 115 larcenies in buildings
      2. 88 in 2011, 115 in 2012
      3. 21 alcohol and drug incidences last year
   iii. The increase of thefts over this last year may contribute to the increase of a 1000 more students.
   iv. Helpful tip to students to mark textbooks with symbols, instead of their name. The student should record what symbols used on what pages to indicate their ownership.
   v. PPS will get involved more with students earlier in the semester to educate, with hopes of get ahead of disruptive behavior.

IV. Treasury Report

a. We have two operating budgets, one state funded and the other discretionary. The state funds can be used for printing and securing meeting space. The discretionary fund is used to put on events, which includes prizes and food.
   i.
<table>
<thead>
<tr>
<th>ACCOUNT TITLE</th>
<th>Year to date</th>
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<tbody>
<tr>
<td>Beginning Balance</td>
<td>4,575.06</td>
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<tr>
<td>Funds Transfer</td>
<td>1,000.00</td>
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<tr>
<td>Less Total Expenses</td>
<td>2,259.83</td>
</tr>
<tr>
<td><strong>Account Total</strong></td>
<td><strong>3,315.23</strong></td>
</tr>
<tr>
<td>Less Encumbrances</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Estimated remaining balance</strong></td>
<td><strong>3,315.23</strong></td>
</tr>
<tr>
<td>139234</td>
<td>3,307.83</td>
</tr>
<tr>
<td>117561</td>
<td>7.40</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>3,315.23</strong></td>
</tr>
</tbody>
</table>

**UNC Charlotte Staff Council**  
2013-2014 Projected Budget  
139234, 117561  
Presented June 2013

<table>
<thead>
<tr>
<th>ACCOUNT TITLE</th>
<th>Year to date</th>
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<tr>
<td>Projected Beginning Balance (139234)</td>
<td>3,307.83</td>
</tr>
<tr>
<td>Projected Beginning Balance (117561)</td>
<td>1,000.00</td>
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<tr>
<td>Total Projected Beginning Balance</td>
<td>4,307.83</td>
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<tr>
<td>Projected Expenses (139234)</td>
<td>-2,622.50</td>
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<tr>
<td>Projected Expenses (117561)</td>
<td>-1,000.00</td>
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<tr>
<td>Total Projected Expenses</td>
<td>-3,622.50</td>
</tr>
</tbody>
</table>

**PROJECTED ACCOUNT TOTAL**  
685.33

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<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>139234</td>
<td>685.33</td>
</tr>
<tr>
<td>117561</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>685.33</strong></td>
</tr>
</tbody>
</table>

b. We currently do not have any outstanding bills and the state budget will close with $7.40 going back to the state.

c. All committees have submitted their budgets for next year for approval.

d. Motion to vote on proposed budget. Approved with 1 abstention.

V. **Web Master Demo**

a. There is currently online storage for Staff Council on Google Docs. Password request must be directed to Elizabeth and it will be changed each fiscal year. Reminder: you must log out of the Staff Council drive to access your personal email or Google drive.

b. Staff Council is requesting that all outgoing members to upload information in the designated files for their position or their committee. These folders should hold contact sheets, agendas, forms, approved budget documents, flyers and pictures of events for historical purposes. Going forward each new rep or committee chair should create a new folder with their name and the year of their term.

c. Elizabeth is looking into new Accounting software to store in the folders. This software will be used to calculate and store approved budgets.

d. Elizabeth has asked that no one access the website folder. It cannot be password protected; therefore, unauthorized access can damage the website.

e. Paper ballots are on the website for employees to access. Some were also passed out to area reps during the meeting. Paper ballots to be sent to Tracy Worthey, Secretary for counting, by June 19th.

f. The link for voting was taken off the website to prevent non-staff members from voting. Direct links for voting for Officers and Area Reps were sent directly to Area Reps to distribute to their constituents.
VI. Committee Reports
   a. Education & Events Committee, Chaired by Celeste Corpening & Lolita Rowe
      i. E&E is working on finalizing the charity (focus on the elderly) to sponsor for Fall Festival.
      ii. The location has been changed from the Lucas room to the SAC and the area outside the clock tower entrance.
      iii. Flyers will be distributed in August to reps to promote within their areas.
      iv. The committee has started contacting local businesses for donations for prizes.
   b. Staff Relations Committee, Chaired by Kathy Whaley
      i. No report
   c. Operations Committee, Chaired by Karen Haar
      i. Elections have begun. Voting will end on June 19th.
      ii. For those areas that did not have an Area Rep to vote for (Area 14, 15B known) and the seat is vacant, Vidal will contact Department Heads to appoint a representative. The volunteer will attend a Staff Council meeting and will be voted in by the seated Council members.
      iii. The Staff Council Retreat will be held on Wednesday, July 10th at the Harris Alumni Center.
      iv. Lunch will be served at Macado’s and there is a $10 limited for each attendee’s food order. Please contact Shannon Homesley with your order in order to provide a count to the restaurant. Also Alternates are invited to the Retreat and luncheon. Patrick will be driving a van to assist with shuttling groups to the Macado’s
      v. Chancellor Dubois will be speaking from 10:30 to 11am.
      vi. Since we can bring in package items for breakfast and snacks, volunteers with warehouse club membership were asked to pick-up items. Lora Bassett volunteered to pick up items with Karen Haar as a back-up.
      vii. Karen and Elizabeth will print Certificates of Appreciation for outgoing council members.
      viii. Staff Council photo will be taken after the Chancellor speaks, prior to lunch. Wade was not available for that date; therefore Fritz Hjardemaal has been contacted and offered to take the picture again this year.
      ix. The Operations committee will be putting the packets together at their next meeting on June 26th from 9:30am to 10:30am. This will include a list of new council members, brochures, agenda and other items.
      x. New area rep list will be sent out from the last New Employee Orientation.
      xi. It was recommended that outgoing members create a packet for new members so they will be aware of things associated with their role.

VII. Reports from community delegates.
   a. No reports

VIII. The next Staff Council meeting will take place on July 10th at 9am at the Harris Alumni Center.

IX. Call to adjourn Karen Haar.

Respectfully submitted,
Tracy Worthey
June 20, 2013