UNC Charlotte Staff Council Meeting

September 11, 2013
9:00 am
Reese 524

Officers present: Jim Kay (President), Penny Stevens (Vice President), Kimi Tippett (Treasurer), Shannon Homesley (Secretary), Elizabeth Mace (Web Master)

Representatives present: Keisha Martin (Area 1), Lora Bassett (Area 2), Celeste Corpening (Area 4), Dave Frantzreb (Area 6), Micki Crowder (Area 7), Bev Guessford (Area 8), Ron Greer (Area 9), Shawn Smith (Area 10), Robyn Flowers (Area 11), Katherine Humphries (Area 12B), Marcus Brown (Area 12B), Frank Hogan (Area 13), Sarah Heberger (Area 14), Ronnie Bell (Area 15A), Nancy Queen (Area 16), Sherry Bruce (Area 17), Patricia Teal (Area 18)

Representatives absent with notice: Suzanne Penninger (Area 3), Jerry Sellers (Area 5), Anthony Cresenzi (Area 15B)

Representatives absent without notice: NONE

Alternates present: Lula Hart (Area 3), Debbie Roseman (Area 8), Cindy Edwards (Area 10), Clyde Derberry (Area 11), Virgie Fewell (Area 12B), Denise Fluellen (Area 16), Joanne Kendrach (Area 17)

Guests present: Jesh Humphrey, Office of Legal Affairs, Gary Stinnett, Human Resources

I. Call to Order & Welcome, Jim Kay, President

II. Moment of Silence, Jim Kay, President

III. Guest Speakers

a. Proposed Background Checks Policy
   Jesh Humphrey, Office of Legal Affairs

See attachments:
UP101.23-CriminalBackgroundChecks&CriminalActivityReporting-Draft-FacultyStaffCouncil-07.31.13
Summary of Proposed University Policy 101.23

Currently, all new hires have a background check performed. This procedure started in 2003. Additionally, employees for summer camps (specifically those working with minors) are also subject to a background check. After the Penn State scandal, a committee was created at UNC Charlotte to access whether we had a need to do background checks on more employees. The committee created a draft policy for background checks (UP101.23).

Key points:
- If an employee is convicted of a crime, they must notify their supervisor or Jeanne Madorin in HR within one working day.
- Background checks may include motor vehicle reports, which would be important for employees who drive vehicles on campus.
- Credit checks and sex offender checks may be include, but it will not be for all employees. Those types of checks will be done for specific types of positions (i.e. Financial Services employees).
b. **House Bill 834 (HB834)**
   Gary Stinnett, Human Resources

   See attachment:
   House Bill 834 – Changes to State Personnel Act

   Key points:
   - Probationary period for new hires is twenty-four (24) months. Anyone hired after 8/17/13 is on 24 month probation. Employees on probation can apply for other positions within the university.
   - Grievance Process – will have extra steps, and will have a change in timeline.
   - Performance Management – no changes for UNC Charlotte
   - Holidays – 12 holidays per year. The first year that UNC Charlotte will see a difference is 2015 because we already have some years where we already have 12 holidays (some years we have 11).
   - Exempt Positions – no changes for UNC Charlotte
   - Change of name of Office of State Personnel (OSP) to Office of State Human Resources (OSHR); the Director of OSHR will now report to the governor.

IV. **Treasurer’s Report**, Kimi Tippett, Treasurer

   See attachments:
   117561 Financial Statement as of 9-1-13
   139234 Financial Statement as of 9-1-13

V. **Approval of Meeting Minutes – 8/14/13 Meeting**, Shannon Homesley, Secretary

   The minutes from the August 14, 2013 meeting were reviewed. An edit was requested to the attendance section of the minutes. A motion was made by Sherry Bruce to approve the minutes, as amended, and the motion was seconded by Ronnie Bell. The minutes were unanimously approved.

VI. **President’s Report**, Jim Kay, President

   Marian Beane from the Office of International Programs is the UNC Charlotte nominee for the 4th Annual Erskine B. Bowles award. Voting will take place at the October 14th-15th Staff Assembly meeting.

   Robyn Flowers showed interest in serving as the alternate for UNC Charlotte for Staff Assembly. Shawn Smith made a motion to approve Robyn as the alternate, and Virgie Fewell seconded the motion. Robyn was unanimously voted in as the alternate for UNC Charlotte for Staff Assembly. She joins delegates Jim Kay, Penny Stevens, and Cindy Edwards.

   All published information (flyers, emails to be distributed, etc.) must be first sent to the Executive Committee (President, Vice President, Secretary, Treasurer, Webmaster) for review before it is disseminated to or posted on campus.

   Area Reps are asked to send Shannon Homesley their email distribution lists so that the Executive Committee can have one comprehensive list of all staff email addresses.

   A survey is being created for our fellow staff members to express their opinions on various issues that are currently relevant to state employees. The survey will be posted on the Staff Council website.

   Jim has contacted the President of Faculty Council to discuss the possibility of having a chili cook-off between Staff Council and Faculty Council.

VII. **Committee Reports**

   a. **Education & Events Committee**, Celeste Corpening, Chair
Celeste gave an update on the planning for Fall Festival to be held October 8\textsuperscript{th} from 11-2 in the SAC. She spoke about the charity we will be sponsoring at the fall festival, Autumn Care, and she passed out the list of items to be collected for the charity.

VIII. Adjournment

A motion to adjourn was made by Ron Greer and seconded by Dave Frantzreb.

Respectfully submitted,
Shannon Homesley, Secretary
October 16, 2013