UNC Charlotte Staff Council Meeting – Draft

May 13, 2015
9:00 am
SAC Salon A/B

Officers present: Jim Kay (Chair), Penny Stevens (Vice Chair), Kimi Tippett (Treasurer), Debbie Roseman (Secretary), Jessica Barton (Communications Officer)

Representatives present: Madeleine Perez (Area 3), Celeste Corpening (Area 4), Jerry Sellers (Area 5), Julie Howell (Area 7), Ron Greer (Area 9), Cindy Edwards (Area 10), Katherine Humphries (Area 12), Frank Hogan (Area 13), Ronnie Bell (Area 15A), Dwight Nealey (15B), Nancy Queen (Area 16), Sherry Bruce (Area 17)

Representatives absent with notice: Keisha Martin (Area 1), Lora Bassett (Area 2), Dave Frantzreb (Area 6), Robyn Flowers (Area 11), Amanda Simpson (Area 18)

Alternates present: Tammy Allman (Area 5), Pam Erickson (Area 7), Jerry Lecomte (Area 10), Clyde Derberry (Area 11), Derrick Massey (Area 15A), Dennis Kowalski (Area 15B)

Guests present: John Heck (Area 15A)

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

II. Moment of Silence, Jim Kay, Chair

III. Guest Speakers

• Susan Burgess, Director of University Compliance: As the Director of University Compliance, Susan Burgess believes in being pro-active. There are three reasons as to why universities need a compliance program: 1) to assure that they meet legal and regulatory obligations, 2) serves to reflect the universities values and ideals, it enhances the quality of its community culture and provides guidance that enable individuals to act responsibly, and 3) an effective Ethics and Compliance Program has been shown to enhance an organizations reputation, contain costs, attract better talent, and increase staff commitment. Ms. Burgess continued to cover many aspects of the program, including a future confidential hotline (a 24/7 third party service by “EthicsPoint”) for anonymous reporting. Following is the link for those who wish to further review the program: http://compliance.uncc.edu.

• Jerry Lecomte, Police and Public Safety: Officer Jerry Lecomte informed the council that the overall crime statistics are down from last year’s report. Larcenies for auto and personal are much lower. Campus employees are more knowledgeable and are beginning to keep valuables locked and out of sight, as well as locking their offices. This week is National Police Week. They are honoring officers who have died in the line of duty. He wanted to remind us of the safety videos that are on their website, such as the “Active Shooter” video, to review them, and covered concealed weapons on campus. Possibly in Fall 2015, there will be a new app called “LiveSafe”. This new app can be downloaded on an iPhone with IOS7 or Android. This app will be available at no cost for students, faculty and staff. It will be like having a “blue light phone in your pocket”. The “Click-it or Ticket” Campaign will begin next week. More information can be obtained from their website at http://police.uncc.edu/ or by contacting their office. Following are the phone numbers listed on the Police and Public Safety website: Emergency 704-687-2200, Non-Emergency 704-687-8300 and SAFERIDE 704-687-0161.
IV. Approval of Meeting Minutes, Debbie Roseman, Secretary

Meeting minutes from the April 8th Staff Council were considered for approval. Madeleine Perez motioned for approval of the minutes and the motion was seconded by Ronnie Bell. The minutes were approved unanimously.

V. Treasurer’s Report, Kimi Tippett, Treasurer

There is good news concerning the budget for Staff Council. It is intact and continuing. Kimi will itemize the budget.

VI. Golden Nugget Award, Jessica Barton, Communications Officer

The Staff Council received 13 Golden Nugget nominations for April, 2015. These certificates were distributed to the appropriate representatives for distribution to their areas. Names of the recipients will be posted on the Staff Council’s website along with comments for their nomination. The program is going well. Please continue to encourage and fill out nominations. Website: stafforg.uncc.edu/golden-nugget-award

VII. Chair’s Report, Jim Kay

a. Nominations and elections will take place in June. Please consider running once again.
b. The July Retreat will take place on July 8 at the Harris Alumni House. Plan on attending. We will have special guests and will begin to plan on the upcoming year.
c. There will not be an increase in parking this year.
d. Countdown begins for Madeline Perez’s retirement.
e. Safety Awareness event will be held at the Cone Plaza on June 24th from 2:00 – 4:00 pm. Set-up will begin at 1:00. This event will include music, games as well as Safe Awareness promotions. Hopefully it could evolve into an annual event.
f. A meeting took place with IMG Sports Marketing to examine promoting the Staff Council at athletic events inside the concourse of the football stadium. They informed us that there are logistics involved as well as an investment to participate in promotional activities at athletic events on campus. IMG will submit a proposal for the Council’s review.

VIII. Vice Chair’s Report, Penny Stevens

a. Thanks to everyone who participated in the successful Chili and Chowder Cook-off.
b. Would like to thank the Staff Emeritus Program Committee. The Staff Emeritus Program has now been reviewed and revised. All present received a copy of the program for review. A vote will be taken during the June Staff Council Meeting and the program will then be presented to the Board of Trustees, hopefully during their September meeting. Jim Kay would like to speak on this program at Convocation. Human Resources and the Board of Trustees will make any necessary and needed revisions. Jim said that recognition, either large or small goes a long way.
c. Staff Assembly scholarship program is now fully funded. This is a statewide scholarship for all UNC universities and took a couple of years to be funded. The link is provided in the Staff Assembly newsletter.

IX. Old Business Update:

Jim Kay informed the Council of the pro-rated parking meeting with Gary Gaton, Sherry Bruce, Dave Frantzreb and himself. Unfortunately, they were unsuccessful but did make aware their dispute. Jim said that Sherry Bruce did have a good case. Sherry Bruce reported that Gary Caton advised in a May 7 email, “After careful consideration and consultation with the PaTS management team and Keith Wassum, it is my determination at this time that our rates and definition for a Part-Time Parking permit will not change for next year. Unfortunately PaTS does not have access to exactly how many hours an employee is working, only if they are considered full-time (receiving benefits) or part-time (not receiving benefits).” Sherry had replied back: “…While we do now understand that PaTS currently does not have the accesses needed to implement such a change, we will continue to hope that at some point this discrepancy will be corrected.” The Staff Council Parking Committee is now in conversation with Faculty Council representatives, Michael Turner and Mark Wilson, and we plan to meet prior to the start of the academic year to discuss our common parking concerns – and possible remedies.
X. Adjournment:

A motion was made by Sherry Bruce and seconded by Nancy Queen to adjourn the meeting. Adjournment of the meeting was unanimously approved.

Respectfully submitted,
Debbie Roseman, Secretary
June 5, 2015
# UNC Charlotte Staff Council
## Financial Statement
### (as of 6/1/15)
#### 117561 State Fund

### ACCOUNT TITLE

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<th>Account Title</th>
<th>Budget</th>
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<tr>
<td>Annual Fund Transfer</td>
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### TOTAL REVENUES

**4,000.00**

### EXPENSES:

#### In State Ground Transportation-925140
- Motor Fleet-Retreat Luncheon 7/9/14 (8/5/14) **37.80**
- Motor Fleet-Golf Tournament Travel 6/17-18/14 (7/2/14) **150.75**

#### Rent/Lease-927060
- HAC-SC Retreat 2015 (5/14/15) **200.00**

#### Postage-928040
- Mail Services-Book of Stamps-20 count (11/21/14) **9.80**

#### Printing/Binding-928170
- Repros-Staff Council Brochures 100 Count (10/6/14) **62.00**
- Repros-Fall Festival Posters (11/6/14) **31.29**
- Repros-Staff Council Brochures (4/8/15) **292.50**
- Union Station Graphics Dept-Banners (4/28/15) **216.00**

#### Freight/Express-928370
- Juice That Brand-SC Table Throw (ENC) **32.00**

#### Office Supplies-931100
- Encumbrance Roll (7/1/14) **17.98**
- Staples-Fall Festival Office Supplies (9/24/14) **378.46**
- Staples-Card Stock (9/16/14) **47.41**
- Promo Logic-SC Pens (8/1/14) **153.95**
- Name Tag Country-Executive Staff Name Badges (8/29/14) **49.50**
- Amazon.com-1st, 2nd, 3rd Place Ribbons (10/31/14) **27.20**
- Staples-Certificate Paper, Holders,Labels, Bags for Gold Nugget Program (12/5/14) **189.44**
- Staples-Chili Cook Off Supplies (2/20/15) **147.18**
- Staples-Chili Cook Off Supplies (4/3/15) **112.78**
- Receiving & Stores-Roseman Name Badge 5/19/15) **15.50**
- Kay, James-Reimbursement for Electrical/Extension Cords (ENC) **48.36**
- Walmart-Table Cloths for Chili Cook Off (5/10/15) **8.82**
- Staples-Extension Cords/Gold Nugget Supplies (6/5/15) **234.79**

#### Audio Visual Equipment Non Cap-944080
- CDWG-Camera/Bag/Memory Card (10/10/14) **459.09**
**Other Current Services-950150**
Mountain Island-Plaque for Elizabeth Mace (8/15/14)  
45.00

**Other Current Services-951760**
Juice That Brand-SC Table Throw (ENC)  
218.00

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**UNC Charlotte Staff Council**

**Financial Statement**

*(as of 6/1/15)*

**139234 Discretionary Fund**

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<td>Annual Fund Transfer (4/8/15)</td>
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<td>11,000.00</td>
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**REVENUES:**

- **Non Mandatory Inter Transfer-808400**
  - Trans funds - Staff Org (11/18/14) | 2,500.00 |

**TOTAL REVENUES** | 16,139.37 |

**EXPENSES:**

- **Contracted Services-922150**
  - Chartwells-Retreat (7/14/14) | 196.08 |
  - Chartwells-Fall Festival 2014 (10/10/14) | 3,139.00 |
  - Chartwells-1/14/15 Meeting (3/6/15) | 81.98 |
  - Chartwells-2/11/15 Meeting (2/20/15) | 90.50 |
  - Chartwells-3/11/15 Meeting (3/13/15) | 80.01 |
  - Chartwells-4/8/15 Meeting (5/15/15) | 130.01 |
  - Chartwells-5/13/15 Meeting (5/15/15) | 80.01 |
  - Chartwells-6/10/15 Meeting (ENC) | 80.01 |

- **Rent/Lease-927070**
  - HAC-SC Retreat 7/9/14 Room Rental (10/13/14) | 125.00 |
  - SCE-Fall Festival Rental (10/29/14) | 104.00 |

- **Equipment Rental-927230**
  - Recreational Equipment Inc.-Fall Festival Entertainment/Game (10/15/14) | 370.00 |

- **Freight-928370**
  - Promo Logic- SC Tent (ENC) | 100.00 |
  - Mountain Island-SC Latte Mugs (ENC) | 68.43 |
  - Promo Logic-SC Pens/Pencils/Pad Folios/Lanyards/ID Holder (ENC) | 150.00 |
  - Mountain Island-SC Shirts (ENC) | 49.05 |

- **Food Supplies (Consumption)-930200**
  - Stevens, Penny-Food for Gold Nugget Program (8/28/14) | 21.07 |
  - Amazon.com-Popcorn Machine Measuring Cup (10/31/14) | 16.39 |
  - Amazon.com-Popcorn Machine Oil (9/29/14) | 23.99 |
  - Amazon.com-Popcorn Bags 100 Count (9/29/14) | 43.76 |
  - Amazon.com-Popcorn Machine Popcorn, gloves, dredges, seasoning (10/31/14) | 38.54 |
  - Walmart-Food for Gold Nugget Program (1/29/15) | 59.88 |
  - Einstein Bagels-Food for February 2015 SC Meeting (3/30/15) | 31.37 |
  - Walmart-Food for Chili Cook Off 4/27/15 (4/30/15) | 63.80 |
  - Walmart-Golden Nuggets (5/29/15) | 58.57 |
  - Einstein Bagels-Food for May 2015 SC Meeting (ENC) | 31.12 |
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<td>Dunkin Donuts - Appreciation to UNCC PD Week (ENC)</td>
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<td><strong>Office Supplies-931100</strong></td>
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<td>US Graphics - Chili Cook Off (5/14/15)</td>
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<td>Corpening, Celeste - Fall Festival Supplies/plates/napkins/utensils (10/27/14)</td>
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<td>Amazon.com - Popcorn Machine Cleaning Equipment (9/29/14)</td>
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<td>Barnes &amp; Noble - Staff Appreciation Prize (2/27/15)</td>
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<td>Walmart - Prize for Chili Cook Off 4/27/15 Crock Pot (ENC)</td>
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<td>Food Lion - Prizes for Chili Cook Off 4/27/15 Gift Cards (ENC)</td>
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<td><strong>Administrative Meals-951360</strong></td>
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<td>Macados - Retreat Luncheon 7/9/14 (8/29/14)</td>
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<td>Mountain Island - SC Shirts 8/25/14 (11/14/14)</td>
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<td>DJ Lamb Productions / Lamb Novelty - Fall Festival Entertainment (9/29/14)</td>
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<td>Derberry, Clyde - Fall Festival Entertainment (10/29/14)</td>
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<td>Jerrod Polk - Polkfun.com - Fall Festival Artist (11/12/14)</td>
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<td>Barnes &amp; Noble - Staff Appreciation Gift Basket (2/27/15)</td>
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<td>Mountain Island - SC Latte Mugs (ENC)</td>
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