UNC Charlotte Staff Council Meeting

April 08, 2015
9:00 am
Cone 112

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

**Officers absent with notice:** Penny Stevens (Vice Chair)

**Representatives present:** Lora Bassett (Area 2), Madeleine Perez (Area 3), Jerry Sellers (Area 5), Ron Greer (Area 9), Ronnie Bell (Area 15A), Dwight Nealey (Area 15B), Sherry Bruce (Area 17), Amanda Simpson (Area 18)

**Representatives absent with notice:** Keisha Martin (Area 1), Celeste Corpening (Area 4), Dave Frantzreb (Area 6), Julie Howell (Area 7), Robyn Flowers (Area 11), Katherine Humphries (Area 12), Nancy Queen (Area 16)

**Representatives absent without notice:** Cindy Edwards (Area 10), Frank Hogan (Area 13)

**Alternates Present:** Chris Garcia (Area 2), Tammy Allman (Area 5), Jerry Lecomte (Area 10), Clyde Derberry (Area 11), Dennis Kowalski (Area 15B), Denise Bradley-Fluellen (Area 16), Rachel Folds (Area 18)

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

II. **Moment of Silence, Jim Kay, President**

III. **Guest Speaker, Dr. Gregory Starrett, Faculty Council President**

Dr. Starrett wishes to thank all staff for the work we do and for keeping this college running from maintenance, infrastructure to students, etc. His wife used to work in the Benefits Office many years ago and he fully understands the relationship between staff and faculty and that they all have common concerns. Thanks to Jim Kay for the Council of Councils idea and he wishes to push forward in improving faculty and staff relations.

Jeffrey Leak will be the new Faculty President and will have a new president elect. Currently the faculty leadership president is elected for one year, and the president-elect is elected for one year and continues to mentor new faculty. The faculty resident serves for only one year and they are currently working to revise bylaws for a two year term.

Q. Ron Greer – Oversees inventory management and stated that yearly inventory is required for any items over $5000. The inventory department will make appointments but the problem is that no one shows up. Do you have insight on approaches and can a point of contact be given to each department? A. You can possibly make appointments with the department heads and inform the Department Chairs. Make sure to follow up with the staff member with an email and phone call to verify the appointment. Also make sure to copy the Chair on these exchanges. Each college is structured differently due to different programs within their structure; therefore, a campus wide database will not work for all departments or colleges. The university just hired a University Compliance member to deal with these types of university issues.
Q. Lora Basset – At year end, it has been difficult getting some faculty to respond to signing off on student grades especially since most leave in May after classes end. How do we get in touch with these faculty members? A. Some faculty leave after classes are complete to begin research, etc. Other faculty may teach in other areas and do not keep track of certain deadlines and rely upon staff members to assist them. Some faculty receive up to 50-60 emails a day and may not come back to the email. Be sure to write the student’s name in the “subject” line of the email which will assist the professor in knowing that this is an urgent matter. The Provost has highlighted this issue in the past and he will speak with her about this concern. If you are unable and need to reach a faculty member, the Department Chair will know where and how to contact the faculty member.

Q. Jim Kay – Concerning background checks, what is yours and the faculty’s impression on this initiative and the differences? A. Not aware of all the differences. - Madeleine Perez explained that a background check was to be completed on staff members each five years and that the faculty was excluded from this policy. Concern was due to the statement that “faculty is excluded”. It is our understanding that faculty will have a check completed upon hiring and only if they change jobs or work with finances and minors. A. During the 2000’s, the state discussed this issue for years and the problems associated with background checks. State lawyers are very reserved. The background check policy we have is determined by the legal department

Q. Tammy Allman – How are we handling international issues with foreign students and faculty? A. Feels that UNC Charlotte handles relationships and international issues very well. Most people tend to react to the media’s coverage. Some universities had taken precautions and later withdrew their restrictions on specific foreign students. Unfortunately, stereotypes can come into play and can add complexity along with media reporting which confuses Americans. Something that we could explore would be setting up workshops for informal discussions.

Q. Jim Kay: Some departments are piloting with the Kronos timekeeping system. Faculty is not required to document their time in this program. As for Jim, it has become a logistical nightmare. A. For faculty, there are many different levels, i.e., adjunct, part-time, 9 month and 12 month faculty members. Some are paid per course with no benefits, some are hired on a contract for 3-5 years and then you have the 9 and 12 month faculty member. Nine month faculty work from August to May and may do research during the summer and do not get sick leave; however, they can get FMLA. These faculty members do not accrue sick days; therefore, when they are sick, they are required to find a replacement for their classes, etc. Most 12 month faculty do accrue leave such as research faculty, deans, etc. When a call goes out for needed shared leave, these faculty members are the ones who normally step in.

Q. Jerry Sellers – How many members are in the faculty council? A. There are 2 unit representatives from all departments. They have around 50 academic departments. The ex-officio, voting members of the Faculty Council are: the members of the Faculty Executive Committee, the Chancellor, the Provost and Vice Chancellor for Academic Affairs, the Vice Chancellor for Student Affairs, the Vice Chancellor for Development and Public Service, the Dean of the Graduate School, the University Librarian, and the Deans of each of the Colleges of the University.

IV. Approval of Minutes, Debbie Roseman

Minutes for the March 13th Staff Council meeting were approve unanimously with revisions.

V. Treasurer’s Report, Kimi Tippett

Processed quotes for purchases. We will not order all items but only a few. Jim Kay stated that we had a funding issue concerning last year’s approved budget. This problem has now been resolved. We will use this money wisely.
VI. Golden Nugget Report, Jessica Barton

Jessica explained the Gold Nugget Program to Dr. Starrett to share with the Faculty Committee. We would like to see faculty nominate staff members for this award. In March, there were 10 nominees for the award. One of those nominees was Brenda Shu who resolved the budget issue to the Staff Council.

VII. Chairs Report, Jim Kay

- Chancellor’s Reception
- The Benefits Festival was a great success. The popcorn was very popular. This was our first Benefits Festival and we will continue to do so. We need more representatives present for future representation.
- Jim Kay, Penny Stevens, Frank Hogan and Debbie Roseman attended the Chancellor’s Golf Tournament in Greenville NC. UNC Charlotte sponsored the #10 hole. Jim Kay, Shelly McGraw, Kevin Hyatt and Paul Taylor represented the UNC Charlotte team. They tied for second place, but came in third place due to a toss-up.
- Jim has been in touch with Dan Rowe concerning the Staff Council’s storage. We need volunteers to assist in reconstructing the space to a real storage unit.
- Money was taken up for additional chili for the Chili-Chowder Cook-off on April 27th. We will need to push the advertising for this event. Perhaps put flyers out in areas such as the Gold Room and After Hours. Let staff know there is free food!
- Subcommittees Update:
  - Emeritus Committee – Possibly approve a monetary award stipend, VIP parking for events, as well as invitations to events as a way of saying “Thank you”. This will be a great program to show that once a staff member has retired, they are not forgotten. Would like to present this to the Board of Trustees in April or May at the latest.
  - Past Presidents – Templates for invitations and plaques were sent out for voting. They have a good list of past presidents and moving forward. They have not decided upon a reception or luncheon. Jim stated that a decision for mounting the plaque could be decided upon at the Staff Council retreat in July. Madeleine will send out an email. One thought was that there could be an award ceremony planned after lunch at the July retreat.
  - Council of Councils – The Faculty Council and Student Council are in favor. The Faculty Council can invite Jim Kay and the Student Council President to meetings. Jim stated that the faculty/staff relationship here at UNC Charlotte is good; however, can be improved.

VIII. Old Business:

- Sherry Bruce reminded the council that the Parking Committee has a meeting with Gary Gaton on April 20th to discuss the need for prorating parking for employees who work 30 – 39 hours per week. Currently employees who work 29 or less hours pay 1/2 the rate. Employees who work 30 or more pay the full rate. Those in the 30 – 39 hour category are paying more than their fair share. These employees are prorated in all other respects and thus should receive prorating for parking as a fair practice. For example: 30 hour employees receive .75 of a full-time salary, as well as .75 vacation, sick, and holiday accruals. As they also park for .75 of the time as does a full-time employee, they should only pay .75 of the full-time rate. Gary Starrate commented that the Faculty Council has 2 members who are interested in parking discussions and he will connect them with the Staff Council Parking Committee to determine commonalities of concerns and best ways to address them.
- Madeleine Perez suggested that a group could triage with the councils as a joint group to deal with various types of issues, such as prorated parking for temporary employees and issues with grades. This group could eliminate the feeling that certain groups are being hassled.
XV. New Business:

- Lora Bassett suggested safety posters be posted for the safety of our students such as giving the right of way to pedestrians. Jerry Lecomte suggested Niner Nation for Summer Safety. Jim Kay can create a committee and stated this would be a good one.

X. Adjournment

Respectfully submitted,
April 27, 2015
Debbie Roseman
**UNC Charlotte Staff Council**  
**Financial Statement**  
(as of 4/1/15)  
117561 State Fund

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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

**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

**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

**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

**TOTAL EXPENSES**  
1,919.63

**TOTAL BUDGET**  
4,000.00

**TOTAL EXPENSES**  
-1,919.63

**Remaining Balance**  
2,080.37
### UNC Charlotte Staff Council
### Financial Statement
### (as of 4/1/15)
### 139234 Discretionary Fund

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#### REVENUES:

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

**TOTAL REVENUES** 5,139.37

#### 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 (ENC) 81.98
- Chartwells-2/11/15 Meeting (2/20/15) 90.50
- Chartwells 3/11/15 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

**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 (ENC) 31.37

**Non Educational Misc Supplies-932300**
- Corpening, Celeste-Fall Festival Supplies/plates/napkins/utensils (10/27/14) 40.75

**Kitchen Equipment-947050**
- Amazon.com-Popcorn Machine (10/31/14) 268.99
- Amazon.com-Popcorn Machine Cleaning Equipment (9/29/14) 37.44

**Employee Gifts & Awards-950150**
- Oriental Training-Fall Festival Supplies (12/5/14) 427.10
Administrative Meals-951360
Macados-Retreat Luncheon 7/9/14 (8/29/14) 300.66

Other Current Services-951760
Mountain Island-SC Shirts 8/25/14 (11/14/14) 699.62
DJ Lamb Productions/Lamb Novelty-Fall Festival Entertainment (9/29/14) 250.00
Derberry, Clyde-Fall Festival Entertainment (10/29/14) 250.00
Jerrod Polk-Polkfun.com-Fall Festival Artist (11/12/14) 125.00
Barnes & Noble-Staff Appreciation Gift Basket (2/27/15) 25.00

TOTAL EXPENSES 6,846.13

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