UNC Charlotte Staff Council Meeting

January 8, 2014
9:00 am
Cone 111

Officers present: Jim Kay (President), Kimi Tippett (Treasurer), Shannon Homesley (Secretary)

Representatives present: Keisha Martin (Area 1), Suzanne Penninger (Area 3), Celeste Corpening (Area 4), Jerry Sellers (Area 5), Dave Frantzreb (Area 6), Ron Greer (Area 9), Shawn Smith (Area 10), Frank Hogan (Area 13), Sarah Hebberd (Area 14), Nancy Queen (Area 16), Sherry Bruce (Area 17), Jessica Barton (Area 18)

Representatives absent with notice: Penny Stevens (Vice President), Lora Bassett (Area 2), Micki Crowder (Area 7), Debbie Roseman (Area 8), Robyn Flowers (Area 11)

Representatives absent without notice: Katherine Humphries (Area 12A), Marcus Brown (Area 12B), Ronnie Bell (Area 15A)

Alternates present: Tammy Allman (Area 5), Cindy Edwards (Area 10), Clyde Derberry (Area 11), Joanne Kendrach (Area 17)

Guests present: Jeanne Madorin, Human Resources; Joanna Roop, Human Resources; Marian Beane, International Programs; Kelly Franklin, International Programs; Chief Baker, Police & Public Safety

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

II. Moment of Silence, Jim Kay, President

III. Guest Speakers

Jeanne Madorin & Joanna Roop, HR Learning & Development

HR’s Learning & Development team supports staff training. A 2009 OSCR study was performed to assess all training throughout campus. In 2010, a report was presented to the Chancellor’s Cabinet with recommendations of what could be done to improve training at the university. HR is following up with those recommendations, many of which have already been put into place. The recommendations include:

- Create centralized web location for all training
- Improve Skillport usage
- Compare external versus internal offerings
  - LEAD is the only mandatory training; it’s training for supervisors only. HR Learning & Development has enhanced LEAD and also created The Leadership Experience which goes way beyond LEAD in helping supervisors with their development. One third of staff members are supervisors.
- Create a centralized physical location for all training
  - Colvard 5092
  - Foundation Bldg
- Negotiate rates with external partners
  - This is not currently a priority because we have a strong training program here on campus. And all classes offered on campus are currently free of charge.
- Create a learning management system
HR combined this recommendation with the first priority (centralized web location). This item is in progress. UNC Charlotte HR is working with the Office of State Human Resources (formerly OSP) to pilot a Learning Management System program (to start in the new few months).

- Evaluate quality & impact of training efforts
  - Evaluations are emailed to class attendees after the training
- Create new initiatives to identify and mentor high potential employees
- Develop a rotational experience program
  - This would allow people to know how to perform different jobs across campus.
  - Currently the campus is not resourced sufficiently to pursue this.

To summarize, HR Learning & Development has improved the training opportunities on campus by increasing the offerings and by revising programs (e.g. PAC). For the future, the main focuses are: 1) creating a Learning Management System; 2) integrating an organizational development and design program into the offerings; 3) publish the Learning & Development catalog annually, showing all trainings offered in a calendar year, which includes addition of some summer training opportunities; 4) designing an online training system (not Skillport) that will have information applicable to our university processes.

Presentation of plaque to Marian Beane
Jim Kay presented a plaque to Marian Beane in honor of her being UNC Charlotte’s nominee for the 4th Annual Erskine B. Bowles Award. Kelly Franklin, a coworker of Marian, and the person who nominated her for the award, spoke a bit about the wonderful employee and humanitarian that Marian is and all she has done to give back to UNC Charlotte.

Chief Baker, Police & Public Safety
Chief Baker reported that in 2013, we only had one robbery on campus. That’s a 90% decrease.
NOTE: There is a difference between robbery, larceny, and burglary. Robbery is stealing from someone, against their will, with the use of a weapon and the use of force.

Apple has come up with an initiative for stolen items. They will not give a password to someone to use an Apple product (i.e. iPad, iPhone). They will only provide a password to the legitimate owner.

Burglary is down in residence halls. Four years ago, there were 90 burglaries. In 2013, there were only 16-18 burglaries.

There was a spike in larceny from auto for a month (March 2013) in the South Village area because of the construction.

Police & Public Safety have made some arrests, but the number is down to 1-2 arrests per month. For 2013, there were 33 arrest incidents in total. UNC Charlotte is in CMPD response area 2. Within area 2 (excluding UNC Charlotte), there were 340 arrests in 2013.

Larceny is most prevalent in Belk Gym, SAC, Atkins, and the Student Union. There were 12 more incidents of larceny in 2013 than there were in 2012.

We still have some issues with students regarding alcohol and drugs. Students get a ticket if they are found in possession of alcohol or drugs, and they are required to visit the Student Health Center for an assessment.

The Campus Behavioral Intervention Team (CBIT) assesses student behavior. If you see staff members exhibiting strange behavior, report it to Jeanne Madorin in Human Resources.

Jim Kay mentioned that Staff Council received good responses to the PPS/Staff Council initiative for holiday safety.

Chief Baker closed by reminding us that staff members should not be shy about calling 7-2200 (campus police) for anything suspicious. PPS officers would rather be proactive than reactive when it comes to questionable situations.

IV. Treasurer’s Report, Kimi Tippett, Treasurer
V. President’s Report, Jim Kay, President

Jim Kay addressed the group regarding the following matters:

- Creation of Budget subcommittee and Parking subcommittee
  - Both subcommittees to come up with a report by March or April
  - The chairs of the Staff Relations, Education & Events, and Operations committees will be automatic members of the Budget subcommittee.

- When any committee schedules a meeting, please let Jim know of the date/time/location so he can try to attend.

- Chili Cook-Off Competition with Faculty Council, to coincide with NCAA tournament – still in progress

- 49ers4Life Blood Drive is coming up on 1/24/14. Staff Council is promoting the drive, which is a competition between a few UNC system schools.

VI. Approval of Meeting Minutes, Shannon Homesley, Secretary

The minutes from the December meeting were reviewed. A motion to approve the minutes was made by Nancy Queen and seconded by Jerry Sellers. The motion was unanimously approved.

VII. Adjournment

A motion was made by Ron Greer and seconded by Nancy Queen to adjourn the meeting.

Respectfully submitted,
Shannon Homesley, Secretary
February 4, 2014
## UNC Charlotte Staff Council
### Financial Statement
(as of 1/1/14)
#### 117561 State Fund

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**TOTAL REVENUES**

**EXPENSES:**

- **Printing-928170**
  - Repros-Safety Posters (ENC) 30.00

- **Office Supplies-931100**
  - Receiving & Stores-Name Badges for Executive Staff (8/15/13) 72.56
  - Staples-Name Badges for Area Reps & Alternates (10/11/13) 139.28

- **Other Current Services-950150**
  - Mountain Island-Plaque for Mariam Beane (ENC) 45.00

- **Other Current Services-951760**
  - Oriental Trading-Swag Items for Fall Festival 11/8/13 196.27

**TOTAL EXPENSES**

483.10

**TOTAL BUDGET**

1,000.00

**TOTAL EXPENSES**

-483.10

**Last Months Ending Balance**

416.75

**Remaining Balance**

516.90
UNC Charlotte Staff Council
Financial Statement
(as of 1/1/14)
139234 Discretionary Fund

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**REVENUES:**

- Non Manditory Inter Transfer-808400
  - HR Resources AVC/Staff Appreciation Institutional Support (9/18/13) | 500.00 |
  - UNCC Contingency Institutional Support/Staff Appreciation Institutional Support (9/30/13) | 2,500.00 |
  - HR Resources AVC/Staff Appreciation Institutional Support (10/16/13) | 500.00 |

**TOTAL REVENUES** | 6,747.83 |

**EXPENSES:**

- Other Contracted Services-920700
  - DJ Lamb Productions-DJ for Fall Festival (10/8/13) | 225.00 |
- Contracted Services-922150
  - Chartwells-Linen for 7/10/13 Retreat (7/19/13) | 67.12 |
  - Chartwells-Fall Festival Food (10/24/13) | 1,006.60 |
- Equipment Rental-927230
  - Recreational Equipment-Games for Fall Festival (10/8/13) | 570.00 |
- Food Supplies (Consumption)-930200
  - Homesley, Shannon-Reimbursement for 7/10/13 Retreat Lunch/Macado's (7/25/13) | 300.00 |
  - Bassett, Lora-Reimbursement for 7/10/13 Retreat Snacks (7/3/13) | 43.93 |
- Other Current Services-951760
  - Athletics-Mascot for Fall Festival (ENC) | 25.00 |
  - Mountain Island-T Shirts for SC Members (10/11/13) | 100.15 |

**TOTAL EXPENSES** | 2,337.80 |

**BEGINNING BALANCE** | 6,747.83 |
**TOTAL EXPENSES** | -2,337.80 |

**Last Months Ending Balance** | 1,262.35 |
**Remaining Balance** | 4,410.03 |