UNC Charlotte Staff Council Meeting
Minutes of 2015-2016

October 7, 2015
9:00 am
BSAC – Salon E

Officers present: Jim Kay (Chair), Penny Stevens (Vice Chair), Julie Ann Howell (Secretary), Kimi Tippett (Treasurer), Jessica Barton (Communications Director)

Representatives present: Keisha Martin (Area 1), Lora Bassett (Area 2), Celeste Corpening (Area 4), Jerry Sellers (Area 5), Dave Frantzreb (Area 6), Julie Howell (Area 7), Ron Greer (Area 9), Clyde Derberry (Area 11), Katherine Humphries (Area 12), Frank Hogan (Area 13), Dwight Nealey (Area 15B), Nancy Queen (Area 16), Sherry Bruce (Area 17), Amanda Simpson (Area 18)

Representatives absent with notice: Sharon Reichard (Area 3), Cindy Edwards (Area 10)

Representatives absent without notice: Ronnie Bell (Area 15A)

Alternates present: Joanne Kendrach (Area 1), Chris Garcia (Area 2), Tammy Allman (Area 5), Jennah Bennett (Area 11), Derrick Massey (Area 15A), Dennis Kowalski (Area 15B), Debby Watts (Area 17)

Guests present: Rebekah Hartberger

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

II. Moment of Silence: Jim Kay, Chair

III. Approval of Minutes: Correction to the minutes; mark Ron Greer as absent with notice. Motion was made by Dave Frantzreb and seconded by Ron Greer to approve the minutes of the September meeting. Motion carried.

IV. Officers’ reports:

Jim Kay, Chair

- Jim reported on the UNC Charlotte Board of Trustee’s meeting that was held on October 2. Highlights of Jim’s report to the Board: elections held, retreat in July that included recognition of Staff Council past Presidents, a plaque listing all the past Staff Council Presidents to be hung on the third floor of the Student Union outside the multi-purpose room, partnered with the Police Department at a Safety Awareness event, meeting with Chief of Staff and Vice Chancellor of HR, Staff Emeritus, and Fall Festival.

- After meeting with the Chief of Staff and Vice Chancellor of HR, it has been deemed the Staff Emeritus is to be renamed. It will go back into committee to be renamed and refocused to encompass all staff instead of selecting two to be honored.

- Dual staff awards, Notable Niner and Golden Nugget, the merger is going forward with a vote from Staff Council at today’s meeting.

- Holiday schedule survey was sent out and only 7 emails from area reps were received with responses. Will extend the deadline for another week.

- Impact of parking at events was discussed at the Board of Trustee’s meeting. There is no solution other than to take a personal day.

Penny Stevens, Vice President

- Staff Assembly’s next meeting is scheduled for October 12 and 13. Jim and Penny will not be attending.

- Reception for President Tom Ross is October 11 from 5:30-7:30 PM at the President’s House in Chapel Hill.
• Last Staff Assembly meeting was in August in Asheville. Met with Faculty Chair of all 17 campuses. Discussion was about the search for the new UNC President.

Kimi Tippett, Treasurer
• $2500 has not been received from HR for State Fund. Waiting to hear if it will be transferred to the account.
• $8500 from Chancellor has not transferred as of yet.
• We currently have $2,432.89 in the State Fund, and $1,905.58 in the Contingency Fund.

Jessica Barton, Communications
• Website has been updated to Drupal 7.
• The Staff Council received 21 Golden Nugget nominations for the month of September. Certificates were distributed to the appropriate representatives for distribution to their areas.

V. Unfinished Business

Merge Golden Nugget and Notable Niner Award Programs, Jessica Barton
• Jessica and Jim met with HR in August. Proposal to merge the Golden Nugget and Notable Niner awards encompasses keeping both programs and their names separate, but they will be hosted on one site to nominate. HR will provide a list of monthly awards to Jessica. The nominees will receive both a Notable Niner and Golden Nugget. We will be giving a Golden Nugget award to Notable Niner nominees.
• Jim expressed concerns with the Notable Niner program because it is based on performance versus the Golden Nugget which is strictly a “Thank You”. If a Notable Niner nominee has a performance issue they will not be nominated.
• Discussion amongst the Staff Council raised concerns the HR program has restrictions whereas the Golden Nugget award program has no restrictions. It was raised the budget would increase to support the two programs if there was a merger. Kimi responded by saying when the contingency money runs out we would not be able to support the program. It was also noted the supervisor has to approve the nomination for Notable Niner. Another concern was if we nominate someone and the nominee was on probation then the nominator would know they were on probation if they were not on the list.

Motion: Moved by Jessica Barton that we merge the Golden Nugget Award Program with the Notable Niner Award Program. Motion failed (4 in favor, 18 opposed, and 3 abstained).

Fall Festival, Celeste Corpening
• Celeste reported games will all be held outside. Layout and itinerary passed around to council members. Bingo, cake walk, and a caricature will be inside.
• Tammy announced 13 people signed up to donate for the cake walk. The scavenger hunt has until Friday to turn in.
• Celeste noted 11 contestants for the scavenger hunt, 4 entries for pumpkin carving, three entries for bake-off, and the photo contest has 3 for landscape, 3 for people, and 2 for animal. Fifteen tables for vendors committed to be at the event.
• Donations are to be turned in by Friday. Staff Council to wear their t-shirts.

Safety Awareness, Lora Bassett
• Lora announced the safety event is scheduled for October 27 from 2:00-3:00 PM. Locations will be at Belk Tower, Student Union, and Cato Circle. Volunteers will pass out candy while talking to students about safety.

Homecoming Office Decorating Contest, Celeste
• Penny and Lora volunteered to be on the committee. The Homecoming Committee will have a table at the Fall Festival. A flyer will come out after the fall festival.

VI. Adjournment: The meeting was adjourned at 10:30 AM

Julie Ann Howell       November 11, 2015
Secretary        Date of approval
UNC Charlotte Staff Council
## UNC Charlotte Staff Council
### Financial Statement
(as of 11/1/15)
117561 State Fund

<table>
<thead>
<tr>
<th>ACCOUNT TITLE</th>
<th>Budget</th>
<th>Year to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>4,000.00</td>
<td>4,000.00</td>
</tr>
</tbody>
</table>

### TOTAL REVENUES
4,000.00

### EXPENSES:

#### Travel-925000
Parking Services-Fall Festival Vendor Parking Passes (10/19/15) 45.00

#### Postage-928040
Mail Services-Postage for Past Presidents Recognition 7/8/15 (7/15/15) 29.40

#### Printing/Binding-928170
Copy Center-Summer Safety Event Printing (8/7/15) 7.12
Copy Center-Summer Safety Event Printing (8/7/15) 6.24

#### Office Supplies-931100
Staples-Fall Festival Certificate Holders (10/2/15) 11.32
Staples-Office Supplies for Gold Nugget Program/Summer Safety Event (7/22/15) 124.76

#### Employee Gifts & Awards-950150
Staples-Pedometers for Fall Festival Awards (10/2/15) 89.98
Amazon-Fall Festival Award Ribbons (ENC) 48.72
Oriental Trading-Fall Festival Prizes/Awards (ENC) 516.77
Recognition Plus-Past Presidents Plaque (7/22/15) 469.45
Staples-Summer Safety Event Prizes (7/22/15) 42.35
Kay, James-Fall Festival Prize (ENC) 23.40
Panara Bread-Fall Festival Gift Card (ENC) 25.00
Recognition Plus-Presidents Name Plate (10/23/15) 9.50

#### Locksmith Services-951250
Locksmith Services-Lock for Colvard 1009 Storage (ENC) 293.86

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

### TOTAL EXPENSES
1,948.87

| TOTAL BUDGET                          | 4,000.00 |
| TOTAL EXPENSES                         | -1,948.87|
| Remaining Balance                      | 2,051.13 |
### UNC Charlotte Staff Council

**Financial Statement**

*(as of 11/1/15)*

**139234 Contingency Fund**

<table>
<thead>
<tr>
<th>ACCOUNT TITLE</th>
<th>Budget</th>
<th>Year to date</th>
<th>Non Mandatory Inter Transfer-808400 (2500.00 from HR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Balance</td>
<td>8,500.00</td>
<td>8,500.00</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL REVENUES**  
8,500.00

**EXPENSES:**

**Contracted Services-922150**

- Chartwells-6/10/15 Meeting (9/18/15)  
  **80.01**
- Chartwells-Retreat Breakfast 7/8/15 (7/22/15)  
  **90.38**
- Chartwells-Retreat Lunch 7/8/15 (7/22/15)  
  **610.74**
- Chartwells-Fall Festival 10/13/15 (10/23/15)  
  **3,788.60**

**Equipment Rental-927070**

- A&J Rental-Game Equipment Rental Fall Festival (10/7/15)  
  **214.00**

**Rental-927230**

- Bassett, Lora-Reimbursement for Snow Cone Machine (9/29/15)  
  **100.00**

**Postage-928040**

- Mail Services-Postage for Past Presidents Recognition 7/8/15 (7/15/15)  
  **19.60**

**Freight-928370**

- Juice That Brand-Bean Bags for Fall Festival (8/14/15)  
  **14.00**

**Food Supplies (Consumption)-930200**

- Einstein Bagels-Retreat Breakfast 7/8/15 (8/31/15)  
  **48.36**
- Staples-Saf-T-Pops for Summer Safety Event (7/22/15)  
  **10.27**
- Einstein Bagels-Monthly Meeting Breakfast 9/9/15 (ENC)  
  **40.67**
- Tippett, Kimi-Popcorn for Fall Festival (ENC)  
  **14.24**
- Ensteins-SC Meeting 10/7/15 Breakfast (ENC)  
  **32.45**
- Walmart-Replacement Drinks for IMG (ENC)  
  **116.48**
- Walmart-Candy for Fall Festival Bags (ENC)  
  **29.94**
- Walmart-Gold Nuggets for awards program (ENC)  
  **59.88**

**Non Educational Misc Supplies-932300**

- Amazon.com-Tax Refund (7/30/15)  
  **-4.63**
- Tippett, Kimi-Fall Festival Decorations/Supplies (ENC)  
  **211.80**
- Bassett, Lora-Fall Festival Supplies (10/22/15)  
  **32.47**
- Staples-Fall Festival Supplies-Plates/Napkins (10/2/15)  
  **71.27**

**Other Current Services-951760**

- DJ Lamb, Mike-DJ 10/13/15 (10/14/15)  
  **250.00**
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlotte 49er Athletics-Norm @ Fall Festival (10/23/15)</td>
<td>25.00</td>
</tr>
<tr>
<td>Juice That Brand-Bean Bags for Fall Festival (8/14/15)</td>
<td>50.00</td>
</tr>
<tr>
<td>Polkfun.com-Caricature Entertainment 10/13/15 Fall Festival 11:30-2:30</td>
<td>500.00</td>
</tr>
<tr>
<td>(10/7/15)</td>
<td></td>
</tr>
<tr>
<td>Drops and Props-Backdrop for events (ENC)</td>
<td>218.54</td>
</tr>
<tr>
<td></td>
<td>1,043.54</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEGINNING BALANCE</td>
<td>8,500.00</td>
</tr>
<tr>
<td>TOTAL EXPENSES</td>
<td>-6,624.07</td>
</tr>
<tr>
<td>Remaining Balance</td>
<td>1,875.93</td>
</tr>
</tbody>
</table>
## Fall Festival 2015 Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/8/15 Memo</td>
<td>Parking Services-Fall Festival Vendor Parking Passes</td>
<td>45.00</td>
<td>J1607290</td>
</tr>
<tr>
<td>R66502259/P1607034/10713181</td>
<td>Staples-Certificate Folder for Fall Festival Awards</td>
<td>11.32</td>
<td>0018126</td>
</tr>
<tr>
<td>10/15/15 DPR</td>
<td>Kay, James-Food for Fall Festival</td>
<td>23.40</td>
<td></td>
</tr>
<tr>
<td>PCTXN00078398</td>
<td>9/21/15 Oriental Trading-Fall Festival Prizes</td>
<td>48.72</td>
<td></td>
</tr>
<tr>
<td>R66508743/P1607040/R10729470</td>
<td>Staples-Pedometers for Fall Festival Awards</td>
<td>89.98</td>
<td>0018126</td>
</tr>
<tr>
<td>R66752338/P1607666/R10848780</td>
<td>Chartwells-Fall Festival 10/13/15 SAC</td>
<td>3,788.60</td>
<td>0018162</td>
</tr>
<tr>
<td>9/28/15 DPR</td>
<td>10/7/15 A&amp;J Rental-Game Rental Entertainment 10/13/15</td>
<td>214.00</td>
<td>I0533314</td>
</tr>
<tr>
<td>10/15/15 DPR</td>
<td>Tippett, Kimi-Popcorn for Fall Festival</td>
<td>14.24</td>
<td></td>
</tr>
<tr>
<td>PCTXN00077786</td>
<td>9/15/15 Walmart-Gold Nugget Awards Program</td>
<td>59.88</td>
<td></td>
</tr>
<tr>
<td>10/15/15 DPR</td>
<td>Tippett, Kimi-Fall Festival Decorations/Supplies</td>
<td>211.80</td>
<td></td>
</tr>
<tr>
<td>10/22/15 DPR</td>
<td>Bassett, Lora-Fall Festival Supplies</td>
<td>32.47</td>
<td>I0534361</td>
</tr>
<tr>
<td>R66502259/P1607034/10713181</td>
<td>Staples-Fall Festival Supplies (Plates/Napkins)</td>
<td>71.27</td>
<td>0018126</td>
</tr>
<tr>
<td>9/29/15 DPR</td>
<td>DJ Lamb, Mike-DJ 10/13/15</td>
<td>250.00</td>
<td>I0533777</td>
</tr>
<tr>
<td>9/30/15 Contract</td>
<td>DJ Lamb, Mike-DJ 10/13/15</td>
<td>25.00</td>
<td>J1607719</td>
</tr>
<tr>
<td>9/24/15 DPR</td>
<td>Polkfun.com-Caricature Entertainment 10/13/15 Fall Festival 11:30-2:30</td>
<td>500.00</td>
<td>I0533315</td>
</tr>
<tr>
<td>PCTXN00080720</td>
<td>11/4/15 Walmart-Replacement Drinks for IMG</td>
<td>116.48</td>
<td></td>
</tr>
<tr>
<td>PCTXN00078398</td>
<td>9/21/15 Drops and Props-Backdrop</td>
<td>218.54</td>
<td></td>
</tr>
</tbody>
</table>

Grand Total: 6,237.47

Subtotal: 1,209.83
Subtotal: 5,027.64