UNC Charlotte Staff Council Meeting

December 10, 2014
9:00 am
Cone 112

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

**Representatives present:** Keisha Martin (Area 1), Lora Bassett (Area 2), Madeleine Perez (Area 3), Celeste Corpening (Area 4), Jerry Sellers (Area 5), Dave Frantzreb (Area 6), Julie Ann 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 (Area 15B), Nancy Queen (Area 16), Sherry Bruce (Area 17), Amanda Simpson (Area 18)

**Representatives absent with notice:** Robyn Flowers (Area 11)

**Representatives absent without notice:** Marcus Brown (Area 12B), Matt Messina (Area 14)

**Alternates present:** Tammy Allman (Area 5), Pam Erickson (Area 7), Bev Guessford (Area 8), Clyde Derberry (Area 11), Virgie Fewell (Area 12A), Dennis Kowalski (Area 15B), Joanne Kendrach (Area 17), Rachel Folds (Area 18)

**Guests present:** Chancellor, Dr. Philip Dubois

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

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

III. **Guest Speaker:** Dr. Philip Dubois

**Key Points:**

1. 2014 was a good year:

2. We are nearing the completion of UNC Charlotte’s 2011-2016 Institutional Plan. The Chief of Staff will be reassessing assumptions based on economic and regional growth, and political growth data as compiled by the Urban Institute. The Institutional Plan may be found on the Chancellor’s website. Charlotte is the second fastest growing city in the US. We are estimating our number of students to grow to around 28,000 next year.

3. There has been a large number of construction projects all over campus, please bear with us. Building construction will continue and will include two main buildings, Phase 13 near the Alumni House with around 400 new beds, and Levine Hall which is to be located near the circle at the main entrance. Other buildings will need to be re-evaluated for reconstruction such as the Cone Building and RDH.

4. There are several road projects planned which will include a 4-way signal near the Chancellor’s entrance (beginning Spring 2015), widening of Cameron Blvd, the light rail extension (completion date estimated for Summer 2017), as well as a four way stop on Phillips Road between the tennis courts and the baseball field. In the next 5-10 years you will see more controlled intersections with lights. We are moving away from traffic circles which are chaotic and not safe for pedestrians.
5. Parking rates will be reevaluated next year. It is anticipated that there will not be an increase in parking costs for the coming year, but that may change after next year if we need to add additional parking spaces.

6. The 2014-15 state budget provided an across-the-board salary increase effective July 1, 2014, for employees who are subject to the State Personnel Act. The salaries of all full-time permanent and probationary SPA employees, including those on time-limited appointments, were increased by $1,000 (pro-rated for park-time employees). Campus funds were used to match this salary increase for all EPA employees. The goal is to have all SPA employees at market rates.

Questions directed to Chancellor Dubois:

1. (Q) Is there a possibility of rating parking fees based upon the number of hours an employee works or consider designated spaces? (A) There does need to be a balance and you can check on how it is to be administered. As for designated spaces, models were used to predict the number of spaces we need in a day. Many employees come and go throughout the day. Designated spots could tie up too many which isn’t a good use of all the spaces. You can make a request.

2. (Q) In reference to the remaining 17% of SPA employees, will there be a process where their increase will be reviewed. (A) We were at 83% until the state made adjustments to the market. EPA employees are based on performance and salary adjustments are funded by campus funds which are market driven. The 17% of SPA employees who were not at market remained there because they were at the market rate at the time or were where they needed to be based on performance or experience.

3. (Q) Inquiry was made about overtime pay and how it is determined whether it should be compensated with pay or comp time. It was stated that some employees feel it would be best to get paid for their time during inclement weather, etc. due to the danger and that most would prefer to be paid overtime and not with comp time. Their minimum hours for a service call are 2. (A) The answer to this question needed to be researched. This is the response received on December 12 at 12:06: “This is a complicated matter. State and university policy both state that compensatory time is the preferred option. When employees are brought on board through HR as a new employee, they sign a Pre-Employment Agreement Regarding Overtime Compensation. This document states that it is the policy of NC to give compensation for overtime in the form of compensatory time off, rather than in monetary compensation, whenever possible. It goes on to say that, in the end, the decision to either give compensatory time off or monetary compensation is a decision to be made by management, and is not the employee’s choice. However, by state policy (and this is guided by federal policy requirements), compensatory time must be paid as overtime pay when: (a) the amount exceeds 240 hours accumulated and/or (b) when the amount (regardless of the amount) exceeds twelve months from when earned. Since the needs of different campus units vary, we have permitted units to set different rules. Apparently, 80 hours is the Housing rule, but it could have been as high as 240. There is also a policy that states when an employee is called back; they are paid a minimum of 2 hours.”

4. (Q) Please clarify the Inclement Weather Policy. (A) This would be best coming from Gary Stinnett. We do not want to close the campus unless it is absolutely necessary. Communication templates are to be used to notify employees. (Note: An email was sent from Gary Stinnett on Monday, December 12 at 10:26 referencing the “Adverse Weather and Emergency Closing Policy.”)

5. (Q) What is the outlook for facilities and maintenance to be paid by outsourcing? (A) Facility Maintenance charges for specific services. The amount of staff needed depends upon activity on campus. The Renovation Shop’s work orders generate funding to hire non-tradesmen rather than tradesman positions. He is skeptical of the outsourcing.

6. (Q) Can an elevated crosswalk be considered on Hwy 29 with the light rail and can shelter be installed for students riding CATS at the Duke and Bioinformatics Buildings? (A) We may see a bridge from the platform for the Light Rail. Shelters can be worked on.

7. (Q) In February, the NC Board of Governors will be meeting on campus. It has been rumored that State legislatures may reduce our budgets before the end of the fiscal year to help reduce the states’ budget deficit. One cut could be for nonacademic activities. How could that affect staff and what are the plans? (A) First, within the budget, enrollment increase money can be used to compensate for a budget shortfall. Second, the Board of Governors has viewed nonacademic programs throughout the universities that are excessive for budget cuts. No UNC Charlotte programs are being reviewed and are all currently considered to be in good standing.
8. (Q) Some departments are rushing to spend their budgets by March. Is this necessary? (A) Generally speaking, the university is only allowed to spend money to June 30. Only 2.5% of our appropriation can be carried over. If you have money left, it expires and some departments are taking this issue into consideration and taking action beforehand. The state has come to us in previous years to receive money due to budget shortfalls. Should this happen, it could put us in a difficult position. The Board of Governors would like to raise the appropriation carryover to 5% but hasn’t been successful.

9. (Q) The campus has grown considerably and a Welcome or Information Center would be beneficial to visitors. Has this been considered? – K. Tippett (A) On the Master Plan a center is indicated across from the Robinson Hall or in the RDH building. The old credit building would be a good location; however, the land is zoned to be a financial establishment.

10. (Q) Are there plans on engaging more community involvement with the elderly? (A) We have to take into consideration the budget and costs in planning events or activities; however, anyone can come to volunteer with the university.

In closing, Dr. Dubois thanked everyone for their services and gave his wishes for us to have a happy holiday season.

IV. Approval of Minutes

The minutes from November 12, 2014 were reviewed and a motion was made by Julie Howell and seconded by Nancy Queen to approve. A vote was taken and the minutes were unanimously approved.

V. Treasurer’s Report: Kimi Tippett, Treasurer

1. 12-01-2014 State Financial Statement
2. 12-01-2014 Discretionary Financial Statement

Budget amounts are being transferred over in increments. Needed items requested included:

- Table throws (2 each)
- Table tent
- Brochures
- Banner
- Padfolios (6 in inventory)
- NEO swag items

VI. President’s Report: Jim Kay

- Strongly recommends each representative nominate at least 2 staff employees for the Golden Nugget Award. The nominee will be given a Golden Nugget Certificate and a bag of “nuggets”, chocolate candy.

- Established sub-committees with representatives on the following committees:

  - Staff Emeritus:
    - Ronnie Bell
    - Clyde Derberry
    - Virgie Fewell
    - Debbie Roseman
    - Penny Stevens

  - Past Presidents:
    - Tammy Allman
    - Celeste Corpening
    - Cindy Edwards
    - Madeline Perez
    - Amanda Simpson
Council of Councils:
  ▪ Tammy Allman
  ▪ Dave Frantzreb
  ▪ Frank Hogan
  ▪ Julie Howell
  ▪ Joanne Kendrach
  ▪ Amanda Simpson

VII. New Business:
  • Jim Kay suggested extending the Chili Cook-off Contest to include chowders. A vote was taken by a show of hands and was passed unanimously.
  • Jim Kay suggests the council restructure third shift’s representation to include a representative and alternate for their specific division. This will be discussed during the January 2015 meeting.
  • Penny Stevens announced that the annual golf tournament will be held April 2, 2015 in Greenville, NC.

VIII. Adjournment

Respectfully submitted,
Debbie Roseman, Secretary
January 7, 2015
# UNC Charlotte Staff Council
## Financial Statement
### (as of 12/1/14)
#### 117561 State Fund

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<th>ACCOUNT TITLE</th>
<th>Budget</th>
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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
- 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 (ENC) | 189.44

#### 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

**1,641.69**

### TOTAL BUDGET

**4,000.00**

### TOTAL EXPENSES

**-1,641.69**
| Remaining Balance | 2,358.31 |
# UNC Charlotte Staff Council
## Financial Statement
### (as of 12/1/14)
#### 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** 4,869.37

### EXPENSES:
**Contracted Services-922150**
- Chartwells-Retreat (7/14/14) 196.08
- Chartwells-Fall Festival 2014 (10/10/14) 3,139.00

**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

**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**
### 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

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<td>Derberry, Clyde-Fall Festival Entertainment (10/29/14)</td>
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<tr>
<td>Jerrod Polk-Polkfun.com-Fall Festival Artist (11/12/14)</td>
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**TOTAL EXPENSES** 6,527.39

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