UNC Charlotte Staff Council Meeting

December 11, 2013
9:00 am
Cone 210

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

Representatives present: Keisha Martin (Area 1), Celeste Corpening (Area 4), Jerry Sellers (Area 5), Micki Crowder (Area 7), Ron Greer (Area 9), Shawn Smith (Area 10), Katherine Humphries (Area 12A), Marcus Brown (Area 12B), Frank Hogan (Area 13), Sarah Hebbard (Area 14), Ronnie Bell (Area 15A), Nancy Queen (Area 16), Sherry Bruce (Area 17), Jessica Barton (Area 18)

Representatives absent with notice: Penny Stevens (Vice President), Lora Bassett (Area 2), Suzanne Penninger (Area 3), Dave Frantzreb (Area 6), Debbie Roseman (Area 8), Robyn Flowers (Area 11)

Representatives absent without notice: None

Alternates present: Tammy Allman (Area 5), Cindy Edwards (Area 10), Virgie Fewell (Area 12A)

Guests present: Pam Erickson

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

II. Moment of Silence, Jim Kay, President

III. Guest Speakers

American Red Cross, Laurie Roper & Liza Barrett

The 5th Annual 49ers4Life event will be held on January 21, 2014. Last year, the ARC collected 887 pints of blood which equals 2700 lives saved. The goal for this year is 1000 pints which would save 3000 lives. A special hour has been set aside just for faculty & staff (8:00-9:00am). During this hour, there are 100-150 slots for faculty & staff to use for donating blood. Or if faculty/staff members can’t donate during that time frame, whatever time they are able to go, they should mention that they need a ‘fast pass’ and that will get them pushed to the front of the line so they can get in and out quickly. All donors will get a free t-shirt and a pint of ice cream. Food donations from area restaurants will also be available.

Some important facts about donating blood:
- You must wait at least 56 days between blood donations.
- You must wait at least 7 days between platelet donations.
- Donors should eat iron-rich foods for two weeks prior to their donation. Alternatively, donors can take iron supplements.
- On the day of your donation, keep your hands warm. When the ARC folks check your iron to see if you are eligible to donate, it is important that your hands be warm. But do not rub your hands together to keep them warm – if you do that, you lose nutrients from your finger tips from the friction which causes your iron count to register lower than it truly is. To keep your hands warm, sit on them, wear gloves, or put them between your legs.

IV. Treasurer’s Report, Kimi Tippett, Treasurer
See attachments:
117561 Financial Statement as of 12-1-13
139234 Financial Statement as of 12-1-13

V. Approval of Meeting Minutes, Shannon Homesley, Secretary

The minutes from the November meeting were reviewed. Some amendments to the minutes were requested regarding the attendees list. A motion to approve the minutes as amended was made by Sherry Bruce and seconded by Ron Greer. The motion was unanimously approved.

VI. President’s Report, Jim Kay, President

Jim Kay addressed the group regarding the following matters:

- Flyers for the Staff Council/Police & Public Safety joint initiative re: Holiday Safety have been distributed.
- Jim attended the recent Board of Trustees meeting and spoke to the trustees regarding our survey results.
- A Parking Subcommittee to be headed by Dave Frantzreb was discussed. A motion to create the Parking Subcommittee was made by Kimi Tippett and seconded by Ronnie Bell. The creation of the committee was unanimously approved. We will try to get Police & Public Safety (PPS) and Parking & Transportation Services (PATS) representatives to join the committee.
- HR Learning & Development staff informed us that we should try to give out a freebie to every attendee at New Employee Orientation (NEO) events rather than just giving out a few items based on trivia questions. So we will be ordering more items to give out as freebies at NEO.
- The creation of a Budget Committee was discussed, the purpose of which would be to create a more detailed, specific budget for the Council. A motion was made by Shannon Homesley and seconded by Nancy Queen to create this subcommittee. The creation of the committee was unanimously approved.
- Bylaws edits were tentatively scheduled to be completed by January, but it may be February.
- Elizabeth Mace, Webmaster, resigned from her position with Staff Council.
- Jim is advocating having UNC Charlotte be a host location for a future Staff Assembly golf tournament. Currently, the tournament is held at NC State each year, but they are looking to have it be held/hosted by a different UNC system school each year.
- Jim has had a discussion with Eddy Souffrant regarding a Faculty/Staff Chili Cook-Off competition.
- Two new tax initiatives are taking place effective 1/1/14. First, meal plans (i.e. monies on your 49er Card) will no longer be tax free when used to purchase food. Second, all employees must submit a new NC-4 tax form by December 20, 2013.
- Jim brought up the idea of creating a Council newsletter, but the majority of the Council members in attendance at this meeting did not support the idea.
- Shawn Smith provided a brief crime report. The larceny of electronics is still the biggest issue on campus.
- The topic of child care on campus was brought up in the recent Board of Trustees meeting. As Jim receives more information about this potential initiative, he will share it with the Council.

VII. Adjournment

A motion was made by Shawn Smith and seconded by Nancy Queen to adjourn the meeting.

Respectfully submitted,
Shannon Homesley, Secretary
December 10, 2013
## UNC Charlotte Staff Council
### Financial Statement
(as of 12/1/13)
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>1,000.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Annual Fund Transfer</td>
<td>0.00</td>
<td>0.00</td>
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### TOTAL REVENUES

<table>
<thead>
<tr>
<th>EXPENSES:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing-928170</td>
<td></td>
</tr>
<tr>
<td>Repros-Safety Posters (ENC)</td>
<td>30.00</td>
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<tr>
<td>Office Supplies-931100</td>
<td></td>
</tr>
<tr>
<td>Receiving &amp; Stores-Name Badges for Executive Staff (8/15/13)</td>
<td>72.55</td>
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<tr>
<td>Staples-Name Badges for Area Reps &amp; Alternates (10/11/13)</td>
<td>139.28</td>
</tr>
<tr>
<td>Other Current Services-950150</td>
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</tr>
<tr>
<td>Mountain Island-Plaque for Mariam Beane (ENC)</td>
<td>45.00</td>
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<tr>
<td>Other Current Services-951760</td>
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</tr>
<tr>
<td>Oriental Trading-Swag Items for Fall Festival (11/8/13)</td>
<td>196.27</td>
</tr>
<tr>
<td>Mountain Island-T Shirts for SC Members (10/11/13)</td>
<td>100.15</td>
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### TOTAL EXPENSES

| TOTAL EXPENSES | 583.25 |

| TOTAL BUDGET  | 1,000.00 |
| TOTAL EXPENSES | -583.25 |

| Last Months Ending Balance | 491.75 |
| Remaining Balance          | 416.75 |
## UNC Charlotte Staff Council
### Financial Statement
(as of 12/1/13)

**139234 Discretionary Fund**

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<td>Annual Fund Transfer</td>
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### REVENUES:

- **Non Mandatory Inter Transfer-808400**
  - HR Resources AVC/Staff Appreciation Institutional Support (10/16/13) | 500.00

**TOTAL REVENUES** | 3,500.00

### 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

**TOTAL EXPENSES** | 2,237.65

| BEGINNING BALANCE | 3,500.00 |
| TOTAL EXPENSES     | -2,237.65 |

**Last Months Ending Balance** | 1,510.18
**Remaining Balance** | 1,262.35