UNC Charlotte Staff Council Meeting
Minutes of 2015-2016 Retreat

July 9, 2015
9:00 am
Harris Alumni House

**Officers present:** Jim Kay (Chair), Penny Stevens (Vice Chair), Kimi Tippett (Treasurer), Julie Ann Howell (Secretary)

**Officers absent with notice:** Jessica Barton (Communications Officer)

**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), Cindy Edwards (Area 10), Katherine Humphries (Area 12), Ronnie Bell (Area 15A), Nancy Queen (Area 16), Sherry Bruce (Area 17), Amanda Simpson (Area 18)

**Representatives absent with notice:** Debbie Roseman (Area 8), Ron Greer (Area 9), Clyde Derberry (Area 11)

**Representatives absent without notice:** Sharon Reichard (Area 3), Heather Vernier (Area 13), Matt Mesina (Area 14), Dwight Nealey (Area 15B)

**Alternates present:** Joanne Kendrach (Area 1), Tammy Allman (Area 5), Pam Erickson (Area 7), Bev Guessford (Area 8), Jerry Lecomte (Area 10), Jennah Bennett (Area 11), Virgie Fewell (Area 12A), Frank Hogan (Area 13), Derrick Massey (Area 15A), Denise Bradley-Fluellen (Area 16), Debby Watts (Area 17), Rachel Folds (Area 18)

**Guests present:** Madeleine Perez (Area 3)

**Special Guests present:** Dr. Art Jackson (Vice Chancellor for Student Affairs), Philip Jones (Associate Vice Chancellor for Facilities), Jim Hoppa (Associate Vice Chancellor-Student Union, Activities & Recreation, and Staff Council Past President), Barbara Greene (Staff Council Past President), Margo Greene (Staff Council Past President), Jeane Madorine (Staff Council Past President), Ira Myers (Staff Council Past President), and Angela Williams (Staff Council Past President)

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

II. Moment of Silence, Jim Kay, Chair

III. Approval of Meeting Minutes

Meeting minutes from the June 2015 meeting were not available for approval.

IV. Officers’ reports:

The Year in Review (2014-2015), Jim Kay, Chair

- By-laws and Constitution were updated.
- Initiated a Staff Council budget for the first time.
- Fall Festival set a new attendance record with 653 staff members participating. Anticipate ~1000 in the future.
- Initiated the Golden Nugget Award: distributed 137 awards, anticipate ~300 in a year, encourage folks to recognize fellow staff, and 30 recipients were awarded in June.
- Anticipate the Staff Council to be fully funded for 2015-2016. Requested a slight increase in funding. Awaiting final approval from Chancellor’s Office.
- At State level we were well represented at the Annual Golf Tournament. The Janet B. Royster Memorial Scholarship Fund is fully vested. Deadline for spring candidates is in October.
• Staff Emeritus Award was submitted for review by the Chancellor’s Cabinet and Board of Trustees and is awaiting approval.
• Summer Community Safety Awareness Event introduced as an annual event.

Miscellaneous
• Jim to speak with Facilities Management in October to get more involvement.
• A new Third Shift Area Representative needs to be designated. Third Shift Area Representative has always been designated through Facilities Management. Realignment of Facilities Management no longer has a third shift Area Representative available. Jim suggests consideration for a Third Shift campus wide Area Representative. Vote is needed and motion to be tabled in New Business 2015-2016.

Presentation of Outgoing Council Members, Penny Stevens, Vice Chair and Kimi Tippett, Treasurer
• Presentation of Outgoing Council Members presented by Penny Stevens and Kimi Tippett to: Frank Stewart, Debbie Roseman, Madeleine Perez, Leslie Robinson, Frank Hogan, and Robyn Flowers.

Motion to close 2014-2015 Council moved by Ronnie Bell and seconded by Madeleine Perez. Motion carried.

V. Call to Order – Open 2015-2016 Council, Jim Kay, Chair

VI. Moment of Silence, Jim Kay, Chair

VII. Swearing in of New Officers and Roll Call of Representatives, Penny Stevens, Vice Chair
• Julie Ann Howell was sworn in as Secretary.
• Roll call of 2015-2016 Area Representatives taken and new members welcomed.

VIII. Council Expectations, Communications, and Committee Duties, Penny Stevens and Celeste Corpening
• One of Council expectations is serving on committees. There are four standing committees: Operational Support, Education and Events, Staff Relations, and Current Issues. Education and Events has several sub-committees such as: Homecoming, Fall Festival, Staff Recognition Week.
• Penny and Celeste explained each committee. Sign-up sheets were passed around the results are as follows:
  Operational Support: Celeste Corpening and Kimi Tippett  
  Education and Events: Penny Stevens, Pam Erickson, Jennah Bennett, Joanne Kendrach, Frank Hogan, Tammy Allman, Jerry Sellers, Nancy Queen, Virgie Fewell, Katherine Humphries, Jerry Lecomte, Bev Guessford, Lora Bassett(maybe), Celeste Corpening, and Kimi Tippett  
  Staff Relations: Nancy Queen, Keisha Martin, Cindy Edwards, Sherry Bruce, and Debby Watts  
  Current Affairs: Joanne Kendrach, Sherry Bruce, Tammy Allman, Katherine Humphries, Dave Frantzreb, Ronnie Bell, Derrick Massey, Keisha Martin, Rachel Folds, and Amanda Simpson
• Celeste stated we are looking to expand the Education Committee which currently the Community Safety Awareness Event falls under.
• Jim encouraged Area Representatives to communicate with the areas they represent. Try to limit emails as much as possible. Develop a listserv for each area. Dave recommended creating an EXCEL spreadsheet and blind copy by copy & pasting list from spreadsheet. Jim requested Dave to send out instructions. Nancy suggested creating a group in Gmail.
• Pam asked if a chair was assigned to each event. Celeste to check with Executive Council about making each event assigned a chair.
• Staff Council may possibly be partnering with the Multi-Cultural Resource Center for events.

IV. New Business:

      Summer Safety Initiative, Lora Bassett and Jim Lecomte
• Lora reported during the event there will be booths on safety, snow cones and popcorn served, games about safety with prizes.
• Event to be rescheduled for July 29 either at Cone Plaza or the breezeway at Colvard.
• Jerry stressed to let the Police Department if you see any issues especially with the construction going on around campus to ensure folks are safe.
• Jerry reported LiveSafe was deployed in June and a 1000+ have already downloaded the software. Pam suggested mentioning the program at Student Convocation and Staff/Faculty Convocation in August.
• Lora said there are future plans to make some safety videos.
Chancellor’s Cup Golf Tournament, Jim Kay, Chair
- Jim is stepping down as chair and a new chair needs to represent UNC Charlotte.
- $1500 was included in Staff Council budget to sponsor a hole and be a tee sponsor.
- Jim proposes to formulate a committee to organize this event which would entail donations from local businesses and different groups for swag items. And also to raise money to sponsor the team.
- Motion to create a Chancellor’s Cup Golf Tournament Committee was moved by Sherry Bruce and seconded by Frank Hogan. Motion carried.
- A sign-up sheet to serve on the committee was passed around and the results are as follows: Sherry Bruce, Joanne Kendrach, Frank Hogan, Penny Stevens, Tammy Allman, Nancy Queen, Derrick Massey, Ronnie Bell, Kimi Tippett, Lora Bassett, Bev Guessford, and Debby Watts.

Office Decorating Contest, Celeste Corpening
- Events committee agreed to participate in Homecoming which is October 18-24.
- Deadline to register for the contest is October 16 and judging will take place October 19. There will be a first, second, and third place winner with the top winner receiving a plaque. Other winners will receive prizes yet to be determined.
- Partnering with Student Organizations and a representative will speak at August meeting.

Fall Festival, Celeste Corpening
- Jim asked committee to convene prior to next meeting and have charity organizations submitted and entertainment selected.
- Event tentatively scheduled for Tuesday, October 13.
- BBQ will be served and set-up will be different to make flow better. Games are: flip-a-chick, bingo, dunking booth, cake walk, speed basketball, and bean bag toss. DJ is secured for entertainment but still looking for a band to play outside. Contests will consist of: scavenger hunt, photography (people, animal, and landscape), and pumpkin painting or carving.
- Request for a charity to be submitted.

Motion to break for lunch moved by Ronnie Bell and seconded by Nancy Queen. Motion carried.

X. Past Presidents Lunch, Jim Kay, Chair
- Welcome remarks about commitment and acknowledgements were given by Jim. Special guests were recognized.
- Presentation of certificates and gifts were presented by Penney Stevens to Staff Council Past Presidents: Barbara Greene, Margo Gross, Jim Hoppa, Charlie Krouse (not present), Jeanne Madorine, Ira Myers, and Angela Williams.
- Penny presented to Staff Council and Past Presidents a Staff Council Presidents Plaque to be hung in Cato Hall.

XI. Golden Nugget Award, Penny Stevens, Vice Chair
- The Staff Council received 35 Golden Nugget nominations for the month of June. Certificates were distributed to the appropriate representatives for distribution to their areas.

XII. Staff Assembly Update, Penny Stevens, Vice Chair
- Staff Assembly scheduled to meet in Asheville August 3rd and 4th.
- A meeting in April with Human Resources resulted in collaborative discussions on various subjects.
- Attended the meeting in June at the Harris Alumni House regarding the search for a new UNC President.
- Proclamation submitted to Board of Governors from Staff Assembly in support of President Tom Ross.
- Penny has available the survey results regarding the attributes of what we are looking for in a new UNC President.

XIII. Adjournment
- The meeting was adjourned at 1:40 PM.

Julie Ann Howell                    August 6, 2015
Secretary                        Date of approval
UNC Charlotte Staff Council
# UNC Charlotte Staff Council
## Financial Statement
### (as of 8/1/15)
#### 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>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>4,000.00</td>
<td></td>
</tr>
<tr>
<td>EXPENSES:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Postage-928040</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mail Services-Postage for Past Presidents Recognition 7/8/15 (7/15/15)</td>
<td>29.40</td>
<td>29.40</td>
</tr>
<tr>
<td>Office Supplies-931100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staples-Office Supplies for Gold Nugget Program/Summer Safety Event (7/22/15)</td>
<td>112.76</td>
<td>112.76</td>
</tr>
<tr>
<td>Employee Gifts &amp; Awards-950150</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recognition Plus-Past Presidents Plaque (7/22/15)</td>
<td>469.45</td>
<td>469.45</td>
</tr>
<tr>
<td>Staples-Summer Safety Event Prizes (7/22/15)</td>
<td>42.35</td>
<td>42.35</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>653.96</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL BUDGET</strong></td>
<td>4,000.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>-653.96</td>
<td></td>
</tr>
<tr>
<td>Remaining Balance</td>
<td>3,346.04</td>
<td></td>
</tr>
</tbody>
</table>
## UNC Charlotte Staff Council
### Financial Statement
(as of 8/1/15)
139234 Contingency 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>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Non Mandatory Inter Transfer-808400</td>
<td></td>
<td>2,500.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT TITLE</th>
<th>Budget</th>
<th>Year to date</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL REVENUES</td>
<td>2,500.00</td>
<td></td>
</tr>
</tbody>
</table>

### EXPENSES:

#### Contracted Services-922150
- Chartwells-6/10/15 Meeting (ENC) | 80.01 |
- Chartwells-Retreat Breakfast 7/8/15 (7/22/15) | 90.38 |
- Chartwells-Retreat Lunch 7/8/15 (7/22/15) | 610.74 |

#### 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 (ENC) | 14.00 |
- Mountain Island-Polo Shirts (ENC) | 35.74 |

#### Food Supplies (Consumption)-930200
- Einstein Bagels-Retreat Breakfast 7/8/15 (ENC) | 31.12 |
- Staples-Saf-T-Pops for Summer Safety Event (7/22/15) | 10.27 |

#### Office Supplies-931100
- Staples-Office Supplies Summer Event/Golden Nugget Program (ENC) | 282.28 |

#### Non Educational Misc Supplies-932300
- Amazon.com-Tax Refund (7/30/15) | -4.93 |

#### Other Current Services-951760
- Mountain Island-SC Shirts (ENC) | 49.05 |
- Juice That Brand-Bean Bags for Fall Festival (ENC) | 50.00 |

#### TOTAL EXPENSES
- 1,268.26

| BEGINNING BALANCE | 2,500.00 |
| TOTAL EXPENSES | -1,268.26 |
| Remaining Balance | 1,231.74 |