UNC CHARLOTTE STAFF COUNCIL
Meeting Minutes
September 14, 2011 – 9:00 a.m.

The Staff Council meeting was held in Reese 524.

**Officers present:** Angela Gay (President), Cindy Edwards (Vice President), Penny Stevens (Secretary), Karen Haar (Treasurer), Elizabeth Mace (Web Master)

**Representatives present:** Kathy Whaley (Area 1), Juanita Fitts (Area 2), Lolita Rowe (Area 3), Celeste Corpening (Area 4), Liz Bowling (Area 5), Patrick Jones (Area 6), Cynthia Stasiewski (Area 7), Beverly Guessford (Area 8), Shannon Homesley (Area 9), Robyn Flowers (Area 10), Katherine Humphries (Area 12B), Rocco Germani (Area 15A), Yvonne Billings (Area 16)

**Representatives absent with notice:** Marcia Henderson (Area 11)

**Representatives absent without notice:** Frank Hogan (Area 13), Ronnie Bell (Area 15B)

**Alternates present:** Rob Sewell (Area 5); Lora Bassett (Area 2)

**Guests present:** Ari Harris, Ronald McDonald House; Jena Westbrook, Ronald McDonald House; Sean Langley, Dean of Students, Volunteer Services; Chief Jeff Baker, Police & Public Safety; Officer Sean Smith, Police & Public Safety; Margo Gross, Past Chair; Stephanie Burns, Conferences, Reservations, and Event Services

- **Call to Order & Welcome**, Angela Gay, President
- **Approval of Minutes**
  - Minutes for the August 10, 2011 Staff Council meeting were approved by majority vote.
- **Guest Speakers**
  - **Community Policing Report**, Chief Jeff Baker, Police & Public Safety
    - There has been a steady decrease in crime on campus; however, larcenies from buildings are still steady. In most cases this has been the result of individuals leaving materials unattended and in plain sight. Some of the main items that have been taken are phones, iPads, and laptops. Also students’ leaving book bags unattended. Campus Police would like to remind you to secure your property.
    - There have been 14 incidents of larceny from vehicles on campus in comparison to the 140 incidents reported from the CMPD University division.
    - Campus police have been tasked with monitoring smokers on campus. This monitoring includes campus rules about smoking and ensuring that smokers are utilizing the proper smoking areas.
    - Police are dealing with the safety issues of skate boarders on campus as best as they can presently.
    - There were several questions regarding lighting on campus. Campus Police will work with the appropriate departments to address the areas with poor or no lighting.
  - **OrgSync/Relay for Life**, Sean Langley, Dean of Students

http://www.stafforg.uncc.edu/
- OrgSync software presentation to promote a partnership with Staff Council.
- There are many volunteer initiatives for staff council to get involved with such as Habitat for Humanity, Student Organizations, and School lunch buddy programs.
- Food recycling is a popular program where prepared food is taken to local homeless shelters.
- Website: https://orgsync.com/login  Email: Volservices@uncc.edu
- Relay for Life 2012 is underway. UNCC Relay raised $38,000 last year. This event will be April 14, 2012, if you’re interested in volunteering or participating in the 2012 Relay for Life http://www.unccrelay.org/

- **Ronald McDonald House**, Ari Harris & Jena Westbrook
  - Ronald McDonald House provides a home away from home that is safe, comfortable and caring for families of children receiving treatment in area medical facilities.
  - The work of the center is to foster and establish a sense of community for especially its residents, but also its volunteers.
  - Ronald McDonald House uses approximately 6,500 volunteers a year to support its facility and community efforts.
  - Volunteers are needed to assist with cooking, cleaning and setup at the house. They make breakfast, lunch, and dinner as well as run activities for the residents.
  - Volunteers are encouraged to come in and take a tour any day of the week.
  - Cooking meals for Ronald McDonald House is usually prepared for 50-60 people.
  - Ronald McDonald House operates 24 hours a day 365 days a year supporting families who need compassionate assistance. For more information please visit www.rmhofcharlotte.org.

- **Staff Assembly Update**, Margo Gross
  - Newsletter will be coming soon. Look for it in your email within the next week.
  - Erskine B. Bowles Staff Service Award Nominations will end on Oct. 1, please continues to send in nominations.
  - Janet B. Royster Scholarship is well on the way. Committee has been meeting and the criteria have been written and working on payroll deduction information. More information to come in October.
  - Staff Assembly will meet October 17 (Executive Committee and Chairs) and October 18 in Chapel Hill. President Ross will address the Staff Assembly in person to lay out his direction and Chuck Brink, UNC –Chapel Hill will be sworn in as Chairman.
  - Asking all Chairs to submit information regarding budget cuts on individual campuses ASAP so that it can be reported to Anita Watkins and Charlie Peruse.
  - Board of Governors (BOG) Meeting Highlights:
    - President Ross gave the direction of GA: they are concentrating on Faculty Retention and workload as well as changes in the Academic Standards. Doing studies on how many faculty were Rif’ed and classroom sizes. There wasn’t an emphasis on staff.
    - Kimry Rhinehardt gave an update on NC Serves and our partnership with the military, BOG voted to allow the PE requirement be waived for active military, and vets coming into our schools, also that their courses be credited.
    - Charlie Peruse gave an update on the 2011-12 Budget Reductions, asked the HR departments to gather information on how many positions were eliminated and the cuts, and how many positions were moved to other funding sources.
    - October 6-7 in Greensboro: President Ross will be inaugurated at NC A&T and BOG will be held at UNC G on Friday. All campus chairs have been invited to attend and be in the processional and to attend the reception afterwards. I will be bringing greetings from the Staff Assembly.
Treasurer’s Report  Karen Haar

Budget Council Meeting Report – None (No meetings have taken place since our last Staff Council meeting).

Fund 117561- Beginning Balance $1,000  Expenses 0  Current Balance $1,000

Fund 139234- Beginning Balance $4,668.13  Fund Transfer Allocation 2,500.00  7,163.13

Expenses
Carolinias Ready Mixed Concrete $150.00  McAlister’s Deli $200.00  Van Charge for Retreat 70.00
Current Balance $6,743.13

Outstanding-
Pinnacle Amusements $527.00  Staff Council Shirts $301.35
Total: $6,441.7

President’s Report, Angela Gay

- Vice President – Attended and spoke during the August 16th Convocation. The Chancellor’s speech is available on the web on the administration website. [http://administration.uncc.edu/2011-university-convocation](http://administration.uncc.edu/2011-university-convocation).
- Staff Assembly Chairs Meeting – Teleconference.
- Appointed Shannon Homesley as committee chair for the Orphan’s Heart Diaper Drive.
- Attended Chancellor Reception – Welcoming new Faculty & Staff.
- Attended Staff Relations Committee Meeting.
- Attended Operations Committee Meeting.
- Met with Webmaster regarding initiatives for the year.
- Reminder: October 6, 2011 is President Ross’ Inauguration taking place at NC A&T University at 10am. It will be streamed online. A link will be sent out to the campus.

Website Updates, Elizabeth Mace/Patrick Jones

- New logo has been uploaded to the website [http://stafforg.uncc.edu/](http://stafforg.uncc.edu/)
- New website is up and running

OLD BUSINESS:

Committee Reports

- Education & Events Committee
  - School Tools Drive, Angela Gay
    - The Annual School Tools Drive partnership with University Advancement was very successful. We would like to thank all who donated school tools. A total count of 3,754 individually wrapped and pre-packaged items were donated for the School Tools campaign. The value of donated goods totaled, $2,443.60. For a more comprehensive look at what was donated, please visit the Staff Council website.
- **Orphan’s Heart Diaper Drive**, Shannon Homesley
  - The diaper drive will take place October 17th - November 4, 2011
  - For additional information on Orphan’s Heart, please read the August meeting minutes and/or visit [http://orphansheart.org](http://orphansheart.org)

- **Fall Festival**, Lora Bassett
  - Volunteers are needed to assist during the Fall Festival. If you are interested in volunteering for 30 minutes or more, please contact Lora Bassett.
  - We have 7 to 8 games, vendors and even a dance contest

❖ **Logo & Print Materials**
- Via electronic vote a new logo for the UNC Charlotte Staff Council was approved and will be featured on all new/updated publications of the Staff Council. The logo is shown as follows:

![Staff Council Logo](image)

- Staff Council brochures have been printed and will be disseminated at all Staff Council events and New Employee Orientations.

❖ **Staff Assembly Alternate**
- Shannon Homesley was elected alternate for the UNC Staff Assembly.

**NEW BUSINESS**

❖ **Committee Reports:**
- **Operational Support Committee**, Angela Gay
  - After reviewing new and various ways of marketing Staff Council the Operational Support Committee will be working with the Webmaster to review the institution of social media such as Facebook and Twitter. These social media sites will assist the Staff Council in reaching its constituents in innovative ways.
    - With the institution of social media it was recommended and motioned that a committee for Marketing and Technology be formed for the support of the online and print communications of the Staff Council. The motion was carried and the vote in approval was unanimous.
  - It was moved that the dates of elections be modified by the Operational Support Committee to move the nominations and election period to the end of April. The motion was carried and the vote in approval was unanimous

- **Staff Relations**, Kathy Whaley
  - The Staff Relations Committee met on September 7, 2011 and discussed adopting the following Staff Relations Mission Statement:
    - To serve as a voice for University employees by acknowledging, with discretion, their issues and concerns. To seek avenues to address and investigate the University environment, and to educate those affected by departmental policies and procedures.
  - Suggested Staff Relations Committee initiatives include the following:
    - Marketing Staff Council
    - Monthly Staff Council Area Representative Spotlight
    - Staff Council Forum
    - Staff Council On-the-Move
    - Revamping the Suggestion/Comment Box program

❖ **Community Service Initiatives**
- University Humanitarian Spotlight
- Staff Council Day of Service
• Hot Topics – Issues to be addressed as they come up
  • Budget
  • Legislative Initiatives
  • Diversity

• It was also suggested that staff council members could benefit from attending the conflict resolution training offered as area representatives may be faced with situations where the training would be useful.

❖ 2012 Employee Holiday Schedule, Angela Gay
  o Review of the purposed Holiday schedule for 2012
  o For many years, “Winter Break” has been recognized as a package of days for Christmas, New Years, and three other paid state holidays (Veteran’s Day, Good Friday, and Memorial Day). Whereas those three holidays may be observed at other state agencies, UNC Charlotte remains open so that they are packaged with the Winter Holidays to recognize the Winter Break schedule.
  o Therefore, the number of paid holidays varies between 11 and 12 depending on which day of the week Christmas falls. The proposed schedule below details follows the same guidelines as described above and that of which was followed during past years.

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
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<tbody>
<tr>
<td>New Year’s</td>
<td>Jan 2 (Monday)</td>
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<tr>
<td>MLK</td>
<td>Jan 16 (Monday)</td>
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<tr>
<td>Good Friday</td>
<td>used during Winter Break</td>
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<tr>
<td>Memorial Day</td>
<td>used during Winter Break</td>
</tr>
<tr>
<td>Independence Day</td>
<td>July 4 (Wednesday)</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Sep 3 (Monday)</td>
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<tr>
<td>Veterans Day</td>
<td>used during Winter Break</td>
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<tr>
<td>Thanksgiving</td>
<td>Nov 22-23 (Thursday/Friday)</td>
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<tr>
<td>Winter Holiday</td>
<td>Dec 24-31 (Monday - Monday)</td>
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Addendum: By electronic vote Staff Council votes in favor of the proposed Holiday Schedule. All comments and concerns regarding the Holiday schedule will be sent to HR Director Gary Stinnett. Please email Angela Gay (acgay@uncc.edu) if you have recommendations on the proposed schedule for holidays.

❖ Susan G. Komen Race For the Cure, Margo Gross
  o The race is October 1, 2011
  o UNC Charlotte team, Niners 4 the Cure, will meet at Team Village, which is on the corner of Graham St. and Martin Luther King Blvd.
  o The Run begins at 7:15 am, Walkers at 7:50 am, at 8:30 am 1 mile run and Team Awards at 9:30 am

Campus Additional Information
  o Prudential Representative on Campus
    ▪ Kristin Wilkie, Prudential on campus to discuss Prudential NC 401 (k) and Deferred Compensation Plans. Kristin may be contacted independently to schedule an on campus appointment. Her contact is 704-948-8387.
  o Staff Lunch Registration
    ▪ Tickets are on sale for the Staff Recognition Luncheon.
    ▪ The list of nominees has been released by HR and has been sent by Area Representatives.
  o Learning and development opportunities
    ▪ Continue to look for various Employee Learning and Development Highlights from your Staff Council Representative.

The next meeting will be held October 12, 2011 in Reese 524 at 9:00 a.m.

Respectfully submitted,
Penny Stevens
September 21, 2011