

# Charlotte Staff Council

## Minutes

September 14, 2022



Meeting Called to Order: 9:03am, Celeste Corpening

Present: Adrienne Bowman, Amy Eptig, Annie Krieger, Brenda Shue, Carrie Lindquist, Celeste Corpening, Chris Duncan, Gary Stinnett, Jennifer Hicks, Jerry Lecomte, Jill Rogers, Joe Canapino, Casey Hurst, Debra Bunker, Jill Gosnell, Krissy Kaylor, LaTonja Miller, Latonya Newbill, Le'Aira Hames, Lucy Steele, Maria Gomez Ortiz, Mary McLean, Michelle Reinken, Patrick Jones, Pearl Brown, Ragean Hill, Rochelle Holder, Sara Moon, Tim Johnson, Trent Barnes, Vivian Cherry, Jessica Waldman

Meeting Presentation: Human Resources and Benefits

Gary Stinnet and Krissy Kaylor from HR attended the meeting this morning. Gary made us aware there is a new mental health mobile app is being tested and will be going live on October 1. It is called Ginger and is able to be used in addition to the EAP for employee well being, and it will be able to connect to the State Employee Health Plan. The system will announce the rollout of the app, which will be followed by campus wide announcements, so more information to come. Make sure to communicate to your areas about this as well.

Gary also addressed the holiday schedule that was sent around to staff council area representatives and alternates for feedback. Generally the holiday calendar is published once per year,, but in light of Gary's retirement in the spring HR is proposing that the finalized schedule be a two year schedule.

If you didn't already fill out the form to submit your area's feedback about the holiday calendar, please do so here: <https://forms.gle/ohqr3fRXDfHVVaaJ7> (Only staff council reps fill this out! Do not send to area's.)

Finally, Gary reminded us to share out that the governor signed an executive order in June which allows employees to take a day of their choosing to recognize personal significance (juneteenth, religious holiday that is not already captured by schedule, etc.) This day of leave does expire at the end of the year so make sure to take that day prior to December 23.

Krissy addressed the upcoming Open Enrollment period. Most information can be found on the Benefits webpage, which will continue to be updated prior to enrollment opening on October 10. <https://hr.charlotte.edu/benefits/open-enrollment-2023-plan-year>

Elections for open enrollment begin on October 10 and close on October 28. These elections become effective January 1, 2023. As usual if you don't make any elections you are automatically enrolled in the 70/30 health plan. If you want to enroll in the 80/20 plan you must make the election to do so.

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Don't forget you can start doing your tobacco cessation/attestation process now! Without this you will pay an increased monthly premium.

NC Flex options will also need to be updated if you plan to have an FSA - the enrollment guide online walks through plan by plan with all different details - you have to reenroll in NC Flex each year.

This year there is a new platform we will use in addition to eBenefits. It is the UNC System platform and it will be used for life insurance and critical illness/cancer insurance. You will log into this platform with your ninernet credentials. There will be a migration of the life insurance policies to this new system and once that has been completed you can log in to see coverage levels with your specific salary.

There will be some events leading up to open enrollment this year:

- October 11, 2022: Benefits will have a booth at the Fall Festival!
- October 13, 2022: Novant Health will be at the Student Activity Center
- October 13, 2022: Krissy will address benefits and elections at the Business Update Forum
- October 14, 2022: NC Flex is offering a webinar specifically for Charlotte staff. This will be recorded if you are not able to attend at the time it is scheduled.

Important reminder regarding dependants: If you enroll dependants you must supply supporting documentation during open enrollment. The State Health Plan has gotten very strict regarding these procedures and if the documentation isn't uploaded dependents will be dropped from your plan.

Be sure to make your elections early so if you run into any road bumps you have time to navigate them! Please also remind your areas that it is advantageous to make elections early.

One last reminder, make sure to print all confirmation pages when you make your electives so you have a record of what you have enrolled in.

Meeting Presentation: Dr. Michelle Reinken, Director of Civil Rights and Title IX

Dr. Michelle Reinken joined the meeting today to discuss the functions and resources available through the Office of Civil rights and Title IX.

The Office of Civil rights and Title IX is the single place for reporting for all employees (especially student employees) civil rights and/or Title IX violations.

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The Office of Civil rights and Title IX will be rolling out mandatory Title IX training as soon as possible. This could be as early as November or December, potentially as late as the start of Spring semester. The staff training is 15 minutes but will be required annually for all employees.

Training will also be mandatory for all incoming students. The training for students is 30 minutes and includes more content regarding bystander intervention and consent. The faculty and staff training will have more information regarding reporting policy and procedure.

See Appendix I for a copy of Dr. Reinken's presentation.

Staff Council Chair Report, Celeste Corpening

### **Nomination Form Review:**

The Staff Council will now be using DocuSign for nominations. This will streamline the process during the election cycle and will allow the supervisor to approve or decline the nominee's position during the nomination process so each does not have to be followed up with individually.

<https://demo.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=79c8c4b6-f1a7-453d-86d2-2e2d90719c0e&env=demo&acct=75d148ff-49ec-4598-8b34-a808be422676&v=2>

### **Sub-Committee for Faculty/Staff Collaboration**

- Purpose: to report issues, mistreatment, equality/build alliance between two entities
- Volunteers for the sub-committee:
  - Jessica Waldman
  - Carrie Lindquist
  - Lucy Steele
  - Adrienne Bowman
  - Janay Crosland
  - Le'Aira Hames
  - Vivian Cherry

### **Announcements:**

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The **STEM Pre-College Program** will accept applications from July 15 through September 30 for rising 6th through 12th grade students. A direct link for information and the application is at <https://tinyurl.com/charlotteprecollege>. Please see the [attached newsletter](#) you can share.

## State Employees Combined Campaign (SECC)

This fall, faculty and staff will have the opportunity to support the [Arts & Science Council](#) (ASC) and the [State Employees Combined Campaign](#) (SECC) from September 28 until October 12. (See Appendix II)

## Personal Holiday Expiration

- December 23, 2022 (see information above from Gary Stinnet)

## Miscellaneous

- Chair and Vice Chair positions
  - Celeste Corpening has been nominated by Carrie Lindquest to be Staff Council Chair for an additional year, the majority supported the nomination and there was no dissenting vote from council members.
  - Latonya Newbill was nominated by Pearl Brown, the majority supported the nomination and there was no dissenting vote from council members.
- Area Rep positions
  - Approved:
    - Amanda Simpson, Area 1
    - Lucy Steele, Area 7
    - Lora Bassett, Area 9
    - Sara Moon, Area 11
- Latonya is working on the next quarterly Spotlight information.
- Jessica is working on requesting some of the suggested Speakers for the upcoming month

## Chancellors Report, DEI Council Meeting, and Staff Assembly Chairs Meeting:

- See Appendix III

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### Staff Council Vice Chair Report

As highlighted above, Latonya Newbill will join the Executive Board approved by a vote during today's meeting.

#### Spotlight:

- The Spotlight draft is being reviewed - Latonya will send this out by the end of the week.

### Treasurer's Report, Brenda Shue

Please see attached Treasurer's Report, Appendix IV

- General Fund: \$3,941.45
- Discretionary Fund: \$4,881.43
- **Total:** \$8,822.88

### Secretary's Report, Jessica Waldman

Jessica made a motion to approve the minutes from staff councils August meeting, Carrie seconded. Minutes from the 8.10.2022 meeting were approved.

Jessica also indicated that she will send out the meeting invitations for the rest of the academic year today following this meeting. Please be on the lookout for those.

### Communications Officer Report, Jennifer Hicks

#### Golden Nuggets Summary for August 2022 Recipients

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Total Recipients: 43

Areas 2, 3, 4, 5, 7, 9, 11, 12, 13, 15 A, 15 B, 16, 17

[View complete recipient details on our website](#)

## Retiree Email Accounts

Question posed to Jennifer and LaTonja: How can we make retiree emails happen for retired staff, the way it can for Emeritus Faculty and Alumni Students?

## Email Template for Area Updates

Template can be found in the Google Drive for Staff Council titled [News from Staff Council](#) under the Staff Listing & Area News folder

Education and Events Committee Report, Le'Aira Hames

## Fall Festival October 11, 11:30am-2:00pm:

- Carnival Theme
- Finalizing food and games
- Volunteers needed- sign up sheet available soon
- Donations- September 30th
- Jennifer Save the Date

## Homecoming October 17th-23rd:

- Door Decorating Contest
- Registration will open October 3rd
- Judging will take place October 21st

Operational Support Committee, Celeste Corpening

*Nothing to Report This Month*

Staff Relations Committee, LaTonja Miller

## Staff Relations Report

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Staff Relations met on September 7<sup>th</sup> at 2PM.

Our committee meetings will be held on the first Wednesday of each month at 2PM. Our next meeting is October 5<sup>th</sup>.

The committee suggests that we have a table at the Fall Festival to promote Staff Council Awareness instead of having a separate event.

We recommend the following solutions for issues submitted to the committee.

1. The Gold Room is now open to everyone. The buffet has closed and is not expected to return. Faculty and staff no longer have a private area free from students to have lunch on campus. The suggestion is to make the Gold Room available to faculty and staff only since there is no area on campus designated specifically for faculty and staff only.

We agree with the suggestion to reserve the Gold Room for faculty and staff dining only.

2. TextBook Loan Program dates do not align with class and final exam schedules. Also, the time to request a textbook ends a full month prior to the start of classes. The suggestion is to be able to keep books through the end of the exam cycle and to be able to request books up to 1 – 2 weeks before classes begin opposed to the full month deadline that is currently in place.

We agree with the recommendation to keep books through the end of the exam cycle and to be able to request books up to 1 – 2 weeks before the start of classes.

3. On-site daycare is needed for employee's children. The suggestion is to provide an on-site daycare for infants, toddlers, and elementary-age children to support work-life balance. A portion of costs could be paid for by remaining departmental operating funds since those funds are not always used.

We are aware that insurance has been an issue in the past. However, we support inquiring about this again and getting a clear and detailed understanding of the exact insurance issue or any other issues related to the suggestion.

4. Allow staff to retain university email accounts after retirement with full benefits. Faculty and students retain their email accounts at least for a period of time after separation from the university. Staff should be afforded this opportunity as well.

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We support that staff retiring with full benefits should be able to request to retain use of their university email account.

Respectfully submitted,

LaTonja Miller, Chair  
Staff Relations Committee

Homecoming Committee, Ragean Hill

Make sure to check the homecoming website for all information regarding homecoming events - there are a lot this year! <https://homecoming.charlotte.edu/>

The annual door decorating contest will take place during nineration week - more details announced by the Education and Events Committee. There will be an announcement coming out to the larger staff population next week with all information and sign up for the contest.

Applications to be an ambassador for NinerNation week are also available to staff - sign up and you will receive a packet and some Niner Nation Week swag. The expectation is that the ambassadors will help to get the word out about events through social media posts, sending information around their offices, etc. The purpose is to spread the word and get information out - there is no responsibility during the week of homecoming.

Once the list of events is finalized all of the information will be rolled out in Niner Insider - if anyone has questions please reach out to Ragean Hill!

Discussion of New Business

It was brought to the Staff Council that more information about meetings should be shared in the Niner Insider - it was suggested that the meeting information be sent the Monday before each meeting to allow for more staff awareness/involvement in the council. The Executive Board will look into making this happen.

Adjournment:

Motion to adjourn: Pearl Brown made a motion to adjourn, motion was seconded by Debra Bunker and the meeting adjourned at 10:41am.