Charlotte Staff Council Minutes
February 8, 2023

Meeting Called to Order: 9:02am, Celeste Corpening

Present: Adrienne Bowman, Amanda Elzey, Amy Epting, Carrie Lindquist, Casey Hurst, Celeste Corpening, Chris Duncan, Debra Bunker, Dornette Scott, Jannifer Tucker, Jennifer Hicks, Jerry Lecomte, Jill Rogers, John Canappino, Katie Montie, Kelly Ortiz, Krissy Kaylor, LaTonja Miller, Le'Aira Hames, Lora Bassett, Lucy Steele, Patrick Jones, Pearl Brown, Ragean Hill, Rochelle Holder, Sally Mesibov, Scott Deyo, Shannon Zurell, Shawn Frazer, Stephanie Collins, Tim Johnson, Trent Barnes, Vivian Cherry

> <u>Meeting Presentations:</u>
> **Krissy Kaylor**, Benefits Director
>
> **Katie Montie**, ADA Project Coordinator
> The Office of Disability Services

Krissy Kaylor came to the meeting to discuss some updates to Benefits. An email went out earlier this week with information regarding a special adjustment period for updating life insurance information as there is a new offering.

Make sure to examine your life insurance and increase it if you would like. This can be done through the benefits portal and must be completed by February 17. The changes will be effective as of March 1 and more information can be found at
https://hr.charlotte.edu/benefits/unc-system-benefits-group-term-life-insurance

Katie Montie from Disability Services came to our meeting to speak about creating content that is ADA compliant. Katie reminded us that first and foremost, it is the creator of the content that is responsible for ensuring their publicly shared content is accessible for all. There is some basic information included here, but Katie also invited all staff to reach out with any questions or if they would like support in checking compliance.

Please see Appendix I for best practices Katie provided regarding font size, text type, use of color, color contrast, and reading order for creating content.

Katie also provided the group with some resources for accessibility checkers, which can be used to ensure the content created is in compliance. The WAVE tool was used as an example and is available for free online. More information can be found in Appendix I.

.Currently there are no in depth training programs for these kinds of endeavors due to some turnover in the Office of Disability Services, but Katie is currently working with the Learning Development

Office to develop workshops or something of that nature to be able to continue to guide content creation of faculty and staff to ensure it is in compliance with ADA standards.

Staff Council Chair Report, Celeste Corpening

Announcements from the Chair:

The DEI Council has indicated that they have submitted their Excellence Plan to campus leadership for approval. They are also starting a programming series in conjunction with AREA 49. Please see attached flier in Appendix II.

Jerry Lecomte will serve as the #NinerNationGives volunteers on behalf of the Staff Council.

Please save April 26 as a tentative date for an Admin Appreciation Event. The idea is to provide breakfast and a chance for admins to socialize together - without programming - as a show of appreciation for our admin staff!

The 'next' Board of Trustees meeting is today, we will get updated about that in our March meeting. The next Staff Assembly meeting will be in April, 2023.

Please start thinking about upcoming voting for the Staff Council! This summer we will be voting on several positions including for the executive board, committees, delegates, and committee chairs.

Chancellor's Leadership Meeting:

There is a proposed expansion for the University from the Board of Governors. Please see Appendix II for a diagram of the proposed area.

There is also a proposed revision to Section 300.5.1 of the UNC Policy manual, Political Activities of Employee's. The newly proposed paragraph involves "Prohibition on Compelling Speech". Please review the proposed paragraph in Appendix III along with additional information regarding public commentary and timeframe for adoption of the new information.

The University is entering into the final phase of our SACSCOC accreditation process. We will be having a site visit in March and if you would like to be involved in the process, you can volunteer to be an ambassador and engage with on site reviewers. Please send all questions to Christine Robinson and Leslie Zenk. Please reference Appendix III for more information.

A housing update was also provided. As of now all Spring students are accommodated. Fall 23 already has 11.8% more requests than rooms - students without a room assignment are on the waitlist and if they are not able to secure on campus housing they will have to find their own accommodations. The University does not plan to sign another master lease or partner with off campus housing options for Fall 2023.

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Staff Council Vice Chair Report

Nothing to report at this time.

Treasurer's Report, Brenda Shue

Please see attached Treasurer's Report, Appendix III

- General Fund: $2,964.88
- Discretionary Fund: $3,573.50
- **Total: $6,538.38**

Secretary's Report, Jessica Waldman

January minutes have been approved!
Motion by Carrie Lindquist, seconded by John Canapinno.

Communications Officer Report, Jennifer Hicks

Golden Nugget Awards for January totaled 31 and will be mailed to recipients soon.

Janet B Royster Scholarship Winner: Star Watson, was spotlighted in NinerInsider last week, if you want to learn more about her.

Education and Events Committee Report, Le'Aira Hames

The chili cookoff will be on March 13 in the Lucas Room from 11:30-1:00pm. Registration will begin on February 20th and will be open through March 8th. A flier and volunteer sheet will be sent by email, please make sure to post physical copies of the flier in your area and send information electronically. A sign up sheet will be sent closer to the registration date.

Operational Support Committee, Celeste Corpening

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Staff Relations Committee, LaTonja Miller

Nothing to report at this time. The committee has an issue coming in and will meet in February to report back in March. They will also follow up on any action that has been taken regarding previous concerns.

Discussion of New Business

Scott Deyo, University Ombuds has officially been here for one year as of Feb 1! He has been analyzing trends and Is interested in coming to a future meeting to speak on those - Jessica will follow up to schedule which meeting he will present at.

A Friendly reminder that we can still recruit alternates at any time to serve, please feel free to reach out to your areas and continue to talk to fellow staff members about opportunities to be an active member of the staff council!

Adjournment:

Motion to adjourn was made by Carrie Lindquist, Patrick Jones seconded. The meeting adjourned at 10:14am.

Universal Design Fast Facts Series

Accessibility Hints and Tricks

Katie Montie
ADA Project Coordinator
ksmontie@uncc.edu

accessibility@uncc.edu

Agenda

- How do we Convey Information?

- Font Type

- Text Size

- Presenting Data using Colors

- Color Contrast

- Reading Order

- Email Event Invitations

- Accessibility Checkers

- Resources

- Q&A

Common Elements for Different Types of Media

- Different types of media are used to convey information.

- Media could be an article, brochure, thesis, magazine, newspaper, web page, web app, PDF file, Word file, PowerPoint slides, … etc.

- All of which use common elements to represent information such as:

  - Font type
  - Font Size …, **What else?**

Font Type

- Hello, can you see my Illustration? (Verdana)

  Use Sans-serif fonts such as Verdana

- Hello, can you see my Illustration? (Arial)

  Use Sans-serif fonts such as Arial

- Hello, can you see my Illustration? (Times New Roman)

  Avoid using serif fonts (flared extensions and strokes)

- Hello, can you see my Illustration? (Lucida Cons

  Avoid using monospaced fonts

- HELLO, CAN YOU SEE MY ILLUSTRATION?

  Avoid using fonts that are capitalized or condensed/compressed

- Hello, can you see my Illustration? (chiller)

  Avoid using fantasy/decorative fonts

- Hello, can you see my Illustration? (Brush Script MT)

  Avoid using cursive fonts

Font Type (Cont'd)

- Use font type that is easy to read such as San-Serif Family fonts. Example:

  - Hello, can you see my Illustration? (Verdana)

  - Hello, can you see my Illustration? (Arial)

- Avoid fonts that have flared extensions, or strokes, cursive, monospace and fantasy fonts. Example:

  - Hello, can you see my Illustration? (Times New Roman)

  > Times New Roman can be used on Titles and Headings

  - Hello, can you see my Illustration? (Lucida Sans Typewriter)

  - HELLO, CAN YOU SEE MY ILLUSTRATION? (CASTELLAR)

  - Hello, can you see my Illustration? (chiller)

  - Hello, can you see my Illustration? (Brush Script MT)

Font Type webaim.org Reference*

Text Size

Hello, can you read me? (8 pt)

Hello, can you read me? (10 pt)

Hello, can you read me? (12 pt)

Hello, can you read me? (14 pt)

Hello, can you read me? (16 pt)

Hello, can you read me? (18 pt)

Hello, can you read me? (20 pt)

Hello, can you read me? (24 pt)

Hello, can you read me? (28 pt)
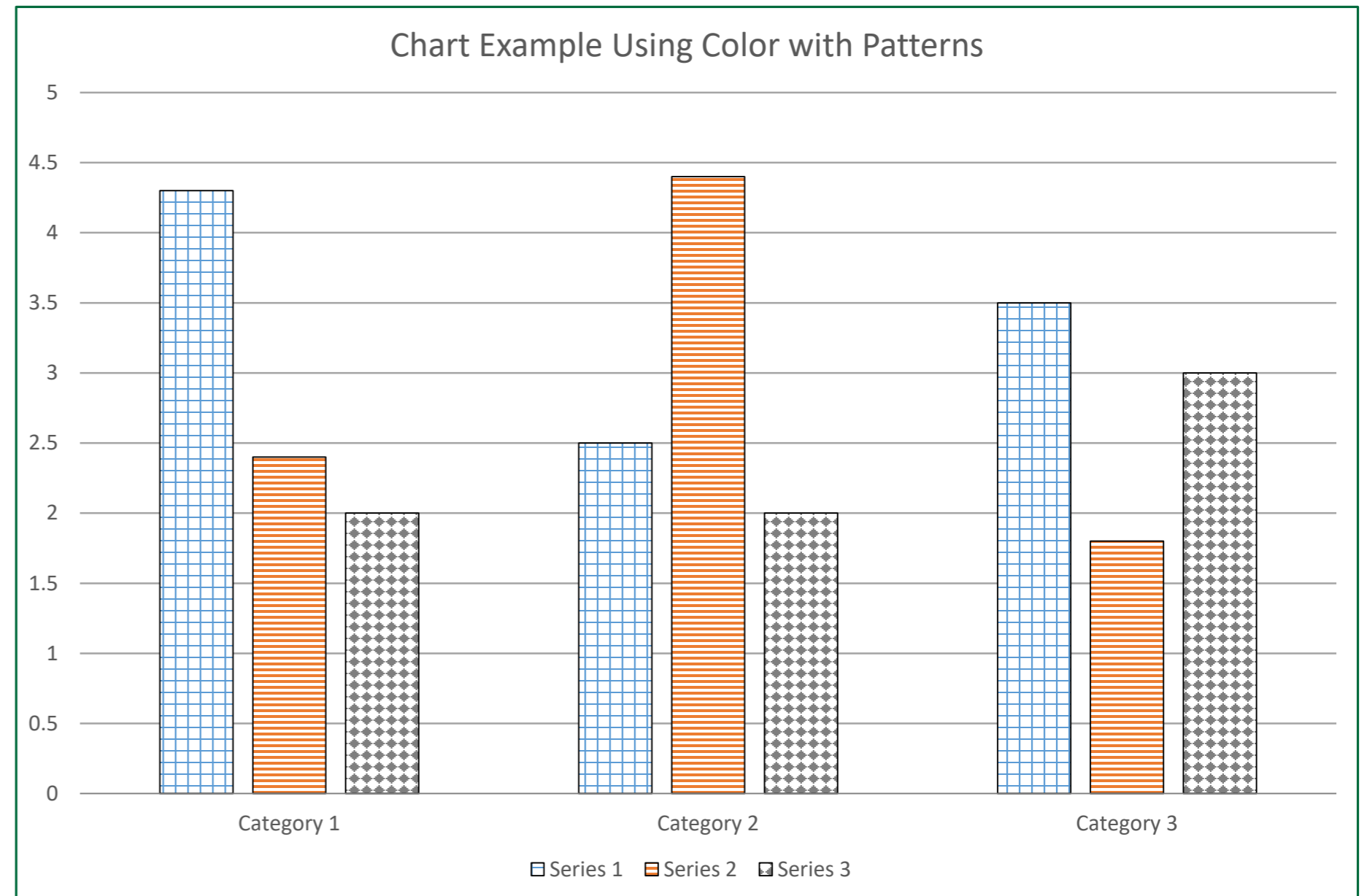
Hello, can you read me? (32 pt)

Hello, can you read me? (32 pt bold)

- Use 12 point font size for all font types, unless the font type is naturally large. i.e. Verdana

Text Size webaim.org Reference*

Presenting Data using Colors

- Do not make colors as the only way of presenting content; instead use patterns.

- Use alternatives to indicate required fields. Example:
  - Asterisk
  - Mandatory

- Provide explicit instructions.

[Use of Color Reference](#)*

Chart Example Using Color with Patterns

Series 1   Series 2   Series 3

* https://webaim.org/articles/contrast/#sc141

Color Contrast

- Web Contact Accessibility Guidelines 2 AA (WCAG 2 AA) requires a contrast ratio of at least **4.5:1**

- Which of the following is high contrast?

  - Contrast - Use dark colored text on light colored backgrounds or light colored text on dark colored backgrounds.

    Contrast Ratio: 1.1:1

  - Contrast - Use dark colored text on light colored backgrounds or light colored text on dark colored backgrounds.

    Contrast Ratio: 1.3:1

  - Contrast - Use dark colored text on light colored backgrounds or light colored text on dark colored backgrounds.

    Contrast Ratio: 6.6:1

Contrast Reference*
Color Contrast Checker**

* https://webaim.org/articles/contrast/

** https://webaim.org/resources/contrastchecker/

Reading Order

- Check reading order when creating web pages, forms, PDF files, and non-liner documents.

- Check the tapping order

- The reading order has to be logical and sequential.

[Reading Order Reference](*)*

* https://www.w3.org/WAI/WCAG21/Understanding/meaningful-sequence.html

ROWE ARTS GALLERIES

UNC CHARLOTTE OFFICE OF DISABILITY SERVICES

The Office of Disability Services (DS) ensures access to academic programs and promotes inclusion across the university. Our office determines eligibility and identifies reasonable and appropriate accommodations for students with documented disabilities who are deemed "otherwise qualified" by the university. The Office of Disability Services collaborates with faculty and staff to ensure the accommodation process meets the documented needs of students. Staff serve undergraduate, graduate, nontraditional, and continuing education students with various disabilities.

OUR APPROACH

UNC Charlotte Office of Disability Services promotes independence, self-advocacy, and collaboration. DS partners with a Student Advisory Board to promote disability awareness.

STUDENTS

After acceptance to UNC Charlotte, students initiate the process by providing disability documentation to The Office of Disability Services. The student's medical professional completes the appropriate disability documentation form. The information includes current status and nature of the disability, along with the impact upon academics, suggested accommodations and current treatment. Documentation forms are available on the web at www.ds.uncc.edu or students may obtain them by visiting our office.

Documentation forms are divided into the following categories:

- ADHD
- Medical
- Physical
- Psychological
- Guidelines for Documenting a Specific Learning Disability

After documentation has been reviewed, counselor will determine eligibility and the student will receive an email indicating the office's decision. A student is officially registered for services only after they have met with a Disability Services counselor, received Letters of Accommodation, and provided the Letter of Accommodation to their faculty. Students must meet with a counselor in order to instigate services every semester in which they require accommodations.

CONFIDENTIALITY

A key component to the work of the Office of Disability Services is to respect the sensitive information provided to us regarding disabilities. This information is protected under the privacy act, FERPA.

No indication of disability related information will appear on a student's transcript. Information regarding registered students is only disclosed upon a student's request and completion of a consent form.
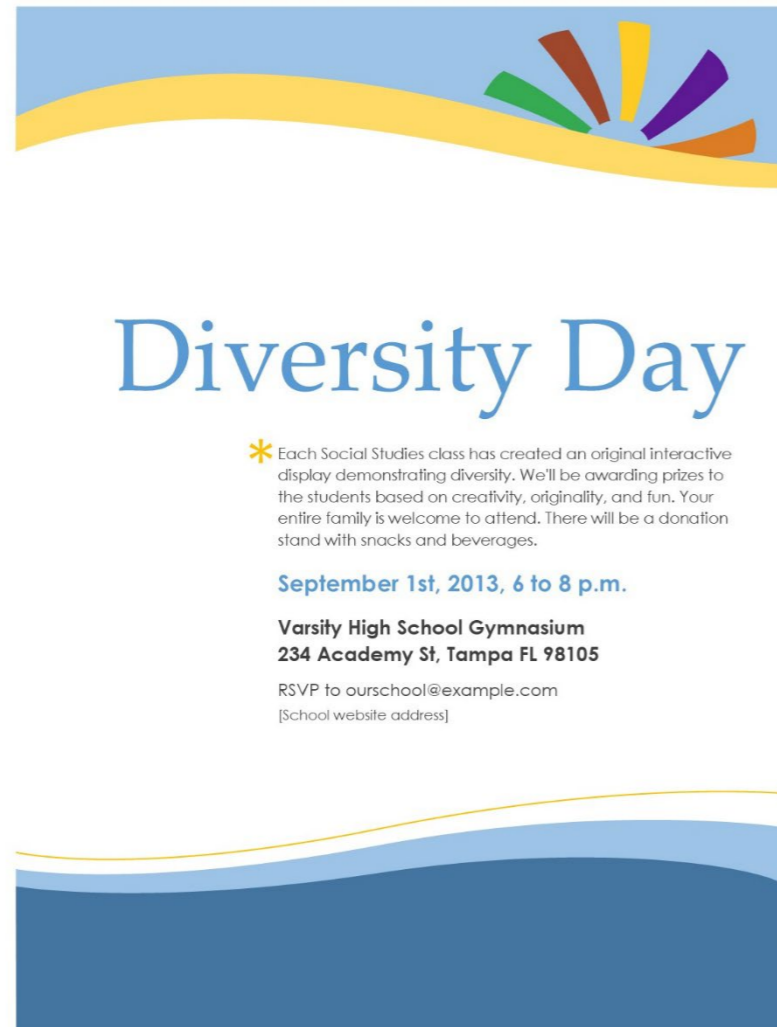

SERVICES

Reasonable and appropriate accommodations are determined based upon the specifics of an individual's disability. The exact services a student receives will be determined upon meeting with a counselor and will match the documented disability. Accommodations work to "level the playing field" and to ensure access to university programs.

Email Event Invitations

Be sure not to place important email details only inside of an image!

- Example of an inaccessible email:

Please Join us! Details below!

Diversity Day

* Each Social Studies class has created an original interactive display demonstrating diversity. We'll be awarding prizes to the students based on creativity, originality, and fun. Your entire family is welcome to attend. There will be a donation stand with snacks and beverages.

September 1st, 2013, 6 to 8 p.m.

Varsity High School Gymnasium
234 Academy St, Tampa FL 98105

RSVP to ourschool@example.com
[School website address]

- Example of an inclusive email

Accessibility Checkers

- WAVE Tool (Demo)

  - https://wave.webaim.org/

- Built-In Checkers for Word, PowerPoint, etc.

Resources

- [Universal Design Fast Facts Series at UNC Charlotte](#) (You Tube)

- [Webaim.org](#)

- [Campus Accessibility](#)

  - [Planning Accessible Events](#)

  - [Accessible Event Checklist](#)

Q & A

Office of Disability Services
https://ds.uncc.edu/

https://accessibility.uncc.edu/
accessibility@uncc.edu

Staff Council Chair's Report

Celeste Corpening

Februray 08, 2023

Announcements

- DEI Council
  - AREA 49 DEIA programming series
  - Excellence plan submitted to campus leadership for approval
  - BOG proposal: [UNC Board of Governors courts more controversy with new proposed rule on hiring and enrollment | NC Policy Watch](#)
  - Job posting for Executive Assistant for Diversity and Inclusion Office
  - Kendra Jason joins the D&I Office as Executive Strategist

- #NinerNationGives Volunteer –Jerry Lecomte

- Admin Appreciation Event –tentatively April 26

- Next Staff Assembly Meeting: April 2023

- Next Board of Trustees Meeting: February 8, 2023

- Upcoming voting (exec, committees, delegates); Faculty Staff Relations Committee Update

Chancellor's Leadership Meeting

- BOG Update
- BOG Proposed Amendment to Political Activities of Employees Policy
- COAA Leadership Transition
- Research Update
- SACSCOC Reaccreditation Process
- Changes to State Health Plan TPA Contract
- Guidelines on Sick/Vacation Time
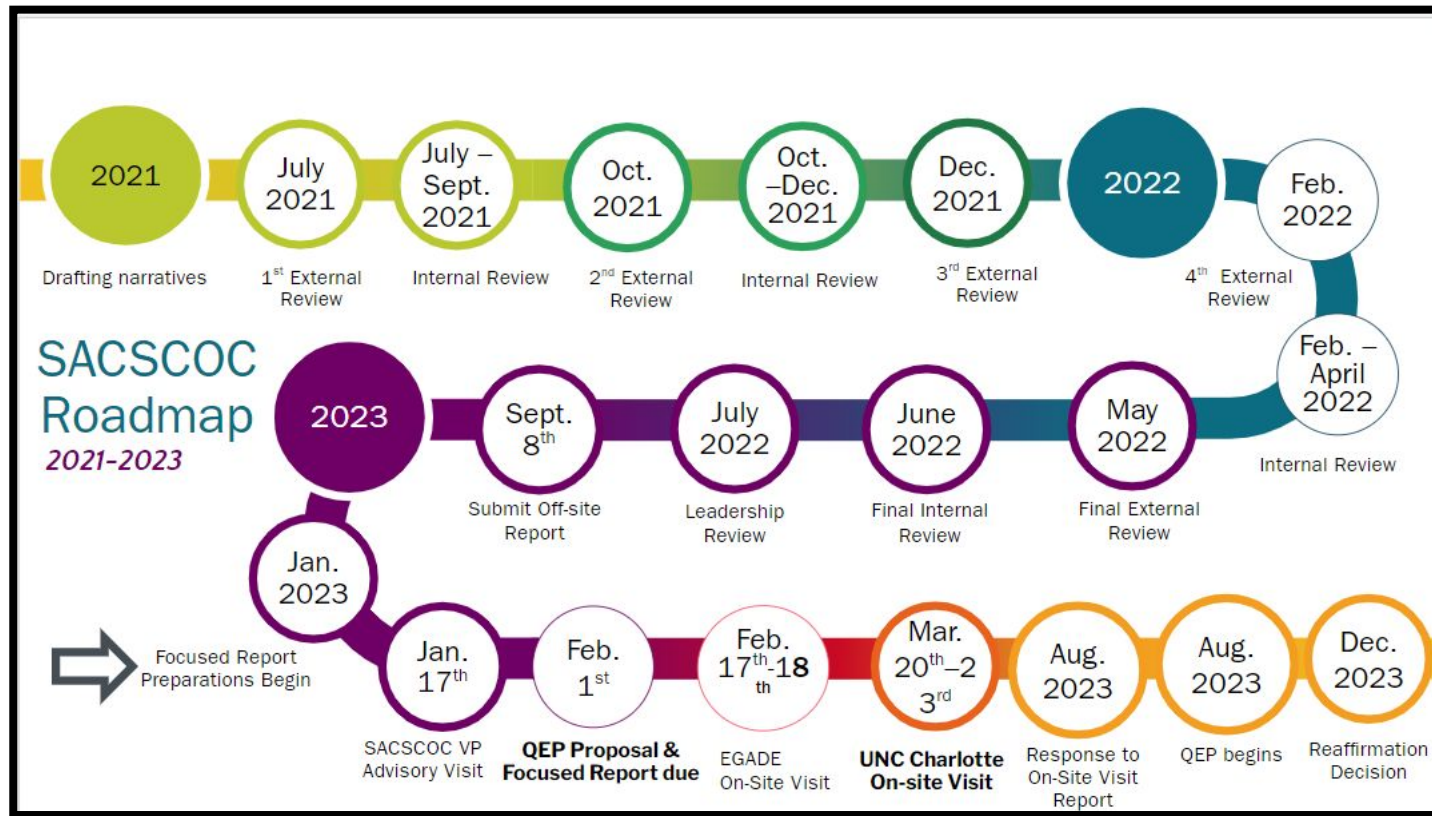- Housing Update

Chancellor's Leadership Meeting

Proposed Millennial Expansion (in red)
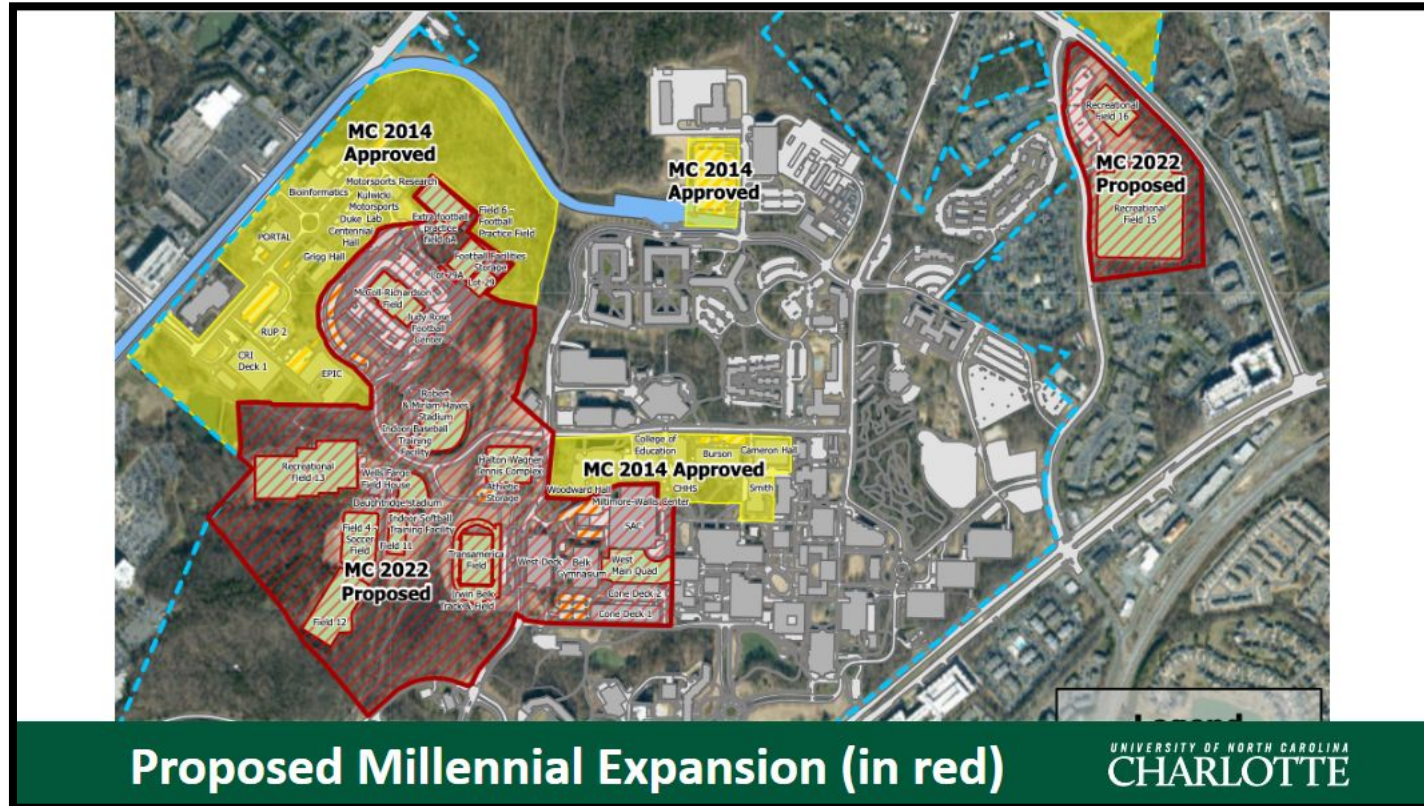
Chancellor's Leadership Meeting

Proposed Revision to Section 300.5.1 of UNC Policy Manual, "Political Activities of Employees"

- Newly proposed paragraph II.5, "Prohibition on Compelling Speech."
- Relevant portion:
    - " . . . the University shall neither solicit nor require an employee or applicant for academic admission or employment to affirmatively ascribe to or opine about beliefs, affiliations, ideals, or principles regarding matters of contemporary political debate or social action as a condition to admission, employment, or professional advancement. Nor shall any employee or applicant be solicited or required to describe his or her actions in support of, or in opposition to, such beliefs, affiliations, ideals, or principles. Practices prohibited here include but are not limited to solicitations or requirements for statements of commitment to particular views on matters of contemporary political debate or social action contained on applications or qualifications for admission or employment or included as criteria for analysis of an employee's career progression."
- Exceptions granted on case-by-case basis by President following discussion in open meeting of BOG Committee on University Governance "attended by the requesting constituent institution's chancellor, its provost, and its chair of its board of trustees."
- Anticipated to be considered for adoption by full BOG at February 23rd meeting
    - Public comments will be solicited in advance of meeting

Chancellor's Leadership Meeting

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Chancellor's Leadership Meeting

The State Health Plan awarded the Third-Party Administrator (TPA) Contract to Aetna

- Aetna will become the new TPA on Jan 1, 2025
  - Additional information will be given in the fall of 2024
- A TPA provides the network of health care providers
- Medical and pharmacy benefits are not changing
- Aetna has over twice the number of employees as BCBS in NC
- Aetna is working to recruit more providers over the next two years
- Be aware of misinformation – affordablecarenc.com – not official

State Health Plan TPA Contract

Chancellor's Leadership Meeting

Spring 2023 Housing Update

- To date, all requests for Spring housing have been met.

- There are no students in study lounges or hotels. Currently, enough housing is available without having to utilize study lounges or Cedar and Hickory Halls.

- The Edge master lease has been extended for this semester to accommodate current residents' request to remain in place.

- Occupancy = 98.4% or 5,942

CHARLOTTE
HOUSING AND RESIDENCE LIFE

Chancellor's Leadership Meeting

Fall 2023 Housing Update

2021 residents who wanted to remain on campus for 2022	2022 residents who want to remain on campus for 2023	Difference
2,831	3,166	+335 (11.8%)

- An additional 561 students are on a waitlist and not guaranteed housing.
- Phase XVI is currently on schedule to open in August (N=676 beds).
- If Phase XVI is delayed, Sanford, Cedar and Hickory Halls will be used to accommodate those residents until the building is ready.
- If Phase XVI is on schedule, Sanford, Cedar and Hickory Halls will be used for any overflow housing needs next year.
- At this time, we are not pursuing another master lease or partnering with an off campus apartment complex.

CHARLOTTE
HOUSING AND RESIDENCE LIFE

Chancellor's Leadership Meeting

Staff Council
Treasurer's Report
2/8/23

	BANNER General Fund 117561	BANNER Discretionary Fund 139234	BANNER TOTAL Staff Council Funds
Previous month ending balance	2,964.28	3,573.50	6,537.78
Expenses	-0.60	0.00	-0.60
ENC expenses (encumbered)	0.00	0.00	0.00
Ending Actual Balance	**2,964.88**	**3,573.50**	**6,538.38**

General Fund Expenses

12224003Jennifer Hicks December 202	8.40
X2302504 correction for posting error	-9.00

	-0.60

General Fund Expenses in Process

	0.00

Discretionary Expenses

	0.00

ENC Discretionary Expenses Encumbered

	0.00

Brenda G. Shue

Treasurer

Reconciled 01/30/2023

01/30/2023 screenshot

117561

Chart: 1   Fiscal Year: 23   Index: 117561   Commit Type: Both

Fund: 117561 Staff Organization   Organization: 13201 Staff Organization

Account: 911100 EHRA Perm Non-Teaching Salaries   Program: 17000 Institutional Support   Keys --- >

Control Fund: 117561   Control Organization: Control Account: 911100   Control Program: Pending Documents:

▾ BUDGET AVAILABILITY STATUS   ⚙ Settings   ➕ Insert   ➖ Delete   ▣

Account	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance	
911300	EHRA Non-Teaching S...	0.00	0.00	0.00	0.00	
918000	Optional Retirement Pool	129.00	0.00	0.00	129.00	
919150	Social Security	72.00	0.00	0.00	72.00	
925000	Domestic Travel Pool	2,600.00	639.73	0.00	1,960.27	
927000	Fixed Purchased Servic...	0.00	0.00	0.00	0.00	
928000	Other Purchased Servic...	200.00	142.30	0.00	57.70	
930000	Supplies Pool	1,000.00	454.09	0.00	545.91	
951000	Other Admin Expenses ...	200.00	0.00	0.00	200.00	
	Total	4,201.00	1,236.12	0.00	2,964.88	

COA: 1 UNC Charlotte   Fiscal Year: 23   Fund: 139234 Staff Organization   OR Fund Type: Account: OR Acct Type:

▾ CURRENT FUND BALANCE   ⚙ Settings   ➕ Insert   ▣ D

Acct Type	Account	Description	Beginning Balance	Debit/Credit	*	Current Balance
AA	G11000	Interfund Claim On Cash	8,705.42	Debit		3,573.50
FA	G21100	Accounts Payable-Vendors	0.00	Credit		0.00
KA	79100	Budgeted Change to Fund Balance	0.00	Debit		25,516.00
KA	79110	Budgeted Expenditure Control	0.00	Credit		12,760.00
KA	79120	Budgeted Revenue Control	0.00	Debit		12,756.00
KA	79200	Encumbrance Control	0.00	Debit		0.00
KA	79300	Expenditure Control	0.00	Debit		6,426.50
KA	79600	Reserve for Encumbrances	0.00	Credit		0.00
KA	79800	Revenue Control	0.00	Credit		1,294.58
LA	G33010	Net Position	8,705.42	Credit		8,705.42
	Total	ALL ACCOUNTS	0.00			0.00
				Current Fund Balance		3,573.50