**Community Service Committee Meeting Minutes**

*Wednesday, October 3, 2018*

*11:30 AM - 12:30 PM*

*Frank Porter Graham Student Union, Room 3407*

**I. Welcome/Introductions/Role Call** [[11:30-11:35]]

**Attending:** Darren Abrecht, Dzenita Blackwell, Rich Brandenburg, Kathy James, Mary King, Arlene Medder, Katie Musgrove, Jim Potts, David Rogers, Kewana Smith, Tracy Wetherby-Williams, Rich Wright, Luisa Brooks, Steven Bodeen, Dori Brady, Michele Fulton, Lein Soltan, Eli Valsing, Hope Woodhouse

**II. Planning for Events/Projects in 2018-2019** [[11:35-12:15]

EVENTS

**- Food for All Campus-Wide Food Drive (Postponed)**

-Project Leads- Steve Bodeen, Rich Brandenburg, Christy Samford, Myra Elliott, Dori Brady

-Timeline- Support of CCPS and other campus drives in the Fall, possible Food For All Drive in the Spring

* + Rich Brandenburg & Steve Bodeen reached out to see if one of the mechanical rooms near a loading dock could serve as the monthly donation storage/drop-off location
  + Steve Bodeen was able to secure a space in the Carolina Union near Wendy’s for our storage of donations (plan to use for Toy Drive as well)
  + Katie is having issues finding enough time to coordinate the food drive at this time with all of her additional duties with her new position, so we may have to postpone or cancel the Food Drive this year (She needs to have time to coordinate the publicity and logistical details of this project if we do it, even with project leads helping to coordinate the drive itself)
  + Please note that the Carolina Center for Public Service is still working with Carolina Athletics to collect donations for Hurricane Florence relief, so now might not be the best time to also conduct our own drive (confusion about where and to whom people are donating)
  + Perhaps we would be better served to support their efforts this semester and think about hosting a Food For All drive separately in the spring
  + Thoughts-
    - General agreement to support CCPS’ drive with Athletics in October and work with them to possibly do further drives for Hurricane relief in the coming months
  + POST MEETING UPDATE:
    - Received an email from Carolina Veterans Organization on campus, with whom we worked last year to help support their Ruck for Hunger Drive as a special event drive listed in our Food For All drive
    - They are conducting their drive again this year and reached out to request Employee Forum’s involvement (their drive will conclude Nov 10th and donations will go to TABLE in Carrboro)
    - Plan to agree to help them publicize and advertise the various donation sites throughout campus, similar to our efforts to promote CCPS’ drive efforts

**NEXT STEPS:**

* Publicize CCPS Disaster Relief Drive efforts and work with them to possibly coordinate additional drives later in October/November if there is a need
* Publicize CVO’s Ruck for Hunger drive in early November
* Discuss possible early Spring Food For All campus food drive during December meeting

-**Voter Registration Efforts**

-Project Leads- Eli Valsing, Bérengère Phillips, Rich Brandenburg

-Timeline- September-October

* + Partnership/ Coordination with YouCanVote, NC Campus Compact Midterms Matter & UNC Black Caucus
  + Planning on hosting a booth at Employee Appreciation to get out the vote with UNC Staff (unfortunately it will be past registration deadline)
    - Planned information on early voting, where you can still register and vote on the same day (unable to do this on election day), sample ballots, and other voting resource information
    - Katie requested a booth at Employee Appreciation via HR on 9/12/18 (will send Eli the information once our booth is confirmed)
    - Eli will develop materials to include at the booth (will follow up on availability/printing of these materials at October meeting)
    - Eli will coordinate table volunteers to assist her, please let her know if you are available in this regard
  + UNC has a planned email that will be sent to University community with plea to register/voting information (as far as we know it will be sent around University day, which is the deadline to register)
    - Possible second email from us/Employee Forum to Faculty/Staff after registration deadline mentioning that it’s not too late to register (if they vote early)
    - Katie will coordinate this possibility with Eli once we see the email blast from UNC
  + Berengére noted that HR includes voter registration information in their Employee Orientation sessions
  + Rich Brandenberg noted that he has already posted voter registration information on the Facilities digital screens

**NEXT STEPS:**

* Eli:
  + Finalize materials to be used at Employee Appreciation Table/Determine what we have access to and what needs printed by us
  + Reach out to committee to coordinate table volunteers as needed
* Katie:
  + Send Eli information on Employee Appreciation booth once that information becomes available
  + Draft email message to Faculty/Staff after registration deadline and UNC issued email informing about early voting registration possibility & links to helpful non-partisan voting resources and guides (sample ballots)

**-Disaster Relief Efforts**

-Project Leads- Lein Soltan, Margaret Barrett, Becca Bender, Jessica Ferrall

* + UNC Disaster Relief committee reconvened post-Hurricane Florence similar to the aftermath of Hurricane Matthew
  + CCPS continuing to work with Athletics to send another donation to the coast
    - Details on Donation Drive provided, these were included in the Employee Forum October InTouch newsletter to help advertise
    - Employee Forum Twitter account has retweeted CCPS drive efforts generously
  + Possible Employee Forum-sponsored Relief Trip for UNC Staff (Maximum # of people per trip is 8-10, so depending on interest, may need to split into two shifts)
    - Timeline for relief trip- TBD (waiting to determine impacts of Hurricane Florence), most likely could do a relief trip in early November or early December
    - Initial Planning for Relief Trip at November meeting
  + Other Possible Contributions:
    - Advertising UNC donation drives as well as relief trips/recruiting volunteers/skilled labor from UNC Staff

**NEXT STEPS:**

* + - Reach out to CCPS for language to utilize in promoting/soliciting volunteers for other relief trips & donation drives on campus
    - Work with CCPS on possibly doing further donation drives with Athletics in October/November depending upon need
    - Planning for possible relief trip sponsored by Forum at November meeting

**- 2nd Annual Toy Drive for UNC Children’s Hospital**

-Project Leads- Steve Bodeen, Hope Woodhouse, Myka Elliott, Dzenita Blackwell, Jim Potts, Michele Fulton

-Timeline- November 14, 2018 – December 14, 2018

* + Initial Planning for the Event in October
    - Exact Dates of Drive decited- Nov 14 – Dec 14
    - Any additions to Bin Liaison List?
      * Passed around list from last year, will add any suggestions committee has for additional bins
      * Once we have an updated list, Katie will reach out to those bin liaisons and inquire about their participation this year
    - NCCU Minority Association of Pre-Medical Students interested in collecting donations for our drive (had some outside groups participate last year, who delivered their toys to us to include in our final donation to UNC Childrens)
      * They reached out with their internal flier (getting approval from UNC Children’s for their use of said flier)
      * Their drive will be held from Oct 26-Nov 19 (after which they will deliver donations to us for final donation to UNC Children’s)
      * Where to store these donations- Steve volunteered to store these donations once received in machine room in Union
    - Possibly wrapping bins to decorate them in advance of handing them out
      * Committee will pay for this expense
      * Boxes for drive can either come from Food Bank or we can reach out to Athletics once again for UNC white boxes like last year (to be decided at next meeting)

**NEXT STEPS:**

* Update and utilize the same flier as last year with new dates
* Update bin liaisons list & send email soliciting their participation for this year’s drive
* Small group planning meeting in mid-October to plan in depth for drive

**- Plant a Tomato Give a Garden / CCCG Support**

-Project Leads- Arlene Medder, Rich Wright, Christy Samford, Darren Abrecht, Margaret Barrett

-Timeline- Springtime, perhaps Earth Day or early May

-Initial Planning for the Event in January/February

**- Habitat for Humanity Build**

-Project Leads- Katie Musgrove, Darren Abrecht

-Timeline- April/May

-Initial Planning for the Event in January/February

**- Haw/Eno/Jordan Lake Cleanup Project**

-Project Leads- David Rogers, Rich Brandenburg, Steve Bodeen

-Timeline- TBD

* + Initial Planning for Event in February/March

ONGOING PROJECTS

**- Community Service Leave Promotion Campaign & Other Informational Projects**

-Project Leads- Katie Musgrove, Margaret Barrett, Dzenita Blackwell

-Timeline- Fall-Spring

* + Katie will reach out to HR to re-initiate the CSL promotion campaign similar to UNCW’s HR department campaign and get their commitment to produce such a campaign with our input and assistance (been asking since mid 2016)
  + Further updates at November Meeting once HR determines involvement
  + Community Service Leave Increase Announcement
    - HR has just announced that in the wake of Hurricane Florence, the state is giving us 16 additional hours of Community Service Leave in addition to the 24 hours we already have. These new hours expire on December 31, 2018 just like our other CSL. Same rules apply to this CSL (supervisor approval required)
    - Hopefully we can piggy back on this CSL announcement to get the CSL promotional campaign off the ground with HR. Why not advertise this benefit when employees have a chance to capitalize on the additional hours!

OTHER CONTINUING PROJECTS:

-**Improvements to the Community Service Committee Website**

* + - Upcoming improvements: new section including information on upcoming community service opportunities, local non-profit spotlights (which right now only go out via the InTouch and other email announcements), photos from our events
    - Please pass along any other suggestions for improvement to Katie as desired

-**Collaborating with unc.edu to improve their Community & Public Service Info Section with Staff Resources**

* + - Right now, their only information on this tab is regarding CCPS’ current programs, all centered around Faculty & Students
    - Would like to have some Staff Resources linked here (CSL Info, Upcoming Opportunities, etc.)
    - Also planning to work with CCPS to widen their scope to include resources for Staff Public Service

-**Creation of a Community Service Resources Presentation to be delivered to Interested Departments on Campus**

* + - Katie has received requests to come give talks at departments about community service opportunities and resources to departments here on campus. She was not able to at the time, but would like to develop such a presentation to deliver to interested departments highlighting CSL, community service resources, upcoming events and other info.

-**Other Event Ideas/Proposals?**

* + Please always send Katie ideas for other events/projects you all may be interested in
  + Please also send any upcoming community service events, non-profits, or CSL spotlight stories that you would like highlighted in the InTouch

**III. Update on other business** [[12:15-12:25]]

* + CCCG Updates- Arlene Medder
    - CCCG Announcement Procedure (Suggest adding these updates to a blog like post on the Employee Forum website or just specifically pointing people to the listserv for those who want to receive the updates, as we’ve gotten requests from Forum delegates to receive less frequent garden updates)
    - Arlene could also request access to defunct CCCG twitter feed so we may update it with Claire’s updates
  + Blood Drive Update- Jim Potts
    - Carolina Blood Drive on December 11, 2018 will be from 7:30 AM- 1:00 PM
      * Will occupy both gyms to give us more space & better donor flow
      * Will have a ghost hour at the end of the drive that is not advertised so that Red Cross staff have the time to process all presenting donors
      * This will be the 20th anniversary of the Holiday Carolina Blood Drive
        + Hoping to have commemorative t-shirts for the event
      * Blood Drive will have a table at Employee Appreciation where we will be giving out 30th anniversary T-Shirts from June to those who register for appointments
      * Volunteer registration not yet available, but will forward to our committee listserv once available for you to sign up or share as you see fit
    - Hope Woodhouse – mentioned your suggestion at recent meeting. Planning Committee will look into the possibility of utilizing some stats from UNC Hospitals on the need of blood donations within their organization to highlight within our promotional materials to make the message feel more home grown (although we know the Red Cross has stats of their own, it might be more personalized if the stats were UNC specific)

**IV. Questions/Final Comments** [[12:25-12:30]]