**Community Service Committee Meeting Minutes**

*Wednesday, March 6, 2019*

*11:30 AM - 12:30 PM*

*Frank Porter Graham Student Union, Room 3515*

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

-Introduction of Kate Palmer, new CCPS Program Officer for Community Engagement

**Attending:** Darren Abrecht, Dzenita Blackwell, Rich Brandenburg, Mary King, Arlene Medder, Kadejah Murray, Katie Musgrove, Jim Potts, Rich Wright, Steven Bodeen, Dori Brady, Tanya Jisa, Kate Palmer

**Delegate Absences:** David Rogers (excused), Kewana Smith (excused), Tracy Wetherby-Williams

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

EVENTS

**-Disaster Relief Efforts**

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

* + Spring Disaster Relief Event Initial Planning
		- Timeline
			* Potential Dates: March 25, 28 or 29 (too soon- Possible April dates?)
				+ April not available for community partner, will look into May dates
		- Activity
			* Same as last time
		- Grant Application
			* CCPS will definitely permit us to apply for another grant (THANK YOU!)
		- Signup Procedure
			* Katie would create a UNC registration page with information on the event
		- Planning Details Still TBD
			* # of Volunteers?
			* Publicity (email announcement via Forum to staff soliciting volunteer signups about 3 weeks in advance of event)
				+ Any other publicity (other than social media posts)?

CCPS Public Service Newsletter

* + - * Breakfast/Lunch
				+ Panera Catering like last time?
				+ Include dietary question on registration

**NEXT STEPS:**

* Katie: Write up email announcement & draft registration site copy
* Schedule Planning Meeting with project leads to finalize planning details for event sometime in early April

**- Habitat for Humanity Build**

-Project Leads- Katie Musgrove, Darren Abrecht, Lein Soltan, David Rogers, Steven Bodeen, Rich Brandenburg, Dzenita Blackwell, Tracy Wetherby-Williams, Rich Wright, Dori Brady

-Initial Planning for the Event

* + - Timeline
			* June 7
			* Times 8:15-12 & 1-4:30 (two shifts)
		- # of Volunteers
			* 12 volunteers permitted per shift
		- Signup Procedure
			* Katie would create a UNC registration page with details on the event
		- Fundraising
			* Habitat has asked that we raise $500 this time, feasible?
			* That would require over $20 per volunteer ($20 each would be $480 if donations are collected from all 24 volunteers, which we haven’t had in the past)
				+ Group feels that $20 is too high to ask of volunteers
			* Plan to ask for $10 per volunteer (while also mentioning we would welcome donations above $10 to reach our $500 goal) and also ask for donations from Forum delegates who aren’t attending to make up the difference (don’t believe we are allowed to use our budget for donations like these)
		- Publicity (email announcement via Forum to staff soliciting volunteer signups about 3 weeks in advance of event)
			* Any other publicity (other than social media posts)?
		- Lunch
			* Pizza last year worked well with chips and fruit available as well that we purchased
			* Water, soft drinks also purchased for event
			* Include dietary question on registration?

**NEXT STEPS:**

* Katie: Write up email announcement & draft registration site copy
* Initial Planning Meeting with project leads sometime in early April

**- Plant a Tomato Give a Garden Event**

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

-Timeline- May 14 (May 16= rain date)

-10-11:15 with tours afterwards

-Initial Planning for the Event

* PR: Mass Email Announcement 1 month in advance to solicit university volunteers
	+ National Public Garden Week (include this as part of publicity for event)
	+ Push mass email out to specific listservs like HR supervisors & Business Officers to target team groups coming
	+ Flier- Claire to ask NCBG to revamp last year's flier, using photos from last year’s event
* Registrations: NCBG (Claire to confirm) would coordinate registration via portal/send to Katie to organize volunteer names/assign teams after which final list sent to CCPS to print nametags
* Max 50 volunteers
* Use same text from registration last year with new dates
* CCCG volunteers to serve as table leads recruited by Claire, if we need more Forum & CCPS will find others to assist
* Tables: Margaret will coordinate table rental again with data from last year, only 5-10 chairs. Will want to clearly label tables with numbers this year
* Claire to get tablecloths, brochures and swag from NCBG
* Lunch: Will reach out to Merritt's to see if they are interested in donating, if not, Arlene can reach out to Carolina Dining about donating like last year
* Special Invites: Interim Chancellor, Carol Tresolini, Pam Hemminger?
	+ Claire to ask Damon for his thoughts on invites.
* Speakers- Damon (NCBG Director) or Joanna Lelekacs (Claire's Boss) if Damon unavailable/ Shayna Hill (Chair of Forum)/ Victoria (Housekeeper)
* Funding- Claire waiting to hear back from Espoma on her request to get fertilizer donated. She will also contact the potting soil company. Margaret to reach out to TIAA for possible contribution and participation with their swag.

**NEXT STEPS:**

* Katie's Next Steps:
	+ Email Merritt's to Suggest Partnership to advertise new presence in Lenoir/donate BLT's
	+ Email Shayna to ask her to speak at the event about the Forum/CSL
	+ Email Rich regarding parking reservation in Nash Lot
	+ Bring Forum Tablecloth & any Forum Swag we can find
	+ Research possible invite to Interim Chancellor & his office

ONGOING PROJECTS

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

-Project Leads- Katie Musgrove, Margaret Barrett, Dzenita Blackwell, Darren Abrecht, Arlene Medder, Myka Elliott

-Timeline- Fall-Spring

* + Katie reached 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)
	+ Met with the new Director of Benefits, Sheree Harmon, on February 26th at 9:00 AM to talk about this project
* Community Service Leave Promotional Campaign Meeting Minutes
	+ Overview of UNC W's suggestions for CSL Promotional Campaign
		- CSL PSA Video (show clip)
			* Who to film? (possibly HR Communications or better yet, UNC Communications Video team)
			* Shots within:
				+ Shot of staff working in the Community Garden
				+ Shot of staff processing food drive/toy drive donations
				+ Photos from last Habitat Build
				+ Interview with me about the importance of CSL and how it can impact UNC Staff
				+ Interview with OHR benefits personnel on CSL instructions
				+ Interview with 2 UNC Staff/Faculty who have utilized CSL consistently
				+ Interview with Chancellor about CSL for Staff
		- CSL Flier/Postcard
			* HR communications to develop?
		- Creation of CSL standardized request form
			* OHR would own the content and the form and would link to it on the CSL webpage
				+ Possible web request/fillable PDF form to be made available to HR departments throughout the university if desired to limit paper consumption
				+ Possibly add signature from Community Partner once CSL completed for further verification of service
		- Addition of 6 month post-hire check in by HR to introduce staff to tertiary benefits and resources on campus such as CSL, Employee Forum, CCPS, etc.
	+ Further updates regarding HR’s Involvement/Potential Timeline to occur at April Meeting

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

* + - Right now, unc.edu’s 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.)
		- Planning to work with CCPS to widen their scope to include resources for Staff Public Service as a part of their website revamp
		- Improve website to include focused info to Faculty AND Staff AND Students
		- Include links to CSL guidelines, PDF form for CSL request, link to upcoming Employee Forum website listing upcoming Community Service Opportunities for Staff, FAQ's for staff community service, How to guides for planning group vs. individual service & distinct suggestions for one time versus short term versus long term projects, Descriptions of A v B v C CSL types and FAQ’s/How-to’s on their use
		- Virginia Commonwealth University Community Engagement Website: Model webpage
* ACTION ITEMS:
	+ Katie/Committee
		- Begin creating to How-to guides for One time vs. Short Term vs. Long Term Community Service Projects
		- Begin creating some FAQ’s for Staff Planning of Individual vs. Group CS projects
	+ OHR
		- Develop CSL PSA Timeline for Campaign implementation
		- Draft CSL Flier or Postcard to be sent via campus mail
		- Finalize the language within the CSL Request form and the CSL Promotional Flier

OTHER FUTURE PROJECTS:

-**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.
		- Tracy Wetherby-Williams to compile information on Deah Day leaders who might be able to convey such information to staff groups on campus

-**EF Community Service Committee Hosting a Table at CCPS Public Service Fair in 2019**

* + - Planning to have Employee Forum Community Service Committee host a table at CCPS Public Service Fair next year to highlight team oriented and other Staff Volunteer opportunities and to provide relevant info on Community Service Leave, CCPS will update once 2019 fair is scheduled

-**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

-**Other Event Ideas/Proposals?**

* + Please always send Katie ideas for other events/projects you all may be interested in
		- David: Please send info on possible cleanup event with Expeditions Program to highlight in InTouch for staff interested in volunteering
	+ 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
		- No Hope Garden Kickoff Event
		- Will have a table at Total WellBeing Expo – March 13 from 11-2 in Fetzer Hall
	+ Blood Drive Update- Jim Potts
		- Total WellBeing Expo Table – March 13 from 11-2 in Fetzer Hall
		- June Drive Updates
			* June 4th 7am-6pm

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