



MEETING AGENDA
Wednesday, December 12, 2018
Azalea Coast Room, Fisher University Union
2:00 pm – 4:30 pm
Started: 2:00 pm
Ended: 2:59 pm

Call to Order

- Confirmation of Quorum - Jordan Calfee – quorum met with 25 attendees
- Reading of Conflict of Interest Statement - Keith Fraser, Parliamentarian

“As Parliamentarian of the UNCW Staff Senate, it is my responsibility to remind all members of the Senate of their duty under UNCW Staff Senate conflicts of interest policy to avoid conflicts of interest and appearances of conflict of interest as required by this policy. Each member has received the agenda and related information for this Senate meeting. If any delegate knows of any conflict of interest or appearance of conflict with respect to any matter coming before the UNCW Staff Senate at this meeting, the conflict or appearance of conflict should be identified at this time.”

Staff Senate Scholarship Awards

Keith Fraser recognized the 6 recipients of the Staff Senate Scholarship Awards:

- Ashley Grindstaff (WCE, Dean’s Office)
- Scot Kelly (Academic Affairs, Provost Office)
- Meghan Osborne (University Advancement)
- Michel Shackelford (Human Resources)
- Carly Wilson (University College)
- Melinda Cooper (Philosophy & Religion)

Guest Speaker

Clifton Williams, Title IX Investigator

- Williams discussed the Clery Act and its purpose to provide the Wilmington community a transparent geographically based report of any crime related incidents occurring on the UNCW campus and its properties.
- There are two reports filed each year to comply with the Clery Act: the Annual Security Report (ASR) and the Annual Fire Safety Report.
- UNCW is required to offer training and programming to help the faculty, staff and students with issues covered under these reports such as violent crimes, substance abuse, safety issues, etc. The University Police Dept, CARE, and Crossroads are just a few departments on campus that offer these services.

Chair's Update

Jordan Calfee reported:

- Staff Assembly - Parental Leave Committee is currently gathering information to submit at the end of January to Dawn Brown, Staff Assembly Chair. Our UNCW Staff Senate representative on the Golf Committee is Susan Smith. The committee will be planning the annual Staff Assembly Golf Tournament coming up in Spring 2019.
- Staff Senate Suggestion box – A concerned employee suggested that the landscape workers be provided with heavy coats and hats while working outside in the winter months. Jordan will bring this to the attention of Landscaping Services.
- Staff Senate currently has an open seat for the Student Affairs Division. If you know of someone who would like to serve for the 2018-2020 year, please let Jordan know.

Treasurer's Report

- Lindsey Doell – no report at this time. Lindsey is still trying to get access to the Staff Senate budget in Banner.

Human Resources Report

Jennifer Coombs reported:

- Human Resources will be moving to the new Administrative Annex building in late January or early February 2019.
- The deductions for the UNCW employees 2019 health insurance will start this month, December 2018.
- Mid cycle reviews for your Full Cycle Performance Evaluations are due by December 31.
- Starting in 2019, the IRS has made changes to the W-4 form based on the new Tax Cuts and Jobs Act. To view these changes please visit the IRS website or Paycheckcity.com.
- Employees are encouraged to take advantage of volunteer opportunities listed on the Dare2Learn website. You can use your community service leave for this volunteer time.

Committee Reports

- Communications - Ariel Bennett - no report
- Engagement – Nicole Geczi – Just completed the project “Holiday Cards for Hurricane Heroes.” Departments on campus created cards for those UNCW employees who helped in the campus recovery from Hurricane Florence. 180 cards were distributed and Nicole thanked all those who participated.
- Nominations - Adam Clark - no report
- Staff Priorities - Susan Smith - no report
- Bylaws - Justin Smith - no report
- Orientation - Emily Morgan - no report
- ITAC –Zach Hollenbaugh – The committee is looking at an Ally technology software package that will propose solutions to problems found with current UNCW software programs. The campus is still

migrating from Blackboard to Canvas. Blackboard will soon be unavailable so anyone still using it should be migrating to Canvas now. The committee is also looking into replacing the intercom system that is currently in all smart classrooms because it will soon be maxed out.

- ETEAL Advisory – no report
- Space Planning - no report
- UNC System Office Engagement Survey - no report
- Faculty Senate – Jessie Heim – Reported that the Chemistry lab modules in the Leutze parking lot will be ready for classes in January. Faculty were concerned about the student retention rate from the fall to spring semester due to Hurricane Florence, but the rate is currently 97%.
- PTTAC - Mary Browning - Modules for the chemistry labs will be installed in the Leutze parking lot which is currently for faculty/staff only; therefore, the Randall Library lot will be converted to a faculty/staff parking lot and commuters will be redirected to parking at the extended Wagoner lot. The parking lot directly across from new Administrative Annex Building is to be ready by January and the main parking lot and walkways are to be ready by March 30. The Parking Office is currently working on moving the visitor lot to the front of campus to make it more accessible. A sub-committee has been formed to discuss renaming and identifying all the parking lots on campus.
- Megan Allred requested another Staff Senate representative for this committee. Susan Smith volunteered.

New Business

- Staff Senate Strides will be held the week of May 13, 2019.
- The Employee Relief Fund (for Hurricane Florence victims) has more funds available, therefore employees can still apply for assistance. The application process might be closing in February if there are no more applications submitted.
- Since Jordan Calfee, our Staff Senate Chair, will be going on FMLA in April, Zach Hollenbaugh, our Staff Senate Chair-Elect, will be interim chair to finish out the 2018-2019 academic year.

Roundtable Updates

- Fall 2018 Graduation will be this Saturday, Dec. 15. Please be aware of more traffic and parking issues for this day.
- Susan Smith shared that the Rec Center closes on Friday, 12/15 and reopens 1/7/2019.
- Olivia Cunningham encouraged everyone to check out volunteer opportunities listed on the Dare2Learn website for more community engagement.
- Megan Allred shared that the faculty/staff textbook scholarships are now available through the Bookstore. Be sure to check out the Faculty/Staff appreciation sale at the Bookstore this Friday, 12/14.

Meeting Adjourned at 2:59 - Motion - Susan Smith, 2nd by Mary Browning – approved by all.

Respectively submitted,
Mary Browning
Staff Senate Secretary

Next Meeting Wed, January 9, 2019 – Golden Hawk Room, Trask Coliseum