



MEETING AGENDA

Wednesday, Feb 13, 2019

Long Leaf Pine Room 1041, Fisher University Union

2:00 pm – 4:00 pm

Started: 2:00 pm

Ended: 3:10 pm

Call to Order

- Confirmation of Quorum - Jordan Calfee – quorum met
- 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.”

Approval of Minutes: January 2019 minutes were approved.

Guest Speakers

Shelley Morris, Internal Audit:

- Shelley introduced the Internal Audit staff. Internal Audit reports to the Audit Committee of the UNCW Board of Trustees.
- Shelley explained that Internal Audit runs a Risk Report each year and that report helps them to determine which departments on campus will be audited.
- Internal Audit is responsible for several services which include conducting audits of the various departments, providing consulting services for campus processes and procedures, and investigating misappropriations of funds, assets and purchases.
- They offer the finance course Internal Controls 101: How to Pass an Audit, through the Finance Certificate program. All are invited to attend and learn more about the auditing process. The next class is March 28.
- If you should see or become aware of an issue that just doesn't seem right, you can visit the Internal Audit website and click the button “Report Fraud and Abuse” to report the incident.

Bill Kawczynski, Director of Military Affairs:

- The Office of Military Affairs has been in existence for 3 years.
- It serves in several capacities which include overseeing the military lounge (which is open to all campus students and employees); supporting all military students and their dependents; working with community organizations to enhance resources for our military students and their families; working with the military on various research projects; and helping to guide veterans through various GI Bill issues.
- The ROTC program is being reinstated (it was formerly on campus from 1984-1991) at UNCW in the spring of 2020.

Chair's Update

- Meeting with the Chancellor: Jordan reported that the meeting with the Chancellor was routine. He did; however, want to encourage all to attend the upcoming open forum on Thursday, Feb 21 for the UNC System Engagement Survey.
- Staff Assembly Chair's Meeting: The Staff Assembly is starting to work on the Annual Golf Tournament being held this spring. Susan Smith is our Staff Senate representative and will keep us posted on any future arrangements. This tournament helps to support funding for the Janet B. Royster Memorial Staff Scholarship Fund which helps to fund staff development throughout the UNC System.

Treasurer's Report

- Lindsey Doell – we currently have money in the budget, but Lindsey was unable to give the exact amount since she still does not have access to the Staff Senate Banner fund.

Human Resources Report

- Jennifer Coombs reported:
 - HR is in the process of hiring several new employees to help on the various HR teams.
 - HR will be moving to the new Administration Annex Building on March 5.
- Olivia Cunningham reported that nominations are now open for the Award of Excellence for all staff. Please visit HR's website for further details.

Committee Reports

- Scholarship – (Keith Fraser/Nadirah Pippen) – The Staff Senate Scholarship application is now available until March 4. Staff and their dependents are encouraged to apply. Keith emailed all staff on campus who have dependents currently attending UNCW to encourage them to apply.
- Communication (Ariel Bennett) – No report.
- Engagement (Nicole Geczi/Emily Morgan) – The committee met to map out the Staff Senate Stride event for spring 2019. They are also reaching out to community organizations to participate in the event.
- Faculty Senate (Maggie Bannon/Andy Kosch) – Reported that Dobo Hall will be done renovations and reopen in fall 2020. Amanda Fleming has been hired as our new Registrar. There is an ongoing search for a new Graduate Dean. It was moved and passed that the number of hours required to graduate has moved from 124 hours to 120 hours.
- Nominations (Adam Clark) – Nominations will be opening soon for Staff Senate. Nominations will be open the last two weeks in March and voting will take place the first two weeks in April.
- Staff Priorities (Susan Smith) - No Report.
- Bylaws - Justin Smith - No Report.
- Orientation – Sydney Ellers will be speaking tomorrow at the New Employee Orientation on behalf of Staff Senate.
- ITAC (Zach Hollenbaugh) – ITAC is forming two subgroups: one to look at the transition of moving from Blackboard to Canvas and the other to look into digital signage. They would like to have a Staff Senator to serve on each committee.
- ETEAL Advisory – no report
- Space Planning - no report

- UNC System Office Engagement Survey – An email will be sent out soon concerning the Engagement Survey. Please attend the Open Forum being held on Thursday, 2/21 for discussion about the survey results.
- PTTAC (Susan Smith/Mary Browning) – No report.

New Business

- Suggestion Box – It has been suggested that UNCW look into creating an Ombudsman office which would give employees the opportunity to make suggestions unanimously for campus issues they may have.
- Jordan Calfee addressed the question as to the status of the Campus Climate Committee which was formed a while back. The committee was reduced to about 13 members and meets on a monthly basis. Bradly Ballou, Chief of Staff in the Chancellor's Office, will share with Jordan the latest information and she will then share with the Staff Senate. A website for this committee is currently in the works.

Roundtable Updates

- The deadline for faculty/staff to purchase a meal plan is 2/18/2019.
- UNCW Dub's Café was recently recognized as the first 3 Star Certified Green Restaurant in Wilmington. A celebration of this award will be tomorrow, 2/14/2019 at 11:15 am.
- The UNCW Activity Center will be hosting the 2019 Southeast Collegiate Fitness Expo, Feb. 22-24. Check out their website for changes in hours and class schedules during this weekend.
- Textbook scholarships are now available for the spring 2019 semester through the UNCW Bookstore.
- Faculty/Staff training for diversity issues will be held March 4 with the LGBTQ office.

Meeting Adjourned at 3:10 pm.

Next Meeting Wed, March 13 in the Fisher Student Union Azalea Coast Room.