



MEETING MINUTES

Wednesday, May 8, 2019

Long Leaf Pine Rm, Fisher Student Union

2:00 pm – 4:00 pm

Started: 2:00 pm

Ended: 3:10 pm

Call to order

- Confirmation of Quorum – Zach Hollenbaugh – quorum met
- Reading of Conflict of Interest Statement: Parliamentarian, Keith Fraser

“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: April 10, 2019 minutes approved.

Guest Speakers

Yvonne Marsan, Laboratory Manager - Physics & Physical Oceanography, Co-Chair of Int'l Faculty & Staff Association:

- Yvonne Marsan and Dijana Jakelic gave an overview of the International Faculty & Staff Association (IFSA).
- The group is the collaboration of the Office of International Programs and the UNCW Centro Hispano Office and is open to all faculty and staff on campus. There are currently 70 faculty members and 17 staff members. They would like to encourage more staff to join them.
- The goal of IFSA is to act as an interdisciplinary collaboration among the various UNCW departments and global outreach for international faculty and staff. Other goals include to increase the awareness of international issues through academic and cultural programs, provide teaching, research and mentoring supports to each other as well as international students.
- They meet formally once a semester and offer various cultural and social events throughout the year.
- Please visit their website at <https://uncw.edu/news/2017/10/uncw-launches-international-faculty-and-staff-association.html> for further details and a membership application.

Chair's update

- Zach introduced our newest Staff Senator, Rick Baumgarner from Financial Aid.
- BOT Report: Zach reported on the various meetings and committees with the Board of Trustees (BOT) who were on campus from April 25-26. The BOT addressed a variety of topics such as current and upcoming campus construction projects, audit risk and compliance activities, University Advancement soft launch of the next UNCW fundraising campaign, and recognizing UNCW students and their accomplishments.

- Staff Assembly Chairs Meeting:
 - Staff Assembly Golf Tournament will be held on May 16. UNCW has purchased a hole for \$1500 and there is still time to form a team for anyone who is interested. The registration fee is \$750 per a team of four.
 - The Legislature has drafted a bill to include a salary increase and bonus leave for state employees. Due to time constraints, the bonus leave would go into effect July 1, 2019 and the salary increases would be effective January 1, 2020.

Treasurer's report

- Lindsay Doell – No report.

Human Resources Report

- Jennifer Coombs/Kelly Kennedy announced that a mobile mammogram unit will be on campus May 16 for employees wishing to have a mammogram. This service is free for those on the BCBS State Health Plan (includes both 70/30 and 8/20). You can sign up on the HR website <https://uncw.edu/hr/uncw-mobile-mammo-flyer.pdf>.
- Olivia Cunningham announced that the final Full Cycle Performance Evaluations were due on March 31. If you still have not submitted your evaluation and have any questions, please reach out to Michel Shackelford or Olivia. She then addressed a few myths about the evaluation which has caused problems in the past.
- Olivia also announced that the Staff Awards of Excellence reception is being held on Wednesday, May 15 at 3:00 pm. She is asking for Senators to be volunteer greeters and welcome the attendees as they arrive. If you are interested please email Olivia Cunningham or Michel Shackelford in HR.

Committee Reports

- Scholarship (Keith Fraser) - All four scholarships recipients have been notified and will be attending our next meeting in June where they will be recognized and given their awards.
- Communications (Ariel Bennett) – No report.
- Engagement (Nicole Geczi, Emily Morgan) – Discussed Staff Senate Strides coming up on May 16. The event will begin at 11 am with the Chancellor making a few remarks and then participants will proceed down Chancellor's Walk. Various UNCW departments will have tables set up as well as 6 community vendors. The number of community vendors is limited this year due to the Umstead Act which prohibits any NC government agency from competing with the private commercial activities of North Carolina citizens. Senators are needed to volunteer for this event by helping to set-up, sit at the registration table, clean up after the event, etc. Please sign up after the meeting today. Senators are to wear their Staff Senate t-shirts to this event. If you need a t-shirt, please contact Lauren Auton.
- Faculty Senate (Maggie Bannon, Andy Kosch) – Faculty Senate announced that the UNC system schools are now giving more academic credit for the ROTC program credits. UNCW has now established an approved excused absence policy which many of the other UNC system schools already have in place.
- Nominations (Adam Clark) – The deadline for Staff Senate nominations was extended and is now Monday, 5/13. Please encourage your constituents to run. Also anyone who is interested in running for Staff Senate Chair-Elect, please contact Zach Hollenbaugh.

- Staff Priorities (Susan Smith) - No report
- Bylaws (Justin Smith) - No report
- Orientation (Emily Morgan) – No report.
- ITAC (Zach Hollenbaugh) – IT is currently in the process of testing a new software for textbooks, working on IT policies, and discussed the issue of Scantron sheets. They are also working on a software package that would identify problems with compliance issues.
- ETEAL Advisory- No report
- Space Planning - No report
- PTTAC (Parking) (Mary Browning) – At the last meeting, the committee met and worked on renaming the campus parking lots which are currently identified by letters. Since they are an advisory committee only, they will forward their suggestions to the administration for their review. People are complaining about how fast the traffic travels on MacMillan Ave at the crosswalk for the new Administrative Annex building. UNCW will work with the city of Wilmington to find a solution to this issue which may include putting flashing lights at the crosswalk.

Round table Updates

- Summer hours begin Monday, 5/13 and therefore; the hours for the Student Rec Center will also change. Please check their website for details.
- The Textbook Scholarships are now available for faculty/staff for summer classes. Please send the waiver form to Megan Allred if you wish to apply.
- Reminder that Riegel Rd. (at the baseball complex) will be closed next week – 5/13-5/18. Please use an alternate route when traveling through campus.
- Nadirah Phippen, Interim Director of the Career Center, introduced a new employee for the Career Center.
- Lauren Auton recognized Susan Smith as a recipient of a Staff Award of Excellence which she will receive at a reception on Wed. 5/15.

Meeting adjourned at 3:10.

Respectively submitted,
Mary Browning
Staff Senate Secretary

Next Meeting: Wednesday, June 12 – Golden Hawk Room, 2nd floor of Trask Coliseum