



MEETING AGENDA
Wednesday, November 14, 2018
Azalea Coast Room, Fisher University Union
2:00 pm – 4:00 pm
Started: 2:00 pm
Ended: 3:30 pm

Call to Order

- Confirmation of Quorum - Jordan Calfee - quorum met with 21 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.”

Approval of August and October minutes -Susan Smith, Adam Clark – motion approved

Guest Speaker

Marilyn Sheerer, Provost:

- Provost Sheerer recognized the Staff Senate as a much needed diverse group on campus since it consists of representatives from all UNCW departments. The diversity helps to bring forward a variety of issues that her office and other administrators need to address.
- She addressed the campus situation following Hurricane Florence. We are getting back into shape, but there are still challenges ahead, such as getting DoBo Hall renovated and providing future labs necessary for classes and faculty research. One of her big concerns is losing chemistry and biology faculty since many lost not only their office and lab spaces, but also much of their research.
- She then opened the floor for questions and comments. Various topics were addressed, such as FLAC, Chrome River, the Starfish app, communication during the hurricane, community outreach, and the new Administrative Building.

Chair's Update

Megan Purser, Assistant Director of Annual Giving discussed Giving Tuesday (global giving day) which is Nov 27. She encouraged giving to the department of your choice at UNCW. Please spread the word via social media to encourage your peers and co-workers to give also during this special event.

Meeting with Chancellor:

- Talked about Parental Leave initiative

New Business

Staff Assembly Update/Parental Leave Committee:

- The Staff Assembly is taking the initiative to begin research on long term paid parental leave. NC State has already addressed the situation, but a legislative action must take place before an official policy is put into place. The Staff Assembly is putting together a team of 8 people to start researching this issue at other institutions and states. The goal is to have research done by March and move forward with a paid parental leave request if statistics support it. The Staff Assembly feels this policy is definitely worth pursuing in order to recruit and keep employees.
- Adverse weather policy - talk has started about the policy and the 3 levels. Staff Assembly feels better communication and interpretation concerning the policy needs to be further addressed.

Treasurer's Report

- Jordan Calfee reported on behalf of Treasurer Lindsay Doell: The budget is in good shape and we have plenty of funding for our events such as Holiday Cards for Heroes. Lindsay is still waiting on access to the Staff Senate Banner funds.

Human Resources Report

- Jennifer Coombs reported on behalf of Cathi Willoughby that the ARP for EHRA employees will be paid out this month.
- Michel Shackelford reported that HR has set a goal of 2000 hours of volunteer service for the campus between now and the end of this year. Volunteer opportunities will be advertised in SWOOP and on the Employee Leadership, Learning and Engagement website. You can register for these events on the Dare2Learn Academy website.
- Olivia Cunningham reported that the mid cycle reviews for your full cycle performance evaluations are due by Dec. 21. Please contact Olivia Cunningham, Molly Nece or Michel Shackelford for assistance.

Committee Reports

- Scholarship: Keith Frazer - working with Financial Aid to get four \$500 scholarships as opposed to two that we have now. Also working on creating one application cycle as is the case with other departments on campus. We accept and review applications in March/April and recommend four scholarship winners for the next academic year. For this current scholarship cycle, the committee reviewed 15 applications and will award six winners. The committee will recommend the six, those applications will be emailed to the Staff Senators who will then email their votes to Jordan Calfee.

A motion to let the committee decide on the top six applications was made by Susan Smith, 2nd by Chris Riendeau. Motion passed.

- Communications – Ariel Bennett - working with OUR to make sure that Staff Senate information goes into SWOOP and gets out to the UNCW campus.
- Engagement – Emily Morgan – currently working on our Holiday Cards for Heroes event. Also considering cards for community organizations who helped those in need during, and following, Hurricane Florence.
- Faculty Senate – Maggie Bannon – the following topics were discussed by the Faculty Senate: current position searches; student evaluations of faculty; updating of honor code; a new Yoga minor; module buildings for lab spaces being placed in parking lot G; donations of household items to hurricane victims.
- Nominations; Staff Priorities; Bylaws; Orientation Committees - no report
- ITAC – Jordan Calfee – discussed procedures to prioritize IT projects; previewing software/app to help connect students with campus police, CARE program, report issues, etc.

- Eteal Advisory; Space Planning; UNC System Office Engagement Survey; PTTAC – No report

Round table Updates

- Wagout (Thanksgiving Dinner at Wagoner) is today, Nov 14.

Meeting adjourned 3:30 - Motion by Susan Smith, 2nd by Zach Hallenbaugh – approved by all.

Respectively submitted,
Mary Browning
Staff Senate Secretary

Next meeting Wed, December 12 – Azalea Coast Room