



STAFF SENATE

MEETING AGENDA

Azalea Coast Room, Fisher University Union

2:00 pm – 4:00pm

Started: 2:00 pm/Ended: 3:20 pm

Call to Order

- Confirmation of Quorum - Jordan Calfee – quorum met with 23 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.”

Jordan Calfee will email August minutes to senators for approval.

No minutes to approve for September since meeting was canceled due to Hurricane Florence.

Guest Speaker

- Missy Kennedy, Associate Vice Chancellor, University Advancement
 - Thanked all for their support during Hurricane Florence. The following funds were established to help victims of the hurricane:
 1. Student Emergency Relief fund which has raised \$62,000
 2. Employee Emergency Relief fund which has raised \$20,000
 - To donate to these two funds or apply for assistance, please visit the following link:
<https://giving.uncw.edu/hurricane-florence-relief>
 - She also reminded everyone that tickets purchased for an event whose proceeds are going to the hurricane relief, are not tax deductible.
- John Scherer, General Council.
 - Thanked all for helping during hurricane recovery and relief efforts.
 - Discussed the First Amendment and how it is interpreted in regards to UNCW staff, faculty and students.
 - Discussed the Seahawk Respect Compact and how it encourages all staff, faculty and students to respect and promote open-mindedness among all those in both our campus and surrounding communities.
 - First Amendment Week - November 11 – 18, 2018.

Chair's Update

- Meeting with Chancellor – September meeting was canceled due to the hurricane.
- Staff Assembly Chair Meeting - Update
 - Discussed hurricane issues
 - Parental leave/FMLA options for staff and faculty
 - Upcoming staff assembly - Oct 15 & 16 – Jordan Calfee, Susan Smith and Levi Moore will be attending

Treasurer's Report

- Lindsay Doell – Budget is good at this time.

Human Resources Report

- Jennifer Coombs and Patti Hale from HR reported:
 - Everyone was paid in Sept - kudos to the payroll and HR teams!
 - SHRA employees will be receive their 2 percent raise (retroactive from July 1) in their October pay. EHRA will receive their salary adjustments in their November pay check (retroactive to July 2018). The minimal pay for all SHRA positions is now \$31,200, and reconciliation to this new minimal salary for eligible employees will also be in October.
 - OSHR has added an additional 16 hours of community service to use for hurricane related volunteer activities. Check out the HR website link "Hurricane Recovery" for details.
 - Hurricane Michael - campus will be closing at 1:00pm tomorrow 10/11 - check with supervisor before you leave to discuss working from home during this down period.
 - Olivia Cunningham – Full Cycle Performance - mid cycle reviews will start at the end of October and supervisors will be getting an email notification. Check with Olivia if you have questions. Individual goals can be changed, if necessary, due to issues with Hurricane Florence and time missed. Please email Olivia with updates you might have for the hurricane website.
 - State Health Plan open enrollment is open until October 31.
 - Flu shot today (10/10) in Warwick Center – only time to be given on campus this year.

Committee Reports

- Scholarship - Keith Fraser – Applications will open Oct 15 – employee dependents and spouses are also eligible to apply.
- Communications – Ariel Bennett will meet with committee members in the near future
- Engagement - No chair at this time – email Jordan with any event ideas for this year
- Faculty Senate -Maggie Bannon - no report
- Nominations - Adam Nelson - no report
- Staff Priorities - No chair - no survey this year due to System Engagement Survey
- Bylaws - Justin Smith - No report
- Orientation - Emily Morgan – all New Employee Orientations have been assigned
- ITAC (IT Advisory Council) – Jordan Calfee - met in August
 - Canvas migrated from Blackboard
 - Library – Digital Makerspace is now open and you can check out 3D equipment

- Tech Nest is now open in FSU – Open House was held in September - check out classes being held
- ETEAL Advisory - No report
- Space Planning - Emily Morgan - No report
- UNC System Office Engagement Survey (HR) - No report
- PTTAC (Parking, Traffic and Transportation Advisory Committee) - Mary Browning - No report

New Business

- Suggestion Box Comments
 - Stream staff Senate meetings (live broadcast) - room? - too costly? - would it inhibit people from talking? - record speakers only? - definitely need to check into this – would need a SMART room to be able to do this.
 - Parking concerns for McNeil and Teaching Lab – students concerned with parking issues
 - Parental Leave - different rules for faculty - they get a full semester for FMLA
- Sydney Ellers - met with Kat Pohlman, Sustainability Coordinator - pickup cigarette butts around campus - we would provide bucket and gloves - clean up around your building - Kate's group would pick up buckets - possible date Oct 26 - could use community service leave - staff senate to endorse and encourage staff to participate
- Staff open portrait session - Nov 5 and Dec 3 - check on OUR website for details
- Staff Assembly – Janet B. Royster (JBR) Memorial Staff Scholarship is open now until Oct 31 check Staff Senate website for details

Roundtable Updates

- Per Olivia Cunningham - Staff Award for Excellence is being rescheduled - Staff Service Awards luncheon is being held on Oct 31- need 3-4 staff senators to help out – contact Olivia if you are interested
- Per Kelly Moore – Basketball’s Midnight Madness canceled - Men's basketball game against Clemson for hurricane relief will be held Oct 27 - tickets on sale Oct 15; Men’s basketball tip off dinner is being held on Oct 26 – tickets on sale now
- Sydney Ellers – BOT will meet 10/18 – 10/19 – all are welcomed to attend Friday's am meeting
- Brooke Lambert - Safe Zone training from LGBTQIA Office – Oct 16 & Nov 13 - signup on line - November session will have students also
- Jordan Calfee – Faculty/Staff meal plans open to purchase until October 26

Adjournment

- Meeting adjourned at 3:20 - motion by Susan Smith - 2nd by Zach Hollenbaugh -approved by all

Respectively submitted,
Mary Browning, Secretary

Next meeting Wed, Nov 14- Azalea Coast Rm. - Guest Speaker – Provost Marilyn Sheerer