



MEETING MINUTES

Wednesday, March 13, 2019

Azalea Coast Room, Fisher Student 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: Zach Hollenbaugh

“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: February 2019 minutes were approved.

Guest Speakers

Kimberly McLaughlin-Smith, Human Resources, Inclusion & Diversity Learning Development Specialist

- Kimberly gave an overview of the various inclusion and diversity courses offered through the Dare2Learn website. She went through each course giving an overview of what it covers and who would benefit from it.
- Kimberly is also a DJ on radio station 98.7. Her program plays reggae & world music which she often incorporates into her UNCW workshops.
- She discussed in detail a new Voice of Inclusion Certificate one can obtain through the Dare2Learn program. This certificate covers three levels – beginning (10 hours), intermediate (20 hours), and advanced (30 hours). Visit Dare2Learn website for detailed information.

Megan Purser, Annual Giving Assistant Director & **Bryan Fegley**, Annual Giving Assistant Director - Give More in 24 update:

- Bryan gave an update on the 6th annual one day giving challenge, “Give more in 24” to be held on April 9.
- A video is featured on the Give More in 24 website for an overview on how this challenge will work on April 9.
- This year the system is automated and one can track all giving on line as the system automatically updates with each donation.
- Staff, faculty and students can participate throughout the day in the various employee and student challenges which help to support both UNCW departments and organizations.

- University Advancement will provide coffee and snacks on challenge day in the Fischer Student Union town hall area. All are invited.
- All gifts add up, no matter how small! So please consider a contribution to the cause.

Kelly Charles – Director, Institutional Effectiveness (sub-unit of Institutional Research and Planning)

- Kelly works with outcome assessments for all campus departments helping to determine the effectiveness of their mission statements, values, evaluation methods, etc. The various UNCW departments are required to prepare and submit an assessment report to the Taskstream Accountability Management System (AMS).
- There are two phases to these assessments, the planning phase and the reporting phase. Kelly is now creating a committee to assist in the planning phase. All campus employees are encouraged to apply for this 15 member committee.

Human Resources Report

- Jennifer Coombs reported:
 - HR has moved to the Administrative Annex in the front of campus.
 - Two new employees have been hired: Danielle Aldrich (Classification & Compensation Consultant) and Jessica Ludwick (EHRA Recruitment & Employment Specialist). Deanna Tirrell is in the process of hiring two new staff members to assist on the Human Resources Information Systems (HRIS) team.

Chairs update

- Meeting with the Chancellor: Zach Hollenbaugh reported that they discussed the Chancellor's perspective of the current campus climate and the disconnect between upper level administration. The Chancellor is working on organizing an open forum on campus for students, staff and faculty to discuss the current and future plans for the university.
- Jordan Calfee reported that the Staff Assembly is continuing to work on the parental leave issue which they will present as a collective group to the legislature. More information to come later in March.
 - Dawn Brown, Staff Assembly Chair, sent a letter of support for adverse weather, but asking to eliminate the condition 2 level.
 - Susan Smith gave an update on the Staff Assembly Golf Tournament coming up later this spring. The committee hopes to raise \$10,000 for the Janet B. Royster Memorial Staff Scholarship. They are asking all 16 UNC system universities to contribute freebies for the tournament swag bags.

Treasurer's report

- Lindsay Doell – Budget in good shape; Lindsay should have Banner access to the Staff Senate funds soon.

Committee Reports

- Scholarship (Keith Fraser, Nadirah Pippen)- 22 applications have been submitted so far for the four \$500 scholarships awarded by the Staff Senate.
- Communications (Ariel Bennett) - no report
- Engagement (Nicole Geczi, Emily Morgan) - working on the Staff Senate Stride - the Wilmington Sharks Baseball team would like to participate; Emily Morgan reaching out to UNCW departments.
- Faculty Senate (Maggie Bannon, Andy Kosch) – Chancellor spoke about the Research 2 designation; discussion and updates were given on the various campus moves; new approvals for degrees.
- Nominations (Adam Clark) – Nominations for Staff Senate will start April 1 and voting will open on April 15. Please encourage the staff members in your areas to run for a senator position.

- Staff Priorities (Susan Smith) - no report
- Bylaws (Justin Smith) - no report
- Orientation (Emily Morgan) – All New Employee orientations are covered.
- ITAC - strategic plan to be finalized; updates happening this weekend for maintenance; Teal vision is coming to an end of its technical life as of April 1; all computers must migrate to Windows 10
- ETEAL Advisory- working on their 5 year report for SACS
- Space Planning - no report
- UNC System Office Engagement Survey (HR) – no report
- PTTAC (Parking) – Several parking issues are being addressed due to all of the construction and moves on campus. Parking is asking for everyone to be patient while the campus goes through all of these transitions.
- Chancellors Campus Climate - finalizing website which should be up within the next 2-3 weeks. A new signing of the Seahawk Compact will take place on April 2 from 11:30- 12:00 at the UNCW amphitheater. All are invited to attend.

New Business

- Year End Finance forum will be held tomorrow, 3/14 at 2 pm in Cameron 105.

Round table Updates

- No reports

Meeting adjourned at 3:10 pm.

Respectively submitted,
 Mary Browning
 Staff Senate Secretary

Next Meeting: Wednesday, April 10, Fisher Student Union Azalea Coast Room