



UNIVERSITY of NORTH CAROLINA WILMINGTON

STAFF SENATE

DRAFT - Not yet approved

MEETING MINUTES

Wednesday, October 14, 2020

Virtual Meeting via Zoom

2:00 pm – 4:00 pm

Call to Order: 2:00 pm

Adjournment: 3:33 pm

Call to Order

- Susan Smith, chair, called the meeting to order.

Chancellor Sartarelli Remarks

- Chancellor Sartarelli welcomed everyone and reported that the Fall 2020 enrollment numbers looked good, with 18,100 students currently enrolled. He stated that he was pleased with the US News ranking for the current year, and the de-densification efforts for campus housing. There is discussion about housing for the spring semester, with a few more double occupancy rooms being possibly used, but the overall arrangement will be similar to the fall semester. There are preparations to test every on-campus student for Covid before they leave campus, and they will be required to be tested again before they return in mid-January. Athletic competitions are slated to start in the spring semester (January 2), but could be curtailed if Covid cases increase. He reported that UNCW has opted for no employee furloughs, unlike some other UNC System schools.

Roll Call and Quorum Verification

- Justin Smith, secretary, called the roll. Senators present included: Maggie Bannon, Sharon Braxton, Dawn Brown, Jordan Calfee, Cynthia Chroman, Adam Clark, Elizabeth Davis, Heather Frehim, Daniel Gaither, Jessica Hans, Christie Hernandez, Brittani Isidoro, Sue Johnson, Rachel Kleitches, John Knox, Feletia Lee, Amy Lekeu, Jessica Ludwick, Yvonne Marsan, Emily Morgan, Julie Lynn Neill, Kristen Nice, Meghan Osborne, Jessica Rivenbark, Michel Shackelford, Justin Smith, Susan Smith, James Taylor, and Sydney Vann.
- Chair-elect Adam Clark confirmed that a quorum was present.
- Justin Smith read the conflict of interest statement.

“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.”

- No conflicts were identified.

Review of September Minutes

- Susan announced that the September minutes are in the Senate Microsoft Teams folder. Dawn Brown made a motion to approve the minutes and Jessica Rivenbark seconded the motion. The minutes were approved.

Human Resources Report

- Molly Nece reminded staff members that open enrollment begins October 15. Health insurance premiums did not increase for a third year in a row. Susan thanked the Staff Senate Engagement Committee for their hard work in making Employee Appreciation Week a success.

Treasurer's Report

- Sydney Vann reported there were no income or expenses in the past month in the trust fund.

Committee Reports

- Engagement
 - Jessica Hans thanked all senators who participated in the Staff Senate scavenger hunt held as part of Employee Appreciation Week.
- Communications
 - Jessica Rivenbark requested senators send ideas and concerns to the Staff Senate suggestion box or directly to her by email.
- By-laws
 - Cynthia Chroman announced that the committee will be meeting next week and to discuss items and concerns.
- Nominations
 - Rachel Kleitches reported that the committee is working toward switching to Qualtrics software for online nominations and elections.
- Orientation
 - Sue Johnson said that the committee will use a variety of ways to tell staff members about Staff Senate and our work.
- Staff Priorities
 - No report.
- Scholarship
 - Elizabeth Davis reported that she and James Taylor will chair the committee. The committee is updating scholarship details and how the scholarship will be marketed to stakeholders since many people are not on campus.
- Faculty Senate
 - Feletia Lee reported that she was elected chair and that there was a Faculty Senate meeting yesterday. The meeting included a very heated discussion about the new banner policy. Many faculty members said that the banner policy made them feel unimportant. Amy Lekeu suggested a type of statement from Staff Senate that would make students, faculty, and staff of color more welcome.

Chair's Report

- Susan reminded staff members that the Board of Trustees will be meeting this week. Mark Lanier recommended staff members review the BOT website for more information about the meetings. Susan also suggested members review and promote the Erskine Bowles scholarship. Susan also reviewed several items

submitted to the Staff Senate suggestion box. These items have been sent to the appropriate administrators and departments and will be reviewed.

Guest Speakers

- Tiffany Tucker, Senior Associate Director of Athletics, thanked Katrin Wesner and Bradley Ballou for their hard work in managing the Covid pandemic. She reported that Athletics continues to work on diversity and inclusion, a priority that has been on their radar for a long period. The department has especially made progress in racial and gender equity in their hiring. She recommended connecting with Dr. Donyell Roseboro for assistance in increasing diversity and inclusion in hiring pools. Tiffany also described several annual initiatives held each year to recognize diversity and inclusion, such as Hispanic Heritage Night at soccer games and Pride Night at women's basketball games. She also discussed that the Athletics department has met all NCAA compliance regulations revolving diversity, equity, inclusion, and sexual assault. Election Day is also a mandatory day off for all student athletes, so all athletes can vote.
- Liz Grimes, Associate Vice Chancellor of Human Resources, stated that staff members working from home will be asked to continue working from home through the rest of the calendar year, supporting other employees who are having to work on campus. She also said that Human Resources and university leadership are thinking flexibly about staff taking time off between when students leave campus before Thanksgiving and before the students return in mid to late January. Supervisors are recommended to speak to their employees about flexible time off, permitting staff to share duties to cover business operations while also allowing a healthy amount of time away from their work.
- Dr. Donyell Roseboro, Interim Chief Diversity Officer and Professor, discussed the Diversity and Inclusion Fellows program. The initial program is for faculty only because it includes a stipend which cannot be passed along to staff. There will be an upcoming call for staff members to participate in a Community Engagement fellows program. Staff members selected would work in the Community Engagement department for one year, with the opportunity to be selected again for another two years.

Roundtable Updates

- Mark Lanier, legislative liaison, discussed the UNC System President's priorities for the next legislative session, which begins in January 2021. These priorities include increasing compensation for faculty and staff, more funding for enrollment growth, and a full funding of building reserves. UNCW received building reserves for Veterans Hall before it opened, but it needs to be converted to recurring funding. The State Controller's Office reports that the financial health of the state is in good shape.
- Sharyne Miller, Associate Vice Chancellor for Information Technology Services, reminded everyone that Two-Factor Authentication (2FA) is required beginning in November. This will significantly increase protection against phishing and spam attacks. The "old VPN" will be decommissioned and everyone will be required to use the "new VPN," which uses 2FA.
- Katrin Wesner, Interim Associate Vice Chancellor for Student Affairs, reported that the number of Covid cases in North Carolina is increasing. She reminded everyone to follow the "Three W's." UNCW is also working hard with New Hanover County to provide free testing for faculty and staff. The testing would be especially helpful for anyone travelling for the Thanksgiving holiday.
- Brian Victor, Interim Vice Chancellor for Students Affairs, reported that Student Affairs will be communicating soon with on-campus students who moved home regarding plans to possibly move back to campus for the spring semester. He also requested volunteers to build graduation boxes which will be distributed to graduates at the end of the semester.
- Feletia Lee wished everyone a happy "E-Waste Day" and suggested that any electronics that need to be recycled could be delivered to the depot near the Warehouse.

- Jessica Hans reported that the Student Recreation Center and Recreation Fields are open. Starting on Monday, reservation block times will be changing to longer time blocks. She also reported that the State Employees Combined Campaign will be rolling out in the coming days.
- Susan Smith requested that staff members contribute to the Pat Leonard Legacy of Excellence fund.

The meeting was adjourned at 3:33 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Justin Smith". The signature is fluid and cursive, with the first name "Justin" and the last name "Smith" clearly distinguishable.

Justin Smith
Staff Senate Secretary