



UNIVERSITY of NORTH CAROLINA WILMINGTON

STAFF SENATE

MEETING MINUTES

Wednesday, August 12, 2020

Virtual Meeting via Zoom

2:00 pm – 4:00 pm

Call to Order: 2:00 pm

Adjournment: 3:29 pm

Call to Order

- Susan Smith, chair, called the meeting to order.
- Justin Smith, secretary, called the roll. Senators present included: Susan Smith, Justin Smith, Emily Morgan (ex-officio past chair), Jordan Calfee (ex-officio second past chair), Chris Riendeau, Feletia Lee, Adam Clark, Daniel Gaither, John Knox, Amy Lekeu, Yvonne Marsan, Julie Lynn Neill, Kristen Nice, Megan Purser, Michel Shackelford, Jessica Rivenbark, Jessica Hans, Sue Johnson, Christie Hernandez, Maggie Bannon, Sharon Braxton, James Taylor, Jonathan Lancelot, Elizabeth Davis, Phillip Knowles, Brittani Isidoro, Tammi Emeka, Stephanie Glowa, Brittani Isidoro, Rachel Kemp Kleitches, and Sydney Vann.
- Justin confirmed that a quorum was present.
- Tammi Emeka, parliamentarian, 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.

New Business

- Susan introduced new senators from Academic Affairs. Members that began their term on July 1, 2020 include:
 - Jessica Rivenbark
 - Christie Hernandez
 - James Taylor
 - Stephanie Glowa
 - Rachel Kemp Kleitches
 - Maggie Bannon
- Susan recognized the newly elected officers of Staff Senate for this fiscal year:
 - Chair-Elect: Adam Clark
 - Parliamentarian: Tammi Emeka
 - Secretary: Justin Smith
 - Treasurer: Sydney Vann
 - Communications Officer: Jessica Rivenbark

- Megan Purser, chair of the Scholarship Committee, recognized scholarship recipients. Staff Senate awarded seven scholarships this year. Scholarship recipients present at the meeting briefly discussed their educational goals and expressed appreciation for the scholarship. Recipients include:
 - Daniel Sanchez – Office of Scholarships and Financial Aid
 - Jessica Rivenbark – Watson College of Education (Staff Senator)
 - Lily Pezzullo-Frank – Cameron School of Business
 - Stefanie Norris – Campus Life Arts and Programs
 - Hailey Jourdan – CHHS
 - Brittani Isidoro – Center for Marine Science (Staff Senator)
 - Danielle Broman – CHHS graduate student (related to Carolyn Hartman in the Chancellor’s Office)
- Adam Clark presented the committee assignments for 2020-2021. The list will also be emailed to senators.

Human Resources Report

- Molly Nece reported that almost four hundred virtual classes have been offered this spring and summer via the Dare 2 Learn Academy. Over half of those were offered from campus partners, with the rest organized and presented by the ELLE team of Human Resources. She encouraged folks to review the return to campus HR [website](#). Molly also reminded staff about the Full Cycle process, with goals for the 20-21 cycle due at the end of the month. She requested feedback on the suggested goals emailed today in the Full Cycle campus update.

Treasurer’s Report

- Sydney Vann reported that she is working on getting access to the Staff Senate funds and that she will be meeting with former treasurer Lindsay Doell to coordinate the leadership transition.

Chair’s Report

- Susan shared Staff Senate’s appreciation for the campus-wide return-to-campus forum yesterday with senior administrators. Susan also noted that she and past chair Emily Morgan attended the UNC Staff Assembly meeting in July. The Staff Assembly is working with the system office, campus HR offices, and leavekeepers on necessary reporting and other issues. Susan thanked Miles Lackey and Business Affairs for their financial leadership ensuring that our campus is in strong financial shape in this difficult economic time.

Roundtable Updates

- Feletia Lee explained that Recycling is open and running on their normal schedule. If there are any pickups needed, please contact her directly.
- Phillip Knowles reported that shipping/receiving and surplus at the Warehouse are both back on regular schedules as well.
- Jessica Hans from Campus Recreation explained that certain aspects of the Student Recreation Center will be open beginning next week. The pools will be open, and outdoor activities are scheduled. The rest of the SRC will be closed except for academic classes. After Phase 3 begins, they hope to reopen the rest of the building, but registration to enter the building will be required, up to 36 hours in advance. These appointments will be administered through the IMLeagues app.

Guest Speakers

- Sharon Boyd, Associate Vice Chancellor for Business Services, thanked Staff Senate for the invitation to speak about on-campus parking. She reported that Business Services is working on policies to make the parking arrangements more flexible as work arrangements have changed. Parking is governed by the state

due to the enforcement responsibilities of UNCW Parking Services, and this means that Parking acts more like a municipality in its governance. In order to make any policy changes, they must be approved by the Board of Trustees. Administration does plan to take changes to the Board of Trustees for their discussion and approval in October. Sharon presented an overview of the department's budget: \$1.9M (45%) of their budget is for debt service, and there are many other fixed costs that cannot be changed. Since the parking department is not state supported, they must cover their fixed costs from fees. Out of the total \$4M budget, faculty and staff contribute about \$600,000. The pandemic's work from home phenomenon has required changes, and they are beginning to discuss possible ideas from faculty and staff related to employee fee collection. A possible change would be to think of parking fees being monthly instead of yearly, while still having an annual permit process. This would allow faculty and staff to request a stop to the payroll deduction if they do not plan to work on campus the next month. Another change would be to move all payroll deductions to only ten months to match faculty's employment status, and summer would be included in the annual permit. Sharon requested for input from faculty and staff to come up with possible policies that can be taken to the BOT.

- Liz Grimes, Associate Vice Chancellor for Human Resources, discussed how the campus is in a transition phase, with some employees working on campus, and others working from home. Many staff members are not student-facing, and they will continue to work from home so that de-intensification of campus can continue to take place. Leave provisions continue to change and all employees are encouraged to check with HR with any questions. Leave provisions have been altered by the system for August and all employees are encouraged to read those carefully.
- Katrin Wenser-Harts, Interim Associate Vice Chancellor for Student Affairs, reported that New Hanover County is doing better with overall Covid-19 case numbers. She remarked that the state-wide trends are not decreasing, but they are stabilizing, which means we must be very committed to the "3 W's" so we can move towards Phase 3. A [data dashboard](#) has been launched on the Best for the Nest website. This reports UNCW cases from the past week, as well as cases from the beginning of March. This data does include all UNCW students, faculty, and staff who may or may not be on campus. Collectively, there have been 39 reported UNCW cases. Starting on Wednesday, August 19, all faculty, staff, and students will receive a daily email reminder with the required health self-assessment which must be completed each day before coming to campus. Katrin then answered questions from staff members.

Old Business

- Susan requested Staff Senators send information about the UNC System racial equity task force to their departments and divisions, while also encouraging all staff members to provide input to the task force.

The meeting was adjourned at 3:29 PM.

Respectfully submitted,



Justin Smith
Staff Senate Secretary