



UNIVERSITY of NORTH CAROLINA WILMINGTON

STAFF SENATE

MEETING MINUTES
Wednesday, July 8, 2020
Virtual Meeting via Zoom
2:00 pm – 4:00 pm
Call to Order: 2:00 pm
Adjournment: 3:04 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, Dawn Brown, Adam Clark, Daniel Gaither, Heather Frehim, John Knox, Amy Lekeu, Yvonne Marsan, Julie Lynn Neill, Kristen Nice, Megan Purser, Jessica Hans, Sharon Braxton, Jonathan Lancelot, Phillip Knowles, Brittani Isidoro, Tammi Emeka, and Sydney Vann.
- Justin confirmed that a quorum was present.
- Chris Riendeau, 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 recognized new senators beginning their two-year term of office at this meeting. Adam Clark, chair of the nominations committee, introduced the new senators from Business Affairs, Student Affairs, and the Chancellor’s Division. The Academic Affairs election is ongoing (and will close on Friday) and the senators elected by that division will be introduced at the next meeting. Members that began their term on July 1, 2020 include:
 - Business Affairs:
 - Sharon Braxton
 - Jonathan Lancelot
 - Phillip Knowles
 - Sydney Vann
 - Student Affairs:
 - Cynthia Chroman
 - Tammi Emeka
 - Jessica Hans

- Sue Johnson
 - Chancellor's Division:
 - Elizabeth Davis
- Adam reported that nominations for executive committee positions (chair-elect, secretary, treasurer, parliamentarian) will be open next week, and voting on these positions will be held the following week.

Human Resources Report

- Liz Grimes, Associate Vice Chancellor for Human Resources, discussed the plans for reopening campus for fall semester. The reopening work group analyzed current staffing to see which positions were required to work from campus, performed a density analysis of space on campus, and reviewed the employee-wide survey that was submitted to HR. She stated that much of the staff who have been working remotely likely will continue working remotely through the fall as much as possible. She remarked that there is a lot of care and concern taken to do this process in a safe and methodical way. Molly Nece also discussed the upcoming July 31 deadline for the FY20 Full Cycle performance evaluations and the August 31 deadline for FY21 goals. Molly also commended the free Employee Assistance Program to all staff members.

Governmental Relations Update

- Mark Lanier reported that the North Carolina General Assembly and the Governor have approved all UNCW's priority bills. These include spending bills (such as building reserves for Veterans Hall), omnibus policy changes, and more flexibility for hiring and retaining law enforcement positions.

Treasurer's Report

- No report until new treasurer has been elected.

UNC Equity Task Force

- Dawn Brown reported that she has been asked to represent UNCW and our staff on the thirteen member UNC System Equity Task Force. She noted that there will be a lot of engagement between staff and the system through this task force. The Staff Priorities committee will be working with Dawn on this.

Chair's Report

- Susan shared her goals for the upcoming year. She noted that we as a staff have some work to do to be intentionally inclusive; taking time to make sure all staff members are heard. Susan asked each senator to introduce themselves.

Committee Reports

- Scholarship
 - Megan Purser announced that there is a new procedures document that has been assembled for the committee to use during leadership transitions year-to-year.
- Communications
 - No report.
- Engagement
 - Feletia Lee noted that the committee has tried to put together something for Staff Senate Strides, but it may not happen this summer due to the current teleworking situation, though Susan and Molly had some ideas for a possible virtual event related to "staff giving back to staff."
- Faculty Senate
 - John Knox announced there will be an open faculty meeting on July 15. He also discussed that the Chancellor reiterated his commitment to Black faculty and staff at the recent faculty meeting. In

addition, a Faculty Senate motion was approved to urge the Chancellor to show support for Black Lives Matter on campus by approving the creation of signs and/or paintings, along with a motion requesting the Chancellor to issue a written statement in support of Black Lives Matter.

- Staff Priorities
 - No report
- Bylaws
 - No report.
- Orientation
 - Sydney Vann reported that in-person employee orientation will likely be on hold for the rest of the year, but they will be cancelled on a month-to-month basis, rather than all at one time right now.
- Susan requested that senators visit the Senate website and review the standing committees (listed above) and determine which ones they would like to join this year. If committees need to be adjusted (added removed, etc.), senators are encouraged to share their thoughts with Susan. Susan would like to hear from each senator of their top three committee choices. She also requested volunteers for the campus advisory committees (listed below).
- ITAC (IT Advisory Council)
 - No report.
- ETEAL Advisory
 - No report.
- Space Planning
 - No report, though Emily Morgan reviewed the purpose and function of the committee.
- PTTAC (Parking, Traffic, and Transportation Advisory Committee)
 - No report.

Roundtable Updates

- Brian Victor, Interim Vice Chancellor for Student Affairs, announced that move-in will be very different this fall. Families will be asked to sign up for an early move-in appointment near the beginning of August. In addition, there can be no off-campus visitors in the dorm rooms, and no more than one student visitor in each dorm room. Student orientation and convocation will be online this year, with a pick-up event on campus for small numbers of students at one time to obtain their One Cards, etc. Spring (May) 2020 graduation will be combined with the Fall (December) 2020 graduation. Campus Life buildings will look very different this fall, with seating reduced, such as with chairs removed in Hawks Nest for space for six-foot queuing. Students, faculty, and staff will have to register in advance for a time to work out in the Student Recreation Center. Walk-ins will not be allowed, and there will be twelve-foot distancing between all workout equipment. The gym space in the SRC may be used as eating space for commuter students.
- Dawn Brown reminded staff that Randall Library has books, materials, and DVDs available for contact-less checkout. These are available through the hold function on the library's website.

The meeting was adjourned at 3:04 PM.

Respectfully submitted,



Justin Smith
Staff Senate Secretary