



UNIVERSITY of NORTH CAROLINA WILMINGTON

STAFF SENATE

MEETING MINUTES

Wednesday, September 9, 2020

Virtual Meeting via Zoom

2:00 pm – 4:00 pm

Call to Order: 2:00 pm

Adjournment: 3:39 pm

Call to Order

- Susan Smith, chair, called the meeting to order.
- Justin Smith, secretary, called the roll. Senators present included: Maggie Bannon, Dawn Brown, Adam Clark, Elizabeth Davis, Tammi Emeka, Heath Frehim, Stephanie Glowa, Christie Hernandez, Brittani Isidoro, Rachel Kleitches, Phillip Knowles, John Knox, Amy Lekeu, Yvonne Marsan, Emily Morgan, Julie Lynn Neill, Megan Purser, Christopher Riendeau, Jessica Rivenbark, Michel Shackelford, Justin Smith, Susan Smith, James Taylor, and Sydney Vann.
- Chair-elect Adam Clark 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.

Review of August Minutes

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

New Business

- Sydney Vann introduced the video that will be used at online new employee orientation and staff senators recorded a virtual welcome for the video.
- Adam Clark introduced each of the committee reports and called on their chairs to provide updates.
- Communications
 - Jessica Rivenbark announced the committee has met and are working on updating the website. The committee also set goals for the 2020-2021 year, which include: improving organization of the website, updating the website, requesting that all communications to staff be reviewed by the committee, and increasing inclusivity for Staff Senate.
- Nominations
 - Rachel Kleitches discussed the committee’s idea to move nominations from WaveLength to Qualtrics.

- Staff Priorities
 - No report
- Faculty Senate
 - John Knox announced there was a Faculty Senate meeting on Tuesday, September 8. Elections were held and new officers and steering committee members were elected. The Chancellor spoke about the enrollment for this semester and the ongoing de-intensification of campus. The Provost provided an Academic Affairs update, which highlighted Randall Library. Interim Vice Chancellor Brian Victor provided a Student Affairs update, which noted that the Student Recreation Center is now open and the virtual involvement carnival registration numbers are high.
- Scholarship
 - No report.
- Engagement
 - Adam Clark announced that the last week of September will feature employee appreciation. The committee will be working on providing a scavenger hunt for campus.
- Orientation
 - Sydney Vann announced that the committee will meet with Melissa Cox next week to work on the orientation video. This will be shared with senators.
- By-laws
 - Sydney Vann is acting chair until officers can be elected.

Human Resources Report

- Molly Nece introduced Employee Appreciation Week, beginning with “Meaningful Monday” on September 28. Tuesday of that week will feature engagement, Wednesday will feature well-being, Thursday will focus on sharing thanks, and Friday will be called “Fun Friday.” This will include a virtual dance party, in which employees and their children are invited to enjoy themselves via a Zoom dance party. Molly also presented several signature programs that are available for staff members to participate in this academic year. These programs are available to include in staff member’s Full Cycle goals for the upcoming year.

Treasurer’s Report

- Sydney Vann said there were no updates at this time.

Chair’s Report

- Susan thanked Brittani Isidoro for designing a new image for Senators to share with others as a reminder for upcoming meetings.
- Susan asked Dawn Brown to discuss the UNC Equity Task Force. The UNC System has allowed for an extension to encourage additional work to be completed by the subgroups. There are several meetings per week. There will be a survey forthcoming, and Staff Senate will be distributing it to campus. Several town halls will also be scheduled.
- Last week’s Staff Assembly meeting introduced work/leave options for parents of school-aged children who are having to oversee instruction for their children in addition to their work for the UNC System.
- Susan encouraged senators to reach out to staff members and make them feel more engaged and included while many people are working from home and away from their coworkers.
- Susan discussed items in the Staff Senate Suggestion Box.
- The Chancellor has encouraged Staff Senators to stay positive, be truthful, and to be transparent.

Guest Speakers

- Elaine Doell and Patti Hale from Human Resources spoke about changes to the teleworking and flexible work policies. The committee has made revisions that have been approved by the General Counsel and Cabinet. There is a lot more flexibility in these policies and this is for the greater good of the entire campus. A full revision of the ITS addendum and teleworking form was undertaken as part of these changes. The work week runs from early Monday morning to midnight on Sunday. How work is accomplished during the week is flexible between employee and supervisor. Patti announced there will be a flu shot clinic on September 23 in the Burney Center. A photo ID and insurance card will be required. Elaine and Patti also answered questions from attendees.

Roundtable Updates

- Julie Lynn Neill reported on items of interest from Business Services. Sustainability has a new electronic recycling container in Fisher. Physical Security and Access requests that sanitizer sprayers not be used on card readers. A committee is drafting new parking policies that will be introduced at the Board of Trustees meeting in October.
- Sharon Boyd, Associate Vice Chancellor for Business Services, stated that they are working towards a more flexible policy for a refund schedule that would allow faculty/staff to suspend their parking permit if the employee is moving, or has moved, to teleworking. They are hoping for more flexible options for infrequent visits to campus, as well as clear cancellation policies.
- Susan Smith shared that the Student Recreation Center is open, with all areas now available. Three hundred members used the center on Tuesday. Reservations are required through IMLeagues.
- Mark Lanier provided a legislative update. The General Assembly passed a bill that appropriated remaining CARES funding received from the federal government. While the UNC System did not get as much as they requested, they received \$18 million for Covid-related items.
- Sharyne Miller, ITS, announced there is Information Security awareness training available. In addition, Outlook provides notices about phishing attacks, with a gray bar, if it recognizes that the email is coming from an unknown email address but says it is from a known contact. Two Factor Authentication continues to be recommended for all UNCW users.
- Phillip Knowles announced that Warehouse Services and Surplus Services are very busy. Surplus is now open for on-campus viewing for departments by appointment only. Community-wide surplus sales have not restarted, but online public auctions are being conducted with UNCW surplus items. There is a new surplus system that went live about a month ago, accessible through MySeaport.
- Sharon Baucom, Director of Facilities Administration, discussed personal protective equipment (PPE). Facilities has become the distribution center for PPE. Any personal items not for community use may be ordered through AiM customer requests. Larger items that are more complicated (e.g. large plexiglass installations integrated into the building) can be requested and funded via a Special Project Request form.

The meeting was adjourned at 3:39 PM.

Respectfully submitted,



Justin Smith
Staff Senate Secretary