



## MEETING AGENDA

Wednesday, July, 11, 2018  
Azalea Coast Room, Fisher University Union  
2:00 p.m. – 3:30 p.m.  
Start: 2:05 p.m.

### Call to Order

- Confirmation of Quorum – Jordan Calfee – no quorum, only 16
- Reading of Conflict of Interest Statement: - Lauren Auton

*“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 from June 2018 meeting – no quorum, approve at August meeting

### Introduce and Welcome New Senators

- Everyone introduced themselves & said which department they work in & how long they’ve been with the university

### Chair’s Update

- Meeting with Chancellor
  - Megan Allred & Jordan Calfee met with Chancellor & thanked him for coming to June meeting & helping present the awards
  - New Chair-elect: Zach Hollenbaugh
  - Upcoming Senate meetings
- Staff Assembly Chair Meeting – Update
  - Day of Service Video
  - Golf Tournament
- Upcoming Staff Assembly Meeting
  - July 30 & 31 at NC A&T – Lauren Auton & Jordan Calfee attending
- Guest Speakers/Meeting Layout
  - Speakers at beginning (when applicable); 10-15 min per speaker, max 2 speakers; 2:30-3:30pm would be for regular senate meeting and then 3:30-4pm would be for staff senate committees to meet if need be
- Staff Senate Platform Discussion

### Treasurer’s Report

- No update, waiting on Treasurer to be voted in

### Human Resources Report

- Jennifer Coombs introduced Cathi Willoughby, Associate Director of Compensation
- Discussed Special/Bonus Leave – Liz Grimes sent out email with detailed information
- New comp programs
- HR department will be coming out for training on how to update job descriptions; more details to come
- Still waiting on final approval from BOG on SHRA raises and how they will be distributed

## Committee Reports

- ITAC (IT Advisory Council), ETEAL Advisory, Space Planning, UNC System Office Engagement Survey (HR), PTTAC (Parking, Traffic and Transportation Advisory Committee)
  - ITAC – Jordan Calfee currently sits on, will see if Zach is able to sit on when he gets back if schedule permits; Yvonne was also interested
  - ETEAL – Zach Morgan was on, need someone: Nadirah & Kerri were both interested
  - Space Planning – Mindi Miller was on, need someone: Emily Morgan & Sydney Ellers were both interested
  - UNC System Office Engagement Survey (HR) – Amanda Wiggins & Jen Glatt both were on; need someone: Susan Smith was interested
  - Mary Browning sits on PTTAC committee

## New Business

- Voting for Secretary, Treasurer, Parliamentarian, Communications Officer and Staff Assembly Alternate(s)
- Staff Senate Committee Review and Preferences
  - Jordan Calfee will send out email to see who is interested in serving on exec committee & will then send survey to all senators to select committee preferences and vote on officers for exec. committee

## Roundtable Updates

- Use this time to give updates in your department or for any committees that you serve on to represent Staff Senate or upcoming events on campus
  - Move-in August 18 – Volunteers needed!
  - BOT Meetings: July 19 & 20
  - Cape Fear Alumni Summer Social at Waterline Brewing: July 12 5:30-7:30pm
  - Send staff pics to Jordan Calfee to put on staff senate website under senator information

## Adjournment

- Susan Smith motioned; Mary Browning 2<sup>nd</sup>

### **NEXT STAFF SENATE MEETING:**

**August 8, 2018 | 2 – 3:30 p.m.**

**Azalea Coast Room**

Guest Speakers: Pat Leonard, Vice Chancellor for Student Affairs and  
Peter Groenendyk, Housing and Residence Life | Housing Project Update