

UNCSA Staff Council Meeting Minutes

February 18, 2021

11 a.m. – noon via Zoom

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- 11:00 – 11:05 a.m. Welcome & Introduction – Sharon Fogarty**
- Staff council has been working since Winter break to make sure everyone's concerns have been heard.
 - Goals before officer turnover in June is to address everyone's concerns
 - Staff turnover has been raised as a concern
 - look at using the Ombuds as someone to collect data about staff satisfaction, and also take advantage of exit interviews with HR
 - Jill Crainshaw private email address: saombuds@gmail.com, private phone: 336-972-9182

Call for January Meeting Minute approval – Dave LaVack

- Robin O'Neal moved to approve, Latonya seconded, no discussion, motion passed

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- 11:05 – 11:15 a.m. New Employees – Kathryn Rowe**
- Eight new employees, welcome!
- Anne Watkins – Advancement
 - Milton Costen – Advancement
 - Guy Kelpin – School of Music
 - Jonathan Jones – HR
 - Comes from NCAT, will be working as the temporary employment specialist and office manager
 - Linda Navarro – UNCSEA Foundation
 - Tyler Barringer – IT
 - Comes from Spectrum, will be Network Administrator
 - Tyrone Hale – Mail Center

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- 11:15 – 11:20 a.m. Community Service – Latonya Wright**
- **Pickle Pantry:** Stay tuned for forthcoming dates
Keep tuned for upcoming updates
 - **Notes of Encouragement** for students
Still accepting notes for students, Latonya shared an example of a card that Toni Beery made
 - Shredding and Surplus day at WSSU
 - Friday April 9, 12p to 4p on Cromartie Street
 - Individuals can bring three 30-gallon bags of personal and business recycling
 - Arts Council Blood Drive
 - Saturday, 2/20 at Arts Council from 10a to 3p
 - Donors Receive t-shirt, \$10 gift card, and \$10 donation made to the arts council for each donation
 - Visit Arts Council website for more info
 - There are still COVID related volunteer hours available for staff to use
 - **Off Campus Opportunities:**
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- 11:20 – 11:25 a.m. Special Events & Awards – Sharon Fogarty**
- Virtual events
 - Keep an eye on daily My SA for virtual staff events
 - Awards announcement will be made in March virtually
 - Please share ideas for virtual events with Elizabeth White
 - Use special events web page a hub for information about fun connection ideas for virtual meetings
 - Something like the Next Door App where we can post topics or questions for information
 - Can we use Teams or Yammer for that?
 - Jill Crainshaw talked about a forum for conversation around self-care
 - Marissa McCullough recommended a forum for health care providers
 - Golf tournament update
 - Date has been moved to September
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- 11:25 – 11:30 a.m. Technology Update – Security Department, a short presentation sharing stats on a recent internal phishing campaign we have done and talk about next steps in this effort.**
- Every staff meeting we will have someone from the technology department introduce and discuss a topic
 - Nick Johnson – discussion of campaign around cybersecurity for staff
 - Review of phishing campaign in September 2020
 - IT will never ask you for your password
 - Goal is to create a cybersecurity aware workforce and student body
 - Planning to increase frequency of phishing assessments, and increase the difficulty rating of phishing templates
 - Stephen Cochrane – Finance is moving critical data that fraudulent actors can use for social engineering behind password protection, stay tuned for training
 - Jorja Waybrant
 - Zoom hosts can now set transcripts for your meeting guests
 - Jorja will share information on how to enable zoom transcriptions
 - Electronic communications are supposed to be accessible across the university
 - Transcripts are set up automatically in Teams
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- 11:30 – 11:35 a.m. Professional Development – Sharon Fogarty, Dave, topic suggestions?**
- Dave LaVack is going to help out with professional development
 - Share any tasks you were able to set up with Power Automate, for the second professional development meeting next week.
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11:35 – 11:45 a.m.

Jim DeCristo – Updates from the administration

- Sharon - Angela and Jim have shared turnover rate data
 - It is really good on campus, at 10%
 - Is that across campus, or is there higher rates in certain departments?
- Administration is working on providing information on vaccinations
 - We are entering Group 3 which includes essential workers, including education, elementary/high school will be first
 - Faculty and staff that interact with High school will be able to sign up for appointments February 25
 - March 10, people working in person on campus without contact to high school will be able to make appointments
 - If you're working remotely, you will have to wait until later group
 - Is the university going to be collecting information on who is receiving vaccines?
 - Not currently in the plans, Jim will look into it
- Brian is working on survey for Vice Chancellors, Deans, heads of large departments to share with their direct reports
 - For improvement in some of the issues that came up in the employee engagement survey

11:45 – 11:55

Other News

HR updates - Angela Mahoney

- Welcome Jonathan Jones to the HR team
 - HR is teleworking, but here and ready to serve and make appointments
 - Someone is in the HR office Monday through Wednesday 9:30a to 4:30p
 - Turnover rate
 - We do not have a high turnover rate
 - There is no exit interview. An exit form is available but it is not mandatory and few people fill it out.
 - Camilla Norris – Monday's MySA about performance evaluations coming due – March 31 for SHRA, April 30 for EHRA
 - SHRA written evaluations submitted no later than April 30
 - EHRA written evaluations submitted no later than May 31
 - There is information in how to fill out evaluations on HR page
 - Keyona McNeill
 - Retirement and 529 workshops being conducted – share MySA
 - Check MySA for nomination process for Governor's award
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- Deb Carley
 - Adverse weather policy – Condition 2, campus is closed unless you are essential for weather or COVID, if you're not able to telework, must use leave, if supervisor approves, you can make up the time within 90 days
- Kemora
 - FFCRA leave has ended – there is COVID admin leave available if you qualify, there are 80 hours available, with any FFCRA leave used last year subtracted
 - After 80 hours admin leave used, use personal leave, after personal leave is exhausted, there is another 80 hours of admin leave available
 - Sick leave and vacation leave are interchangeable for COVID use only

Staff Assembly Chairs updates – Sharon Fogarty

- Working on determining the amount of time needed to spend on a staff assembly chair assignment so candidates can work with their supervisors

News from the districts

11:55 – noon

Closing remarks – Sharon Fogarty

Sharon moved to end the meeting, Phillip Berry second

Next meeting: Staff Council Meeting, Thursday, March 18, at 11 a.m. on Zoom - <https://uncsa.zoom.us/j/93185742988>
