



**DATE:** 8/20/20

**RE:** Staff Council Meeting

---

**WELCOME & INTRODUCTION**

Call to order at 11:00 by Staff Council Chair Sharon Fogarty

**OLD BUSINESS**

The July meeting minutes were called to be accepted by Dave LaVack

Dave made motion.

Robin O'Neil seconded.

There was no discussion (other than commentary on Parliamentary protocol).

All in favor, No one was opposed, no one abstained.

The minutes for July are accepted as written and will be posted to the university website.

**NEW BUSINESS**

- Welcome New Employees – Kathryn Rowe
  - Scott Schumpert - grants coordinator, advancement, new position but he has been at UNCSCA in School of Music.
  - Ashley Griffin – with Campus Police, was absent, she works second shift.
  - Kathryn Moos – with Campus Health Services, absent.
  - Jeff Paton mentioned 'kind of' new employee, Elizabeth Davis, in Institutional Research, who has been here for a few months but because of COVID may not have been recognized.

**Words from our new Provost**

- Patrick Sims introduced himself (this was his first staff council meeting)
- EDI was discussed -

Says he is glad to be here and has been warmly welcomed at UNCSCA.

Although he has started work on EDI, there is still much to do.

He wants to create oversight committee of faculty, staff and students.

Committee ideally will be 15-20 individuals.

There are concrete steps to take and some ideas to consider that we may add.

The subcommittees will engage on action items.

He hopes to launch committee in late September or early October.

Wants to start quickly, but will take time

Wants to focus on stuff that we can actually do but also wants to think big.

Bi-weekly committee meetings

Work carries through mid-April

In mid-April have a draft of document, talk through with Chancellor,  
The work of the committee to be led by co-chairs of faculty and staff.  
Hang on, time will fly!  
Provost Sims then took a few questions about the committee/processes from Sharon Fogarty,  
Lauren Whitaker and Marissa McCullough.

### Updates from HR

Deb Carley, Keyona McNeill and Camilla Norris all provided HR information.

- COVID-19 related benefits and State Health plan coverage
- COVID related medical treatment cost waived, no deductible thru 10/31, may be extended.
- Medications will require copay - until Oct 31, may be extended.
- State health plan is helping with cost of testing, CVS, physician, drive thru - no end date.
- State health plan covers virtual visits (screening).

#### • Mental health resources -

Employee Assistance Program (EAP)  Call: 888-311-4327 or TDD: 800-697-0353

- call and let them know you are from UNCSA, they will route you to appropriate people to help.
- webinars, 5 counseling visits at no charge under EAP program.
- Keyona mentioned 'Relaxation' article in August My SA.
- Sharon mentioned state sanctioned 15 minute break every 4 hours... take it, don't feel guilty!

Check with your Supervisor first!

• Benefits enrollment will be different due to COVID, haven't received flex in yet. There will NOT be one-on-one or in-person help with enrollment as in past due to COVID, will do zoom calls and virtual meetings, 800 number, looking for 100% enrollment, will be communicating soon.

- 2021 Open Enrollment will be held **October 15-31, 2020**
- Expanded community service with non-profit up to 80 hours, call Kemora to use additional Community Service time.

- FFCRA - Requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19 through December 31, 2020.
- Open Enrollment tobacco attestation - at CVS or primary care physician.
- UNCSA will NOT be hosting flu shots due to COVID 19, state health plan will still cover cost at Primary Care provider.

#### **Staff updates**

- Jim DeCristo
  - On-campus testing only for students with symptoms or known to be in contact. still working on it... mentioned COVID-19 dashboard. 100% of students and family members screened were symptom free.
  - No testing of Faculty or Staff, if you feel sick or have symptoms, don't come to work. Notify your boss and go to Primary Care Physician to get tested.
  - Updates on hiring freeze - always looking at the role of the position and whether or not it can be filled another way. Brian Cole – "I'm asking what are critical positions? HR actions have to go past my desk. HR has been helping."

#### **Foundation Loan information**

- Angela Tuttle provided information an available loan through the foundation
- Faculty and Staff loan fund, up to \$2000 depending on how long you've been here. Send form to Kemora Brownlee for HR approval, payment within two weeks. Announcement coming in mySA. Can pay back through payroll deduction, must be paid back within a year.

<https://www.uncsa.edu/mySA/human-resources/docs/employee-emergency-loan-guidelines.pdf>

#### **Information Technology Initiatives:**

• Terry Harmon, CIO: John E. and Sharon F. and I have been talking, there are pockets of users, faculty staff **tenent**, faculty and staff cannot currently collaborate over teams, will be able to by xmas (goal).

**Commented [WH1]:** Not sure what this means.

### Community Initiatives:

- Community Service – Latonya Wright
  - Off-campus opportunities are not as plentiful due to COVID yet, but in the meantime, the two opportunities that are still needed (and can adhere to public health guidelines):
    - Samaritan Ministries still seeking people to help with lunch/dinner service every day
    - Senior Services still seeking volunteers for its Meals on Wheels program
    - Thanks to Keyona for letting us know about the 80 hours of volunteer service for COVID purposes—for more information, please contact Keyona or Kemora in HR.
    - **Staff parents:** let us know if your child’s school has shared any volunteer needs with you.
  - On-campus opportunities:
    - Thanks to those who were able to assist Student Affairs and the Pickle Pantry during move-in week!
    - The Pickle Pantry’s needs are ongoing:
      - A rolling volunteer list of staff and faculty members who can assist with projects throughout the year. If you’ve signed up for that list, Laurel has your name and will be in touch. If you’d like to sign up, please email [wrightl@uncsa.edu](mailto:wrightl@uncsa.edu) to be added.
      - We’ll send information out on what the donation process/needs are once we’re able to get it from Laurel.
  - Our biggest volunteer opportunity for now is continuing to be a responsible member of the UNCSCA community
    - Follow the public health guidelines everywhere you go: Wear your mask, wash your hands frequently, wait 6 feet from others.
    - This is still a difficult time despite a seeming return to normalcy. If you see a student or colleague struggling, please do what you can to help out: take a moment to talk to them, check in via text, phone call, or email, schedule a distanced coffee or lunch if you’re comfortable, and show kindness and empathy.
- Professional Development – John Ebrahim
  - Working with the Technology department to have the entire campus using the same tools and software
    - IT related professional development will be a quick 30-minute zoom on the first Thursday of every month (recording available), followed by

LinkedIn learning links, ending with a final meeting on the last Thursday of every month.

- Microsoft Teams
- Office 365
- ClickUp
- Qualtrics
- Communication software like Constant Contact
- All-staff professional development will include financial management, Credit Score awareness, the path to homeownership workshops, retirement through TIAA
- Special Events & Awards – Amber Russell
  - Gaming?
  - Trivia?
- Elections – Kathryn Rowe
  - Information on District 4 & 10 elections

#### **OTHER ANNOUNCEMENTS, COMMENTS, OR QUESTIONS**

- Voter registration information – Elizabeth White
- Standing ovations – Heather  
Steve Gallagher - did everything for move-in, went over and above and filled in all the gaps.
- Other Topics – Heather Lathrop
- Business from Districts

#### **MEETING CLOSURE**

Motion to adjourn – Sharon Fogarty

??? seconded

12:00 noon close meeting