Fayetteville State University  
Staff Senate Meeting  
Curriculum Lab – 2nd Floor, Charles Chesnutt Library  
Thursday, January 22, 2015

Minutes

Attendance: Cindy Wetherwax, Patricia Flanigan, Suzetta Perkins, Denice Ferguson, Jacqueline Harris, Velappan Velappan, Maggie Chan, Byron Riddick, Tamara Taylor, Sandra Hughes, Keith Townsend, Natasha Walker, Teresa Griffin, Carlitta Moore, Sandra Woodard, Rodney McCrowre, and Xenia Lopez.

Call to Order: The meeting was called to order at 2:05 p.m. by President Patricia Flanigan.

President’s Report – Patricia Flanigan

a. President Flanigan opened statement was in regards to the news of President Ross’ resignation. She stated that his resignation will certainly be a topic of discussion when she meets with Dr. Conway on January 23.

b. Protocol – President Flanigan reminded on the protocol a committee needs to follow. Before anything can be approved, it should be presented to the Staff Senate for approval. She also added that committee chairs need to ensure whenever a committee will meet, to please notify her in case she would like to attend the meeting. Senator Xenia Lopez will email the list of committees with the names of those who signed up for the different committees.

c. Staff Development – President Flanigan reported that during her meeting with Ms. Brown-Hart, a suggestion was made to have the ice cream social the same day with the staff development day. Discussion was made as to why the staff development day was moved to the staff appreciation week. Ms. Brown-Hart stated she would like for the staff development day to be held before employees begin to take off for summer vacation. It was suggested to hold the staff development day on Monday, May 11, the first day during the Staff Appreciation Week or May 19 which is the following Tuesday.

d. Staff Appreciation Week - Senator Riddick suggested that perhaps we could have a movie day during the week. President Flanigan stated Dr. Conway has not said how much the budget will be for the Staff Senate. Senator Riddick stated Dr. Conway has already agreed to pay for the entire appreciation week.

e. Time Management for Participating in Fundraisers – President Flanigan stated she provided to Ms. Brown-Hart the information they requested and is still trying to get a letter signed by the Chancellor so it can be forwarded to the supervisors.
f. **Executive Committee Meeting** – The committee met on January 22 to review and discuss the new Adverse Weather Policy. The policy has been approved and FSU will need to comply. The Senate By-Laws was also discussed and was noted that before it can be presented to the Staff Senate for amendment, senators will need to receive this document 6 to 7 days prior for review.

g. **Scholarship for Staff** – Senator Leslie Tukes was absent from the meeting; however, she submitted an update to President Flanigan. Senator Tukes met with Mr. Caldwell, VC for Institutional Advancement, and he has agreed to support the establishment of the scholarship. Discussion was made as to how the award will be distributed, the amount of award, what is the criteria and qualifications. Senator Riddick informed the baseline for establishing the account is $250. President Flanigan will inform Senator Tukes the need to review the application and present it to the Staff Senate for approval.

h. **Chancellor’s Golf Cup Tournament (Staff Team)** – We will need to decide how the staff team will be selected. Senator Riddick questioned how payment for the players will be paid. It was noted that last year the Staff Senate paid for the players and perhaps we should do the same this year. It was suggested to have a committee of staff members to volunteer to set up a tent at a hole just like other universities. Ms. Brown-Hart stated since the tournament is for raising funds for scholarships, employees can use community service leave and to ensure they have approval from their supervisors.

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**Staff Senate Community Service Recognition** – Senator Lopez read a letter she received addressed to the Staff Senate from the chair of the 2014 Community Homeless and Hunger Stand Down that was held November 14, 2014. The letter, as well as a certificate of appreciation, was received in recognition of several Staff Senate members who volunteered during the event. Senator Lopez will forward the certificate and letter to public relations to send out campus wide.

**Committee Reports** –

a. **Quality Initiative Service** – Reported by Mr. Keith Townsend. He contacted UNC-Charlotte to seek information on how the program is conducted at that university. Once all information is gathered, he will submit to the committee for discussion.

b. **Election Committee** – Reported by Senator Velappan Velappan. He submitted to HR a request for a list of all active staff employees. He also reported that a Staff Senate Facebook page has been created. He will also work on creating a Twitter and an Instagram accounts. These accounts will be used for marketing purposes.

c. **Hospitality Committee** – Reported by Senator Rodney McCrowre. He thanked everyone who contributed to the potluck that was held during our December meeting. Three new employees were hired in January. Sympathy cards were sent out to 3 staff employees and
birthday cards were sent out to employees celebrating a birthday in January. The committee budget at the end of December was $95.80.

d. Murder Mystery – Reported by Senator Tamara Taylor. The intent is to begin selling tickets February 4. Dr. Watson, who is retired from FSU, has agreed to be the director of the play. Individual tickets cost will be $25 and $20 per person for a table of eight. She also shared that Dr. Haynie reduced the cost for using the multi-purpose room from $900 to $620. We will need to determine if the staff will be selling tickets and also need to determine what the purpose of the event is. She is also checking for sponsorships. Ms. Brown-Hart suggested we consider start selling tickets early and give a cut-off date and thereafter raise the cost for late ticket purchases.

New Business –

a. Senator Suzetta Perkins asked what are the fund raisers that we will still hold. President Flanigan replied that the intent is to still have the poinsettia sale, the Mr. & Ms. Staff and the silent auction fund raisers.

b. Ms. Brown-Hart informed she had not received any input from the Staff Senate in regards to the adverse weather policy. She stated we should list positions and not list names. And also look at mandatory employees for adverse weather and essential personnel for emergency. President Flanigan will submit to her the input from the Staff Senate.

c. Senator Sandra Hughes inquired if the First Friday event at All Stars was still being held. Senator Riddick affirmed and he will forward the flyer for the next First Friday, February 6.

Unit/Senator Concern – President Flanigan reminded all to talk with the staff in their area to find out if there is anything they would want her to discuss with Dr. Conway and Ms. Brown-Hart.

Adjournment – The meeting was adjourned at 3:38.

Xenia López
Secretary, Staff Senate