

**Fayetteville State University
Staff Senate
Election Committee Minutes
February 4, 2010
Zelphia Hinnant-Jones, Presiding**

1. Greetings-the meeting was called to order at 2:00. In attendance were Zelphia Hinnant-Jones, Patricia Flanigan, John Reed, Michele McIver-Bell, Elois Wingfield, and Suzetta Perkins.
2. Approval of Proposed Calendar-The committee reviewed and unanimously approved the proposed calendar.
3. Review of names in Blackboard for each unit-The group was tasked to verify that the names in Blackboard for each unit are correct. Mr. Reed suggested that the task of data entry be completed through an automated process using a file of all SPA and EPA-nonteaching employees. Mr. Reed will oversee the completion of this task before February 19, 2010. Ms. McIver-Bell emailed Mr. Reed the file of employees.
4. Set up survey manager in each unit-Ms. Hinnant-Jones will oversee completion of this task before February 19, 2010.
5. Other Concerns-Ms. McIver-Bell distributed flyers which will be used to publicize the UNC Staff Assembly and Staff Senate Day of Service Food Drive, February 8-12, 2010.
6. Adjournment-The meeting was adjourned at 3:30.

The following timeline will be used for this election process.

Timeline for 2010-2011 Staff Senate Election		
February 22-26, 2010	Monday-Friday	Blackboard site opens for <i>nominations</i> of new staff senators. Site available 2/22/10 at 6:00 am until 5:00 pm 2/26/10.
March 1-5, 2010	Monday-Friday	Blackboard site opens for <i>election</i> of new Staff Senators and Senate Alternates. Site available 3/1/09 at 6:00 am until 5:00 pm 3/5/09.
March 18, 2010	Thursday	Announcement of names of new Staff Senators and Senate Alternates.
April 15, 2010	Thursday 2:00 pm	Orientation meeting for new senators Outgoing officers and committee chairs present annual reports to new senators.
May 20, 2010	Thursday	Nomination of Staff Senate officers for July 1, 2010-June 30, 2011. Senators submit names in writing or by email to Election Committee chair. Senators who have served at least one year are

		eligible to run for office.
June 17, 2010	Thursday 2:00 pm	Election of Senate officers for 2009-2010 Old and new senators attend; Election of new officers (Outgoing President presides.)
July 15, 2010	Thursday 2:00 pm	New Senate convenes