

Fayetteville State University
Hospitality 1st Staff Senate Meeting
Vice Chancellor for Business and Finance Conference Room
Thursday, December 10, 2009 11:00 am
Agenda

1. Call to Order
2. Attendance
3. Committee Purpose
4. Committee Topics
 - a. Welcome Packets for New Employees
 - b. Committee Budget
 - c. Birthday Recognitions
 - d. Singing Telegram
 - e. Staff Appreciation Week
 - f. Sports Team
5. Unit/Senator Concerns
6. Other
7. Adjournment

Fayetteville State University
Hospitality Staff Senate Meeting
Vice Chancellor for Business and Finance Conference Room
Thursday, December 10, 2009 11:00 am

Minutes

Call to Order: Meeting was called to order at 11:00am by Jan-Jee Wells.

Attendance: Jan-Jee Wells, Teresa Griffin, Lisa Bernard, Sandra Smith, and Latonya Innis

Purpose of Committee: Discussed by Jan-Jee Wells.

Committee Topics discussed:

- a. **Welcome Packets for New Employees** was discussed where we would start distributing these packets beginning January 2010. Suggestions were made for items that would be placed inside the packets. First aid kits suggested by Sandra Smith; Pens by Teresa Griffin; Pads, Hand Sanitizer, Lotion, and welcome Staff Senate cards by Latonya Inniss, all placed inside a FSU Bag, which Peggy Devane would be solicited to provide. Also, Ben Minter Director of Marketing and Events donated pens for the welcome packets.
- b. **Committee Budget** was discussed. It had come to our attention that we were unsure of what amount was available in the Hospitality Budget and to inquire about how much funds we would need in order to purchase some of the items, such as in the Welcome Packets. Suggestion was made that \$50 should be enough to cover the items needed in the Welcome Packets.
- c. **Birthday Recognitions** was discussed. Jan-Jee Wells spoke to Human Resources and obtained a list of employee birthdays for the month of January 2010. Sandra Smith volunteered to send birthday recognitions to those celebrating January birthdays via e-mail.
- d. **Singing Telegram** was discussed. Latoya Inniss volunteered to participate as a singer and praise dancer for the singing telegrams. Also, Jan-Jee wells volunteered to be a praise dancer for the singing telegrams. It was also recommended by Lisa Bernard to have a male representation for the singing telegram. Teresa Griffin recommended to contact Denise Payton for those choir members who are students at FSU and solicit their participation and request the instructor to provide an incentive such as extra credit for their participation. These items discussed and recommended were voted to submit to Event Planning and Fundraising Committee for further discussion.
- e. **Staff Appreciation Week** was discussed. It was suggestion by Lisa Bernard to have a Family Fun Day, where staff could come together along with their family and fellowship. It was also suggested by Ms. Bernard to adjust the time and maybe the day to better suit the employees and their families. An ice cream social was also mentioned, as well as a "Show Your Talent" event where staff could show their talent (such as singing, dancing, etc.) and pay a registration fee and charge staff an admission fee to participate. This idea was suggested to be given to the Event Planning for further discussion.

