

Fayetteville State University  
Hospitality Staff Senate Meeting  
Vice Chancellor for Business and Finance Conference Room  
Friday, March 5, 2010 11:00 a.m.

## Minutes

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

**Attendance:** Kevin Davis, Lisa Bernard, Sandra Smith, Teresa Griffin and Jan-Jee Wells

**Business Discussed:**

- a. **Birthday Recognitions:** February Birthday acknowledgments were sent electronically by Sandra Smith and March Birthday acknowledgments will be sent once HR provides a list of March birthdays.
  
- b. **Welcome Packets for New Employees:** On March 1, 2010, 3 new employees joined our staff and they were given a welcome letter signed by Chairperson McIver-Bell and a FSU logo ink pen. Sandra Smith donated various items to go in our future Welcome bags (First Aid Kit, FSU mini pad, ear plugs, etc...) The Hospitality committee will ask HR- Glen Campbell for an allotted time to welcome future Non-Faculty staff employees.
  
- c. **Hospitality Improvements:** In an effort to provide a hospitable atmosphere Latonya Inniss volunteered to distribute documentation at our monthly meetings. The hospitality committee will also assist during the March 18, 2010 meeting.

Adjournment: 11:45 a.m.