

Fayetteville State University
Hospitality 1st Staff Senate Meeting
Vice Chancellor for Business and Finance Conference Room
Thursday, February 11, 2010 3:00 pm
Agenda

1. Call to Order
2. Attendance
3. Minutes from previous meeting
4. Old/New Business
 - 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. Announcements
 - a. FAFSA Day – Saturday, February 13th Lyon Science Annex Room 125, 9 am- 12 pm
 - b. Chancellor’s Speakers Series – Dr. David Driskell, Tuesday, February 16th, in Seabrook at 6 pm
 - c. Silent Auction to be held Wednesday, February 17th in the Student Center from 10 am – 3 pm
 - d. Next Staff Senate meeting is Thursday, February 18th in the Chesnutt Library from 2 – 3:30 pm
7. Adjournment

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Minutes

Call to Order: Meeting was called to order at 3:00 pm by Teresa Griffin.

Attendance: Jan-Jee Wells, Teresa Griffin, Lisa Bernard, Kevin Davis, and Latonya Inniss

Minutes from previous meeting: Read by Teresa Griffin.

Business Discussed:

- a. **Welcome Packets for New Employees** was discussed where the Hospitality Committee was given the charge by Staff Senate to decide, whether or not we still wanted to proceed with Welcome Packets for New Employees, provided there is no budget. It was unanimous that we still wanted to present the welcome packets, and we looked at alternative ways to begin the process without funds.
 1. **LaTonya Inniss and Kevin Davis created a draft of a letter that would welcome new employees to Fayetteville State University.**
 2. **LaTonya Inniss volunteered to contact Byron Riddick in the Printing Shop to solicit or inquire how much it would be to provide writing pads for the welcome packets.**
 3. **Teresa Griffin volunteered to contact Peggy Devane to solicit blue FSU bags to hold the items for the welcome packets.**
Update: Peggy Devane contacted Jan Jee Wells and informed her that she could donate bags, as well as lapel pins for the welcome packets. Ms. Devane also suggested soliciting Edward McLean in Athletics department for a rally for tickets to an FSU game.
- b. **Committee Budget** was discussed. It was determined from our last Staff Senate meeting that there were no funds available in the Staff Senate budget.
- c. **Birthday Recognitions** was discussed. Sandra Smith e-mailed electronic birthday recognitions for the month of January.
- d. **Singing Telegram** was discussed. It was determined that the Singing Telegram would be delayed until next year.
- e. **Staff Appreciation Week** was discussed. LaTonya Inniss informed the Hospitality committee that the Event Planning Committee was planning events for the month of May.
- f. **Sports Team** was discussed. According to the last Staff Senate meeting, it was suggested that there be a Kick-Ball Tournament. A Staff Senate sub-committee has been assigned to handle this task.

Unit/Senator Concerns:

- a. **Human Resource Orientation Inquiry** - It was proposed to contact HR to find out the procedure(s), day(s), location(s), and time(s) new employee's orientation are conducted. This allows the Hospitality Committee to be aware and better prepared to present Welcome Packets to New Employees. Teresa Griffin volunteered to contact HR concerning this matter.
Update: Teresa Griffin contacted Marie Rhodes in Human Resources and was informed the new employee's orientation is held every 1st and 3rd Monday of the month, and is usually an all day event. Glen Campbell handles policies and procedures and Ms. Rhodes discusses employee benefits. Ms. Rhodes also informed us that Mr. Campbell usually presents a packet from Human Resources to the new employees.
- b. **FSU News – New and Old Employees** - It was brought to our attention that when new employees arrive or old employees leave that many times the campus is unaware unless it is a new top position or an employee that has been here for many years that is retiring. It was suggested by Teresa Griffin to see if Treva mail could be sent out, when 1 employee in a specific department and/or area leaves and if available, the new person that will be replacing them.
- c. **Construction** – on Administration Drive was discussed. A complaint concerning the unfilled hole by the Continuing Education building was brought to our attention. Employee wanted to know when the hole would be filled. Kevin Davis informed the committee that the hole in the pavement may be filled by February 19, 2010, depending on the construction company contract.
- d. **Snow/Inclement Weather** was discussed. It was asked who determined whether employees are dismissed or if there will be a delay when there is inclement weather. Lisa Bernard proposed that the decision maker(s) consider the Cumberland County School schedule and decide when it comes to inclement weather because of employees children.
- e. **Staff Appreciation/Recognition Incentives** were discussed. LaTonya Inniss suggested an award for employees that are performing well to be rewarded with ½ day off from work. Lisa Bernard suggested a staff area/lounge, where employees can go and relax.
- f. **Hospitality Improvements** – Jan Jee Wells asked the committee what we could do better as an auxiliary to make staff members and guests feel welcomed at Staff Senate Meetings. LaTonya Inniss recommended passing out agendas at the door by the Hospitality members. It was also suggested that when guest staff members attended to have a tent card that reads, "Guest" and for guest speakers to have a tent card with their name and title printed on it. It was suggested that Jesse Baker would assist with this task.
- g. **Special Campus Guests/Visitors** – It was brought to the Hospitality Committees attention that we were unaware of special guests and visitors who visit the campus. It was suggested by Teresa Griffin that we contact Jeff Womble pertaining to visiting guests. Also, I recommended contacting security.

8. **Adjournment:** 3:45 pm