

Fayetteville State University  
Staff Senate Meeting  
J.C. Jones Boardroom – 2nd Floor, Charles Chesnutt Library  
Thursday, October 15, 2015

**Minutes**

**Attendance:** Patricia Flanigan, Velappan Velappan, Claudette Fuller, Cindy Wetherwax, Byron Riddick, Monique Alexander, Seneva Miles, Stephania Oates, Nicholle Young, Shunta' Hailey, Sandra Hughes, Sandra Smith, Rodney McCrowre, Cassandra Jenkins, Maggie Chan, and Xenia Lopez.

**Call to Order:** The meeting was called to order at 2:08 p.m. by President Patricia Flanigan.

The Agenda for the meeting was presented and approved.

The minutes from September's Staff Senate Meeting were read and approved.

**Dr. Thomas Conway, Chief of Staff –**

1. Dr. Conway stated everything is at a stall until the new president for the UNC System is elected.
2. Regarding the revised performance evaluation for staff employees, he stated there will be many changes on how evaluations will be conducted. It seems like the designated authority will be assigned to the university level system.
3. Dr. Conway reminded the Staff Senate to be aware of changes, stay tuned-in, get the information and bring to the table for discussion.
4. He was unsure if the faculty and staff assemblies would have a role in the selection of the new UNC president.

**Mr. Ben Simmons, Interim AVC for HR –**

1. Mr. Simmons informed Governor McCrory has issued lapel pins for all state employees.
2. He reminded the staff to complete the voluntary self-identification of disability form and the voluntarily self-identification of veterans status form. He stated the data needs to be updated per federal regulations. He added even if the answer is "no," all employees are required to complete.
3. State employees will receive a one-time \$750 bonus in December.
4. In regards to the adverse weather policy, the University will have an adverse weather policy approved by the end of the month and thereafter it will be communicated campus-wide.
5. Effective October 1, 2015, employees will be on a one year probationary period instead of 2 years.
6. The performance management process is under review and will be effective next year.
7. There is a change to the hiring process. Supervisors now have the right to request to see the last performance evaluation of an applicant.
8. Senator Byron Riddick stated that the state personnel system is looking at career branding as it seems it is not functioning well. Mr. Simmons replied discussion is in process; however,

career branding still meets the performance system which is tied with utilizing the system properly.

#### **President's Report - Ms. Patricia Flanigan –**

1. President Flanigan announced Senator Riddick was selected as vice chair for the Staff Assembly.
2. She attended, along with the other FSU delegates, a reception that was held for President Ross while attending the Staff Assembly meeting. They were also invited to attend the University Day at UNC-CH.
3. Senator Carlitta Moore was selected as Miss Alumni 2015. Senator Moore is the youngest Miss Alumni ever selected.
4. The new performance review will be effective April 1, 2016.
5. President Flanigan indicated that the Staff Senate has an education committee. This committee, if active, perhaps could work along with HR on selecting appropriate workshops for the staff.
6. Mr. Keith Townsend was selected as the chair for the Communications Committee. He briefed on plans for the Staff Senate to partner with campus police and students affairs for holding an event to bring awareness on domestic violence. The event is slated for October 27 from 6:00pm to 8:00pm.
7. President Flanigan stated she has not heard from the events planning committee if they have met and if Senator Tonya Williams will remain as chair this year.

#### **Committee Reports –**

1. Senator Velappan Velappan presented the Staff Senate Annual Report for review by all. The report will be posted on the senate's website.
2. **Adopt-a-School Community Service** – Ms. Nicholle Young distributed a “draft” flyer with a list of the items needed for donation. She is checking with residence life to see if boxes can be placed in the dorms.
3. **Mr. & Ms. Staff Participation in Homecoming Parade** – President Flanigan reported the form was approved for their participation in the parade. It was suggested the Staff Senate should purchase a crown for Ms. Staff since one was purchased for Mr. Staff a few years ago.
4. **Membership and Elections Committee** – Senator Velappan reported the elections calendar timeline will need to be updated.
5. **Grant Award Committee** – Senator Xenia Lopez reported the announcement for the grant was sent out campus-wide and the criteria and application is available on the Staff Senate website. The application deadline is October 30, 2015.
6. **Hunger Stand Down Community Service** – Senator Cassandra Jenkins reported transportation is being arranged for all volunteers. The event will be held November 20, 2015. She reminded volunteers that they can use their community service time-off. Items

in dire need are toiletries, clothing in good condition and blankets. Donations can be dropped off at the Barber building.

7. **Grievance Committee** – Senator Cindy Wetherwax was elected as chair for the committee. She reported the concerns regarding swiping only one person a week at the cafeteria refers to students and not employees.
8. **Hospitality Committee** – Senator Rodney McCrowre reported the committee met and Senator Claudette Fuller was elected as chair. Senator Fuller informed of the need to replenish the pantry with supplies such as napkins, plates, etc. A decision was made to have a pot-luck at the next Staff Senate meeting in celebration of Thanksgiving.
9. **By-Laws Committee** – Senator Seneva Miles reported the committee is working on updating the by-laws.

**New Business -**

1. Senator Xenia Lopez will replace Senator Riddick as a delegate to represent FSU at the Staff Assembly.
2. President Flanigan will discuss with HR about combining the employee of the year award with the employee award for excellence.

**Unit/Senator Concerns** - All were reminded to contact Senator Wetherwax should they have any concerns.

**Adjournment** - The meeting was adjourned at 3:40.

Xenia López  
Secretary, Staff Senate