

Fayetteville State University
Staff Senate Meeting
J.C. Jones Boardroom – 2nd Floor, Charles Chesnutt Library
Thursday, August 18, 2016
Minutes

Attendance: Bernard Cameron, Roni Stearns, Patricia Flanigan, Claudette Fuller, Suzetta Perkins, Cindia Wetherwax, Tammy Owens, Maria Taro, Sandra Woodard, Vickie Bannon, Tamika Jones, Zoraida Younger, Jesse Baker, Nichelle Young (Guest), Seneva Miles (Guest), Kimberly Weston-Moore (Guest), Teresa Griffin, Arnescia Moody, Carlitta Moore, Xenia Lopez, Stephanie Oates, Natasha Walker, Linda Saunders, Monique Alexander, Velappan Velappan

Call to Order: The meeting was called to order at 2:04 PM by President Claudette Fuller.

The minutes for May and June were presented; but a quorum was not present to adopt the minutes.

Kimberly Weston-Moore, Employee Relations Manager, Human Resources –

- a. Performance Management Brief on changes to SHRA performance evaluation.
- b. Standardized evaluations now include a 3 pt. rating scale (*Not Meeting, Meeting, Exceeding Expectations*)
 - a. Everyone is rated on the same goals (*Expertise, Accountability, Team-Oriented, Customer-Oriented, Compliance, and Ethics*)
 - b. Review cycle – April 1st-March 30th
- c. FSU is the 2nd pilot school for PeopleAdmin and performance module in UNC system
- d. Training is forthcoming for staff; documents will be available online.
- e. Acknowledgement of performance appraisal will be available through the PeopleAdmin module

A quorum was established and the minutes from May and June meetings were presented again; a motion was carried and properly seconded to approve the minutes for May and June with the necessary corrections.

Present Fuller welcomed all new Senators and proxies.

Committee Selection-Each Senator was asked to chair at least two committees. Only Senators can chair committees. Prior committee chairs are asked to attend the 1st meeting of the committee they previously served. Alternates and proxies are allowed to serve on committees.

- The Education Committee is responsible for the Grant. All interested in working with the Grant must sign up for the Education Committee.

- The Communications and Public Relations Committees will be combined to form one committee.

Old Business--

- a. An updated roster of senators, alternates, and proxies was presented by Velappan Velappan. Linda Saunders will chair the Elections Committee.
 - a. Keith Townsend has moved from Academic Affairs to Business and Finance.

New Business –

- a. Poinsettia Sale- it was suggested to have (8) groups of six individuals. A monetary goal for each group to raise is forthcoming. Linda Saunders and Patricia Flanigan are looking on the website for prices and want to get started sooner to make more funds. The sale is set to begin at the end of August.

- b. Report from Staff Assembly Meeting- the VP of HR-GA stated that we would receive 1.5% bonus and .5% bonus in October. It was also stated that a 1% merit based increase would be given to everyone. A corrected email will be sent stating that all are eligible. The criteria is unknown.
- c. The Golf Tournament is set for May 17, 2017. We need to secure our sponsors because we get money back. Once letters are drafted, we can receive hole sponsors for the tournament. The senate would like to have swag and giveaways for the tournament next year. If anyone within their department has contributions please contact Carlitta Moore.
- d. Staff Training and Development- A computer program NC State currently implements was presented to the Senate by President Fuller where refurbished computers would be rented by staff to take home and assist in professional development. Rules and guidelines are available. The Senate will be responsible for signing them out and monitoring the upkeep.
 - a. A motion was moved and properly seconded to accept the PC Rental Program pending approval from ITTS and Legal Affairs.
- e. The next GA meeting is in October at Appalachian State and West Carolina
- f. Fall Convocation-The next Senate publication will highlight Convocation. Two marshal volunteers are Roni Stearns and Keith Townsend. Robes will be provided to those who need them. Keith Townsend and Cindia Wetherwax will be marshals for December Graduation.
- g. Unit/Senate Concerns- None were presented.

Adjournment - The meeting was adjourned at 2:56 PM.

Respectfully Submitted,

Roni D. Stearns
Secretary, Staff Senate