

Fayetteville State University
Staff Senate Meeting
J.C. Jones Boardroom – 2nd Floor, Charles Chesnutt Library
Thursday, February 19, 2015

Minutes

Attendance: Sandra Hughes, Seneva Miles, Rodney McCrowre, Tonya Williams, Natasha Walker, Velappan Velappan, Patricia Flanigan, Tamara Taylor, Jan-Jee Wells, Darcel Rhodes, Carlitta Moore, Monique Alexander, Denice Ferguson, Cassandra Jenkins, Linda Saunders, Shunta' Hailey, Leslie Tukes, Teresa Griffin, Terra Poole, Maggie Chan, Jackie Harris, and Xenia Lopez.

Call to Order: The meeting was called to order at 2:03 p.m. by President Patricia Flanigan.

The Agenda for the meeting was approved. The minutes for January's meeting were read and approved.

1. Mr. Kenneth Craig, VC for Business & Finance - President Flanigan introduced Ms. Kenneth Craig, new Vice Chancellor for Business & Finance. Mr. Craig provided the following information:

- a. The health of the University is much better that when he got here---the spending pattern is better now.
- b. The next challenges ahead are where FSU wants to be in 5 years. The steps made last year will make it possible as to where the University wants to be and FSU will be a better organization.
- c. Due to a drop in enrollment, several personnel positions were eliminated but most were placed in other jobs here at FSU.
- d. It seems like there will be a 2% budget reduction which should not affect FSU because the University is already in the negative adjustment stage.
- e. The University is attempting a 5% salary increase.
- f. The tuition increase approved by the Board of Governors will be used for compensation. The intent is to use 100% of the increase for compensation.
- g. A 5 % raise for EPA non-faculty is in the plan but not sure how much since they are such a small group.
- h. The new budget officer, Mr. Steve Mack, was introduced by Mr. Craig.

2. Dr. Thomas Conway, Chief of Staff –

- a. Dr. Conway spoke regarding the economic impact the university system has across the state of North Carolina.
- b. The state receives a 13% per year compensation for every dollar that is invested at FSU.
- c. There is evidence that investing in a college education is a good choice.
- d. FSU will be releasing several press releases with information on the impact FSU has around the six counties nearby, and how by investing in FSU it supplies approximately 5,000 jobs to these counties.

- e. He encouraged the Staff Senate to remain vigilant. The Staff Senate will be asked to review policies that will affect teacher education programs.
- f. Questions were raised to the Chief of Staff in regards to the Adverse Weather Policy and how should SPA employees complete their timesheet due to the increment weather that occur on February 24. Dr. Conway replied he would check with HR; however he believes since the University was closed, no leave should be taken by SPA employees. As for the 2-hour delay, SPA employees will need to take vacation leave or make-up the time lost.
- g. He was not certain of the future of the Chancellor's Gold Tournament as it is being discussed to cancel this scholarship fundraiser.

3. President's Report – Patricia Flanigan

- a. **New Vice President** - President Flanigan informed Senator Byron Riddick presented to her a letter of resignation as Vice President (VP) although he will remain a senator. The next person in line for the VP position was Senator Velappan Velappan who accepted the position. Senator Leslie Tukes was next in position to be the coordinator for membership and she accepted the appointment.
- b. **Staff Assembly Chairs Update** – President Flanigan attended a meeting with the chairs for the different schools Staff Senate and the talk was in regards to the resignation of President Ross. The Staff Assembly decided to develop and present to President Ross a letter of appreciation from all 17 schools. Discussion made to request for the Board of Governors to have a representative present from the Staff Assembly during the recruitment of the new president. Another topic of discussion was the Adverse Weather Policy and leaving each school to adopt the new policy. President Flanigan requested if there are any suggestions in regards to the new policy anyone would like for her to discuss with Ms. Brown-Hart, to please email to her.
- c. **SENAC Executive Director Update** – President Flanigan attended a meeting and the executive director was asked to step down. She stated SENAC is still strong and working for state employees. They would like to offer a workshop at FSU and she directed them to contact HR.
- d. **Executive Committee Meeting** – The committee did not meet due to the snow day.
- e. **Staff Assembly's Spring Meeting** - President Flanigan, along with Senators Riddick and Velappan, will be attending the meeting February 23 and 24. Anyone with concerns to email her so she can present at the Staff Assembly.
- f. **Select Committee for the Chancellor's Golf Tournament (Staff Team)** – The committee was selected and the members are Senators Sandra Hughes, Carlitta Moore, Cassandra Jenkins, and Jan-Jee Wells. The committee will be responsible for developing the procedure on how the staff team will be selected.

4. Committee Reports –

- a. **Events Planning Committee** – Reported by Senator Tonya Williams (Chair). It was agreed to keep the following fundraisers: Poinsettia sale, Mr. & Ms. Staff, and the silent auction.

The staff development day will be held Tuesday, May 19, after our appreciation week. Senator Williams provided a breakdown of what is planned for the Staff Appreciation Week.

Monday: Health & Wellness Day. It is in the plan to offer Yoga classes, massages, cholesterol screening, zumba classes and other activities related to maintaining good health to be offered to the staff on this day. Also planned on this day is to give out the t-shirts to employees for wearing on Thursday during the appreciation luncheon.

Tuesday: Movie Day. There will be 4 showings: 10:00-12:00, 12:15-2:15, 2:30-4:30 and 5:30-7:30. It was agreed to vote on a list of movies to select which movie will be featured. Senator Denise Ferguson will send out a list of movies for all to vote.

Wednesday: Chicken Day with Karaoke. Event will be at the Cafeteria in the Student Center.

Thursday: Appreciation Luncheon. Event was changed from Friday due to flex-time and employees leaving early and not being able to participate. A vote was made to select "I Make a Difference" for the theme for the luncheon and was passed. It was noted that we may need to do a fundraiser (fish fry) on a Saturday in order to raise funds for the t-shirts.

Friday: Ice Cream Social and Fund Day. The plan is to have set-up a volley ball net, horse shoe game, and others for employees to enjoy.

- b. **Hospitality Committee** – Reported by Senator Rodney McCrowre (Chair). A report was forwarded earlier. There were 5 new employees and birthday cards for January were sent out by Senator Claudette Fuller. As of February 19, the committee has a total budget of \$49.88.
- c. **Election Committee** – Reported by Senator Velappan. He received the employees list from HR and will be scheduling a meeting soon with the committee members.
- d. **Mr. & Ms. Staff Update** – Senator Xenia Lopez reported we will no longer hold the competition at the location we usually do because Ms. Crawford stated the location is no longer available. The new location we are allowed is the hallway going towards the multi-purpose room. Senator Tamara Taylor suggested we place a sign with an arrow pointing to where we will be at. Senator Lopez also provided update on the adopt-a-street. She stated the streets (Murchison, Filter Plant, Cumberland, Langdon) in the vicinity of the University are all taken, thus we will need to look for another street to adopt. She will do some more research and provide update at the next meeting.
- e. **Scholarship Update** – Senator Tukes reported thus far she had not received any input regarding the application she sent out. We will need to make a decision soon.

- f. **Employee Recognition Award** – President Flanigan provide update on behalf of Mr. Keith Townsend who was absent. This award will replace the Staff Employee of the Year award meaning the nomination form will be changing as well. The committee met and suggested the incentive be \$2,000 for the winner and for each runner up, \$500. She noted the incentive had not been approved and that the approval will need to come from HR.
- g. **Second Harvest** – Ms. Teresa Griffin reminded all on the event which will run until February 28.
- h. **Bylaws Revision** – President Flanigan and Senator Tukes will need to get together regarding updating the bylaws.

5. President Flanigan reminded if a committee has information to send out to the body, they can do so since there is no need for the Staff Senate's secretary to send the information out.

6. **Unit/Senator Concerns** – President Flanigan will need to get together with the Review Committee to see what can the Staff Senate do regarding a staff employee concern with their job tittle being change.

Adjournment – The meeting was adjourned at 4:03.

Xenia López
Secretary, Staff Senate