

# FAYETTEVILLE STATE UNIVERSITY

## MINUTES

### STAFF SENATE MEETING

J.C. Jones Board Room, 2<sup>nd</sup> Floor, Charles Chesnutt Library

Thursday, February 15, 2018

2:00 p.m.

The FSU Staff Senate convened on Thursday, February 15, 2018, at 2:00 p.m. in the J.C. Jones Board Room, in the Charles Chesnutt Library. President Velappan Velappan called the meeting to order at 2:13 p.m.

### **ATTENDANCE**

The following were in attendance: Suzetta Perkins, Velappan Velappan, Gloria Mills, Arnescia Moody, Patricia Flanigan, Linda Saunders, Debbie Talley, Dwane T. Hodges, Tammika Frowner, Abigail Movell, Sonia Knight, Justin Rogers, Sandra Hughes, Rasheen Williams, and Winette Vann.

### **MINUTES**

Minutes of the January 19, 2018 meeting weren't available for approval.

### **DR. JON YOUNG**

Dr. Young, Vice Chancellor and Chief of Staff, shared that 58% of Fayetteville State University's population completed the Employee Engagement Survey issued by the UNC System Office. The deadline has been extended until February 19, 2018. Dr. Young also stated that the UNC System Task Force is in discussion about enrollment funding, essentially, how will we be funded going forward.

### **HUMAN RESOURCES**

Ms. Abbey Troxell, from the Benefits Office of Human Resources, discussed their 2018 Wellness Initiative. The initiative will be comprised of several components to include checking blood pressure, blood pressure management, walking campaign, and the creation of a newsletter with information about healthy living, exercise, and the like. Other related events include a seminar on financial wellness, possibly doing it during Employee Appreciation Week.

### **PRESIDENT'S REPORT**

President Velappan followed-up on the information Dr. Young provided on the Employment Engagement Survey. The President encouraged the Senate to complete the survey, if they haven't already done so, and to also get the word out to campus staff.

Storage space to house Staff Senate documents has been an item of interest, especially as it concerns grant applications. President Velappan stated that space has been identified in the archives. He would like to also obtain a portable hard drive to keep documents on, which would take up very little space in the archives.

FSU will be co-hosting the Chancellor's Cup Golf Tournament with Pembroke. Volunteers are needed to get sponsors. Cost per sponsorship is \$1,500. We will receive 15% of what we raise in sponsorships that will go toward our grant fund. It was noted that the golf tournament happens in the same week of our Staff Appreciation. It was suggested that we move the Staff Appreciation to the following week to avoid conflict.

The Staff Senate website is still being updated. Senator Tammika Frowner will be taking pictures for the website.

Senator Michelle Saunders headed up the Valentine Day fundraiser. She prepared plastic flutes that were filled with candy and a cupcake at the top and sold them at the basketball game on February 14, 2018. She made over \$150.00. Senator Saunders suggested that the items being sold in the Student Center next time.

Backpack Buddies program is a new community service project that Senator Gloria Mills introduced to the Senate. The program consists of nutrition packages that are given to underprivileged students on Fridays for their use during the weekend. Donations are given to the school by volunteers and put into two-gallon plastic bags. The FSU Staff Senate is partnering with Ferguson Easley Elementary School on this project. The program will go from February – March 2018 and She will send out notices. Senator Mills shared the list of items needed and will also send out via email. The March meeting will be devoted to packaging the items.

Budget Update – Treasurer, Natasha Walker, was absent and, therefore, unable to provide an update.

## **COMMITTEE REPORTS**

**Election Committee** – President Velappan stated the roster needs to be purged and revamped. Once that is complete, preparation will be made for the next election. The June meeting will be used to meet and greet new senators.

**Hospitality** – Senator Tammika Frowner, would like to obtain cups to give to new employees, as well as certificate holders.

**Education Committee** – The Education Committee met in December. Senator Pat Flanigan stated that the Grant criteria needs to be changed. It was suggested that to apply for the grant, you must have a GPA of 2.5 instead of 2.0. Also, it was proposed that there would be two separate grant awards – one that will award an employee who

is in a degree seeking program and the other a certificate program. This gives will be given out in May.

**ByLaws Committee** – Senator Patricia Flanigan and committee revised the ByLaws, which were sent out to everyone. The following changes were made:

1. Updated Employee Specification Change
  - a. Changed SPA to SHRA
  - b. Changed EPA to EHRA
2. Page 7, Changed terms for Executive Officers
  - a. Change Executive Officers term from one (1) to two (2) years
  - b. Chair-elect will serve one-year term during the second year of the office
3. Page 12 – Authorization to create/approve requisitions and financial transactions
  - a. Treasurer and President are authorized to create requisitions and financial transactions
  - b. The Vice President is authorized to approve requisitions and financial transactions
4. Page 16 – Education Committee (10.2)
  - a. All proceeds from the annual Mr. & Ms. Staff fundraiser will go to fund the Staff Educational Grant
  - b. All proceeds from the annual Chancellor's Golf Tournament will go to fund the Staff Educational Grant

In the absence of a quorum, there wasn't a vote. Will reserve vote for the next meeting of the Senate.

**Issues and Review Committee** – Senator Woodard? Parking Lot I & H to stay closed beginning at 5 p.m. Invite campus police to meeting.

**Communications Committee** – Senator Suzetta Perkins, stated that the Special Issue of the Staff Senate Newsletter (February) was recently released. She thanked the committee for their support and work on the newsletter.

**Events Planning Committee** – Senator Sandra Hughes discussed the tentative budget of \$5,000. In an effort to raise more money, she and Senator Townsend talked about having a Buffalo Wild Wing night with a percentage of the proceeds to come back to the Staff Senate. She will be in talks with the General Manager and get back with us.

The theme for the upcoming Staff Senate Appreciation is Embracing Our Roots. The theme is in line with our 150 Sesquicentennial Celebration. Senator Hughes stated that she's looking to get T-shirts for everyone, that will incorporate the theme. To make this week a success, she will need volunteers to assist with Health & Wellness Day, Karaoke and the Ice Cream Social. Senator Hughes has already done a run through of the room we will use in the Student Center and has spoken with Ms. Jewel Harrington, Student Affairs. Capacity is fifty-five (55) tables.

**Community Service Project** – Senator Gloria Mills followed up on the Backpack Buddies Program. She received approval from Mr. Wesley Fountain of Government Relations to proceed. Senator Mills stated that she would like to begin collecting items on the 20<sup>th</sup> of February – March 20<sup>th</sup>. She'd like us for us to bring supplies and help with bagging them. Children in poverty situations are eligible to receive the items. There are 30 – 35 children are on the list. She shared a list of items needed.

## **ADJOURNMENT**

The meeting was adjourned at 3:39 p.m.