

Fayetteville State University
Staff Senate Meeting
J.C. Jones Boardroom – 2nd Floor, Charles Chesnutt Library
Thursday, March 17, 2016
REVISED (April 21, 2016)

Minutes

Attendance: Roni Stearns, Sandra Woodard, Claudette Fuller, Sandra Smith, Michelle Saunders, Linda Saunders, Rodney McCrowre, Patricia Flanigan, Velappan, Velappan, Teresa Griffin, Seneva Miles, Natasha Walker, Monique Alexander, Cindy Wetherwax, Maggie Chan and Xenia Lopez.

Call to Order: The meeting was called to order at 2:06 p.m. by President Patricia Flanigan.

The Agenda for the meeting was presented and adopted.

The minutes from February's meeting were presented; however, there was no quorum thus the minutes were not approved.

Dr. Jon Young, Provost & VC for Academic Affairs –

- a. Dr. Young thanked all for their work especially for the students and the success of FSU.
- b. He stated President Spellings' visit went well and he believes that she left with a positive view of FSU. He added President Spellings is committed to competitive salary.
- c. The infrastructure bond was passed and FSU will receive \$10M.

Committee Reports –

- a. **Election Committee** – Reported by Senator Velappan Velappan.
 - The committee met on March 16 to review the employees' list for accuracy for the different divisions with senators who are up for re-election.
 - The Staff Senate roster was updated; one alternate from Academic Affairs was moved up to senator and two from Business and Finance. There were two alternates from the Chancellor's Office who declined leaving two vacancies.
- b. **Hospitality Committee** – Reported by Senator Claudette Fuller.
 - Get well cards were sent to Senators Byron Riddick and Shunta' Hailey Gregory. She noted in the past Ms. Jan-Jee Wells, who is no longer with the Staff Senate, was the one who used to send out sympathy cards on behalf of the Senate. Noted also is the need for purchasing stamps. President Flanigan informed the stamps can be purchased and submit the receipt to the Senate's treasurer, Senator Natasha Walker for reimbursement.

- Senator Fuller presented a sample cup with items the Senate can present to new employees. She also presented a quote for the purchase of 500 mugs for a total of \$887.55. It was suggested perhaps to get a quote for 100 mugs instead.
 - Senator Linda Saunders stated perhaps the Senate should consider having a yard sale as a fundraiser for raising funds for the Hospitality Committee. President Flanigan replied further discussion will be needed with Mr. Caldwell, the Chancellor and the Provost regarding permission to do this.
 - President Flanigan will check with Marketing to see if they can donate items for the new employees until purchasing of the mugs is approved and received.
- c. **Mr. & Ms. Staff** – Ms. Michelle Saunders presented a flyer announcing the event. She also asked for volunteers to assist on April 13, the day of the event, from 10:30am until 2:00pm.
- d. **Grant Committee** – Senator Xenia Lopez ~~reminded the deadline for applications for awarding the 2 grants for the upcoming academic year is May 27. As planned, the intent is to present awards at Bronco Kick-Off in August. She also stated if anyone would like to join the committee to please let her know~~ **stated that she sent an announcement of the first grant award winner to Bronco Shout Out.**
- e. **Events Planning Committee** – Reported by Senator Roni Stearns.
- Senator Stearns will chair the Employee of the Year.
 - She is working with Ms. Sandra Hughes on obtaining sponsorships for the health and wellness event.
 - The outline for the week is the following: Monday–Health & Wellness Day, Tuesday-Game Day (12:00pm-2:00pm), Wednesday-Chicken & Karaoke, Thursday-Staff Appreciation Luncheon, Friday-Ice Cream Social. President Flanigan added all events will be held during lunch time, therefore, staff will not have to take time off.
 - The committee will check to see how many vendors will be in attendance to ensure they are fed. They will also need to provide a budget for how much the activities will cost.
- f. **Second Harvest Food Bank** – Ms. Teresa Griffin reported FSU raised \$210 in cash and 227 pounds of food totaling 1,281 meals. She also presented a letter from the organization thanking the Staff Senate for its support and contribution.
- g. **By-Laws Committee** – Senator Seneva Miles reported the committee is working on finalizing the revision/amendment of the Senate’s By-Laws.

President’s Report – Ms. Patricia Flanigan.

- a. Senator Rodney McCrowre will ~~represent FSU as a delegate~~ **be shadowing President Flanigan.** Michelle Saunders was appointed by President Flanigan as a **temporary alternate** delegate.

- b. The golf tournament will be held May 25 at Tobacco Road golf course in Sanford, NC. We will need to begin working on the staff's team.
- c. The Senate spent a total of \$2,798.09 from the \$3500 budget received from Chancellor Anderson for last year's Staff Appreciation Week events. The total remaining funds from the Chancellor's contribution currently in the Senate's account is \$701.11.
- d. President Flanigan spoke of the importance of working together as a body. It is not a solo act. Anything discussed as a committee needs to be presented to the Staff Senate for approval. Anyone who serves on a committee should ensure personal feelings do not interfere with the work. We all need to work together. It is about FSU and should always project professionalism at all times.
- e. Several of the executive officers attended a luncheon with President Spellings. The Senate came up with three questions for discussion during the luncheon: (1) Bringing salaries to market value; (2) Separating employees from the state personnel leaving each university to have their own HR; and (3) Changing the school name.

Old Business –

- a. Senator Sandra Smith inquired on the status of the adverse weather policy. Provost Young stated FSU is working on coming up with a policy that conforms.
- b. Senator Saunders inquired if anyone has ever heard of the bereavement leave policy.
- c. President Flanigan stated she appointed Ms. Latasha Jones to work with Officer Thomas from Public Safety on holding the domestic violence event that was planned few months ago.
- d. Ms. Griffin inquired in regards to the performance evaluation rating and how employees will be rated on. Several presentations will be presented to the staff by Ms. Kimberly Weston-Moore from HR.

Adjournment - The meeting was adjourned at 3:10 p.m.

Xenia López
Secretary, Staff Senate

****Revisions made by Senator Roni D. Stearns, Acting Secretary****