

Fayetteville State University
Staff Senate Meeting
J.C. Jones Boardroom – 2nd Floor, Charles Chesnutt Library
Thursday, September 29, 2016
Minutes

Attendance: Claudette Fuller, Suzetta Perkins, Rodney McCrowre, Roni Stearns, Patricia Flanigan, , Cindia Wetherwax, Tammy Owens, Carlitta Moore, Linda Saunders, Monique Alexander, Velappan Velappan, Michelle Saunders, Cassandra Jenkins, Shunta Gregory, Keith Townsend

Call to Order: The meeting was called to order at 2:02 PM by President Claudette Fuller.

The minutes for August meeting were presented. A motion was made by Senator Perkins, properly seconded and accepted.

Dr. Jon Young, Provost & VC for Academic Affairs – Dr. Young did not present a specific report but asked the Senate to direct specific questions to him. Dr. Young thanked the Senate for servicing the students.

Terri Tibbs, AVC for Human Resources— Changes within HR department have been sent out concerning communication within HR. Open Enrollment begins October 1st-31st; communication has been sent out. Conflict of Interest Forms are due October 3rd. Performance Management Dates: Trainings on October 5th and 18th. The Fair Labor Standards Act (FLSA) has undergone changes. Employees must be classified as exempt and must receive overtime if their annual salary is under \$47, 000. Information is on the Department of Labor website. In the next 30-45 days HR will be speaking with department heads/employees. HR is working with GA to ensure consistency. There is an upcoming bonus payout. There will be a .5% bonus and EHRA/SHRA merit bonus. HR is still getting guidance from GA.

President's Report- Dr. Claudette Fuller--

- a. State Employees Appreciation Week was held last week across the state. The Senate was asked if they would like to select a date in October to appreciate state employees.
- b. A letter was sent to Ken Craig to purchase a token for all employees but he was out of the office. Dr. Fuller has not heard back from his office. Kimberly Weston-Moore of Human Resources will follow up on funding to buy something such as a pin. The floor was opened for suggestions. It was suggested by Suzetta Perkins that Faculty Senate spearhead this appreciation effort and Michelle Saunders suggested that we physically support HR's efforts.
- c. Trip to Wilmington for Staff Assembly- Delegates from FSU were nominated for positions with the Staff Assembly. If someone is elected as an officer, a delegate position can be replaced.
 - a. There was no word on the grant
 - b. Official Date of the Golf Tournament is Wednesday, May 17th at Tobacco Road Golf Club in Sanford, NC. The cost for Hole Sponsors is \$1500 along with display name, banner and registration. We would like to sponsor a whole. A committee is needed for the tournament.

2016-2017 Annual Report- Patricia Flanigan—Four Loci

- a. Education Grant- Suspended to reconstruct
- b. Newsletter- Successful
- c. Partnership with Office of Human Resources- Successful
- d. Partnership with Police & Public Safety- Successful partnership with Domestic Violence Awareness Campaign

Committee Reports

- Publication/Communications- No meeting was held.
- Hospitality Committee: Reported by Rodney McCrowre- Meeting was held on September 26, 2016.
 - The committee is seeking outreach from Institutional Advancement for supplies due to shortage for New Employee Orientation bags
 - It is a goal to make a budget line item for the academic budget since departments are not able to give as in times past. (Every committee will need to look at their purchases and discuss a budget).
 - There will be a potluck in November
- Budget Report- No report given
- Fundraising Committee: Poinsettia- Approved for fundraiser and the flyer has been approved
 - Goal to begin the sale on October 3rd but a follow-up is needed on why it hasn't been put out to the campus. Help is needed for the fundraiser
 - The goal this year is for \$1500. Info from the florist will be received and the Senate will move forward with the fundraiser.
 - Mr. & Mrs. Staff- Application will be declined because the application is only for (1) car, not two. Signage will need to be added to the car and the fee will be waived;
 - The committee would also like to push for more social media presence on Twitter for Staff Senate recognition. It's for FSU recognition as a whole.
- Issuance/ Grievance Committee- Met to discuss what the committee is about.
- Bylaws Committee- Reported by Patricia Flanigan-Meeting will be held next week
- Elections- Reported by Velappan Velappan- Linda Saunders and Velappan spoke via phone about yearly calendar and changes to the roster
 - Cassandra Jenkins has been moved to alternate
 - There are no senator positions available in Business/Finance for Keith Townsend to move to. All alternates and proxies must decline first before he moves into the position. Other school state they automatically move senators into open senator positions
- Education Committee- (Grant Committee) Met on September 13th-remove old grant info from the website.
 - Decided to keep (2) recipients a year and present them at the appreciation banquet
 - 2016-2017 recipients will receive grant in 17-18 year
 - Roni D. Stearns volunteered to be the committee secretary
- Events Planning- No report

Old Business—

- **Take My Lunch-** Mrs. Staff, Karen Stealing's Initiative to utilize her lunch time to provide coverage in the academic departments: College of Arts and Sciences, School of Business and School of Education. She was required to get signatures from the deans and Dr. Young. The dates of coverage were also provide. This is her personal initiative and future Mrs. Staffs are not obligated to maintain this initiative.
- **Memo from President Spellings-** the Board of Governors approved change for salary adjustments for EHRA employees. The increase has gone from %15/\$10, 000 to up to 20%/\$15,000.
- **Community Homeless Hunger Stand Down-** Friday, November 18th. Cassandra Jenkins will be the chair of this effort.
- **Golf Tournament** is set for May 17, 2017. Michelle Saunders will chair the event.
- **Laptop Rental Program-** All documentation has been found. Any surplus ready laptops will be re-serviced and rented out. Nick Ganesan does not have a problem with the program. We must go through Legal Affairs for approval. Dr. Fuller will take all documents to Attorney Jenkins.

New Business –

- a. Staff Senate participation in Homecoming- Linda Saunders spoke with Ben Minter and he is looking for volunteers to work homecoming events. Volunteers are not restricted to just FSU employees but liability will have to be checked for some. Linda Saunders, Patricia Flanigan, Claudette Fuller, Velappan Velappan, and Roni Stearns volunteered to participate. An email with the volunteers' names will be sent to Mr. Minter by Roni Stearns so he can email the details. Homecoming Committee meetings are held Fridays at 10am.
- b. Unit/Senate Concerns-
 - a. Cindia Wetherwax reported that the Emergency Management Fair will be held on October 19th.
 - b. There is only (1) car for the Mr. & Mrs. Staff car. The issue with the application must be resolved.
 - c. The date for the Staff Appreciation Week was suggested to be during a time the Chancellor is no traveling.
 - d. The Senate would like to have a calendar of all Senate activities and dates.

Adjournment - The meeting was adjourned at 2:59 PM.

Respectfully Submitted,

Roni D. Stearns
Secretary, Staff Senate