

## **AGENDA**

Tuesday February 6, 2024

3:00 PM

University Center Room 213

1. **Call to Order: Timothy Sampson @3:04**
2. **Roll Call by Secretary: Timothy Sampson**
  1. **Members Present:** Timothy Sampson, Phyllis Smith, Concetta Bullard, Jamie Oxendine, Taylor Strickland, Paula Cummings, Steven Locklear, Jasmine McCrae, Daniel Perdue, Penny Oxendine, Kristie Hunt, Rosa Ball
  2. **Members Absent:** Jocelyn Graham, Phillip Bullard, Chris Locklear
3. **Approval of Agenda**

**Motion to move Secretary Vote**

  - Phyllis Smith made motion
  - Seconded by Steven, Motion was approved Concetta Bullard as Secretary
5. **Reports/Remarks from Guest**
  - a. Angela Revels, AVC for Human Resources
    - ii. Introduced new University Controller: Kimberly Staffer
6. **Chairs Report**
  - a. Timothy met with Chancellor Cummings per regular meeting
  - b. Flex schedule update should be released soon
  - c. 4 delegates will attend System wide assembly
7. **Committee Chair Reports**
  - a. Budget Committee
    - a. Current fund: waiting for sales from ornaments to post to account, also waiting for charges from golf tournament travel to be removed
  - b. Publications & Information
    - a. All officers updated on webpage
    - b. All minutes, agendas, and constitution on webpage for others to access
  - c. Constitution
    - a. No updates on constitution
    - b. Timothy has recommendations from Angela and committee will meet to make those changes
  - d. Scholarship
    - a. Scholarship committee will meet to choose recipients for Staff Senate Scholarship
  - e. Election Committee
    - a. Need two alternates for Academic Affairs
  - f. Employee Recognition
    - a. Make plans to join presentations for employee recognition on Wednesday, February 7<sup>th</sup>
    - b. Trying to bring back awards ceremony and committee will meet to work on this
  - g. Human Resources

- a. Working on transition project; looking at NC State to get information on their transition process and how it can be applied to UNCP
- b. Working on Veteran's Day Project with HR; Veteran's Day is currently observed during Winter Break; working to see how to observe Veteran's Day
- h. Health & Wellness
  - a. Kristy attended committee with Faculty Senate on Monday, February 5<sup>th</sup>
  - b. Safety Training (RAAD)
  - c. CPR Training email sent to campus faculty/staff
  - d. Resume walking club; may start walking inside due to the cold weather
- i. Events
  - a. Yearlong Professional Development opportunities sent to faculty/staff and are also on the HR website
  - b. Event committee will work on Jail-a-thon; February 29<sup>th</sup> date needs to be postponed, committee will decide the rescheduled date
  - c. Sit Down With Staff Senate: committee will plan
  - d. Refer staff to the webpage to submit comments, concerns, project ideas, etc

## 8. Old Business

- a. Committee Assignments/Chairs
  - a. Employee Recognition: Daniel Perdue, Paula Cummings, Penny Oxendine, Taylor Strickland, Jasmine McRae, Rosa Ball. Committee will choose a chair.
  - b. Constitution: Taylor Strickland, Exec Team. Committee will choose a chair.
  - c. Publications: Timothy Sampson, Phyllis Smith. Committee will choose a chair.
  - d. HR: Kristy Hunt-Chair, Penny Oxendine, Chris Locklear, Timothy Sampson, Donna Strickland from HR will serve as Ex-Officio member.
  - e. Scholarships: Paula Cummings, Taylor Strickland, Jamie Oxendine, Concetta Bullard. Committee will choose a chair.
  - f. Budget: Phyllis Smith, Concetta Bullard, Chris Locklear, Timothy Sampson. Committee will choose a chair.
  - g. Health: Jamie Oxendine-Chair, Daniel Perdue, Kristie Hunt, Steven Locklear, Jasmine McRae, Rosa Ball
  - h. Events: Jasmine McRae-Chair, Kristie Hunt, Steven Locklear, Rosa Ball
  - i. Motion to approve committee assignments:
    - a. 1<sup>st</sup> Motion Daniel Perdue
    - b. 2<sup>nd</sup> Motion Jamie Oxendine
    - c. Committees approved

- j. Timothy Sampson will send update committee assignments to Staff Senate
    - b. First Vice-Chair position opened on Staff Senate
      - a. First Vice-Chair of the Senate will chair in the Chair's absence
      - b. Rosa Ball nominated as First Vice-Chair
      - c. 1<sup>st</sup> Motion Kristy Hunt
      - d. 2<sup>nd</sup> Motion Jasmine McRae
      - e. Motion approved. Rosa Ball appointed as First Vice-Chair
    - b. Jail-a-thon Event
      - i. Scheduled February 29, 2024
        - i. Event Committee will select new date
        - ii. Jail-a-thon is a fundraiser for Staff Senate
      - ii. Charge is \$25 per 30 minutes
      - iii. Bail money must match amount paid to have individual arrested
9. **New Business**
  - a. Committee Meetings
    - a. See above
  - b. Secretary Vote
    - a. See above
  - c. New Senator Vote
    - a. Enrollment Management Division has 2 Alternate positions and 2 candidates: Enka Bullard Oxendine and Sharon Blue
      - a. 1<sup>st</sup> Motion Daniel Perdue made motion to approve;
      - b. 2<sup>nd</sup> Motion Steven Locklear
      - c. Candidates approved for positions
    - b. Academic Affairs has 2 alternate positions and 4 candidates: Leslie Locklear, Kimberly McMillan, Francine Cummings, Tara Hunt
      - a. Leslie Locklear nomination discussion
        - a. 1<sup>st</sup> Motion Daniel Perdue
        - b. 2<sup>nd</sup> Motion Jasmine McRae
        - c. Candidate approved for position
      - b. Francine Cummings nomination discussion.
        - a. 1<sup>st</sup> Motion Phyllis Smith
        - b. 2<sup>nd</sup> Motion Kristie Hunt
        - c. Candidate approved for position
    - c. Waiting on 3 candidate nominations from Finance and Administration
    - d. 1 candidate is needed from Chancellor's Office

## 10. **Adjournment**

- 1. Meeting adjourned 3:42pm