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
4. **Reports/Remarks from Guest**
   a. Angela Revels, AVC for Human Resources
      - Introduced new University Controller: Kimberly Staffer
5. **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
6. **Committee Chair Reports**
   a. Budget Committee
      - 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
      - All officers updated on webpage
      - All minutes, agendas, and constitution on webpage for others to access
   c. Constitution
      - No updates on constitution
      - Timothy has recommendations from Angela and committee will meet to make those changes
   d. Scholarship
      - Scholarship committee will meet to choose recipients for Staff Senate Scholarship
   e. Election Committee
      - Need two alternates for Academic Affairs
   f. Employee Recognition
      - Make plans to join presentations for employee recognition on Wednesday, February 7th
      - 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 5th
   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 29th 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. 1st Motion Daniel Perdue
      b. 2nd 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. 1st Motion Kristy Hunt
d. 2nd 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. 1st Motion Daniel Perdue made motion to approve;
      b. 2nd 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. 1st Motion Daniel Perdue
         b. 2nd Motion Jasmine McRae
         c. Candidate approved for position
      b. Francine Cummings nomination discussion.
         a. 1st Motion Phyllis Smith
         b. 2nd 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