1. **Call to Order:** Timothy Sampson @ 3:02

2. **Roll Call by Secretary:** Phyllis Smith for Concetta Bullard
   a. *Members Present:* Timothy Sampson, Phyllis Smith, Taylor Strickland, Paula Cummings, Steven Locklear, Chris Locklear, Paige Boone, Daniel Perdue, Penny Oxendine, Kristie Hunt, Rosa Ball
   b. *Members Absent:* Concetta Bullard, Jamie Oxendine, Dr. Leslie Locklear, Francine Cummings, Jasmine McCrae, Sharon Blue

3. **Approval of Agenda**
   - Penny Oxendine suggested that Dress Attire for Facilities Operation & Maintenance Employees be added to the New Business section. Chair, Timothy Sampson, then requested to have the topic added to the agenda.
   a. 1st Motion: Taylor Strickland
   b. 2nd Motion: Chris Locklear
   c. Agenda Approved with the addition

4. **Reports/Remarks from Guest**
   a. Angela Revels, AVC for Human Resources
      i. No Updates
      ii. Informed us of the Retirement Celebration/Dinner being held on campus tonight

5. **Chairs Report: Timothy Sampson**
   a. Still working through concerns that have been addressed regarding Facilities Operations
      i. Focus groups have been formed
      ii. Awaiting to receive their report
   b. Devan Britt and Rebecca Kenney will be attending the Staff Assembly General Meeting that is scheduled to be held on July 15 - 16, 2024, at Western Carolina University.

6. **Committee Chair Reports**
   a. *Budget Committee:* Phyllis Smith
      i. State Funds – no activity (still overdrawn by -$92.00)
      ii. Non-State Funds – $5,343.83
      - Staff Senate members voted by email and approved to have the cost of $875 to be debited from the Non-State Fund to pay for the Buns and Beverages Cookout during Rejuvenation Week
   b. *Publications & Information:* Timothy Sampson
      i. Website has been updated; it includes minutes from May meeting
   c. *Constitution:* Taylor Strickland
      i. Timothy gave Taylor additional information that needs to be added to the constitution.
      ii. New meeting will be scheduled to review the add-ins
   d. *Scholarship:* Timothy Sampson
      i. Scholarship Sub-Committee will be meeting in July to award 3 recipients for 24/25
   e. *Election Committee:* Timothy Sampson – not time to vote
i. Voting to be held in December 2024
   • 1st year Delegates – will remain an active member for another year
   • 2nd year Delegates – will roll off roster
   • Alternates – will roll off roster

ii. New members to attend January 2025 meeting

f. **Employee Recognition**: Paula Cummings – no updates

g. **Human Resources**: Kristie Hunt
   i. Document Signature Tracking System has been approved and vendor has been selected
      • Vendor information has not been shared with the public at this time
   ii. QR Codes have been created and approved
      • Will be placed in buildings and information centers across campus
      • Daniel Perdue suggested to have them placed on napkin holders in cafe

h. **Health & Wellness**: Timothy Sampson for Jamie Oxendine
   i. Opted to not push the Headspace Care App due to backdoor prompts requesting credit card information.
   ii. Jamie Oxendine, Timothy Sampson, and Dr. Nicolette Campos have a meeting scheduled to discuss why this is occurring with Headspace Care
   iii. Asked for suggestions on how to promote awareness and increase participation with the Walking Club
      • Angie Revels suggested having a Town Hall meeting
      • Rosa Ball and Phyllis Smith suggested changing date and/or time

i. **Events**: Timothy Sampson for Jasmine McCrae
   i. Rejuvenation Week
      • Monday: Buns & Beverages Staff Cookout
         - Timothy bringing chafing dish sets to keep food warm
      • Tuesday: Staff Walk
      • Wednesday: Staff Haircuts
      • Thursday: Health Checks & Free Play Bowling
      • Friday: Sit Down with Staff Senate
   ii. Chair, Timothy Sampson, requested that Staff Senate purchase the beverages needed for Rejuvenation Week.
      • 1st Motion: Kristie Hunt
      • 2nd Motion: Daniel Perdue
      • Motion approved
   iii. Chair, Timothy Sampson, opened the floor for discussion regarding the allowance of temps to attend Staff Cookout.
      • 1st Motion: Steven Locklear
      • 2nd Motion: Taylor Strickland
      • Motion approved

7. **Old Business**
   a. DEI Conversation
      i. waiting on updates
   b. **Staff Senate Stickers**
      i. Timothy will send out an email to request members to cast their vote for the best Staff Senate Sticker.

8. **New Business**
   a. **Delegates Discussion**
      i. Recent resignations include Jocelyn Graham, Enka Oxendine, and Phillip Bullard
      ii. Chair, Timothy Sampson, made a motion to allow Paula Cummings to move into Delegate roll for Adv/Chancellor Division and for Sharon Blue to move into 1st Alternate roll for Enrollment Management Division.
b. Food Trucks
   i. On campus every Wednesday beginning June 12\textsuperscript{th} and ending July 31\textsuperscript{st}, 2024.
   ii. Vendor will park in the visitor parking section in front of Lumbee Hall

c. Memorial Flowers or Cards
   i. Chair, Timothy Sampson, opened the floor for discussion regarding the purchase of memorial cards or a flower arrangement during times of staff bereavement.
   ii. Members in agreeance to remain consistent, it would be best to send a memorial card
      - 1\textsuperscript{st} Motion: Paige Boone
      - 2\textsuperscript{nd} Motion: Daniel Perdue
      - Motion approved

d. Dress Attire for Facilities Operations & Maintenance Employees
   i. Made aware that employees would prefer not to be required to wear work uniforms when attending functions such as Open House / NSO with their child.

9. Adjournment @ 4:05