



AGENDA

Tuesday June 4, 2024

3:00 PM

University Center Room 213

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.

- 2nd Motion: Kristie Hunt
- Motion approved
- b. Food Trucks
 - i. On campus every Wednesday beginning June 12th and ending July 31st, 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
 - 1st Motion: Paige Boone
 - 2nd 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