



## AGENDA

Tuesday November 5, 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, Jamie Oxendine, Taylor Strickland, Francine Cummings, Paula Cummings, Steven Locklear, Chris Locklear, Paige Boone, Daniel Perdue, Penny Oxendine, Kristie Hunt
- b. Members Absent: Concetta Bullard, Jasmine McCrae, Rosa Ball, Sharon Blue

### 3. Approval of Agenda: Timothy Sampson

- a. 1<sup>st</sup> Motion: Taylor Strickland
- b. 2<sup>nd</sup> Motion: Paula Cummings
- c. Agenda Approved

### 4. Reports/Remarks from Guest \*\*

- a. Angela Revels, AVC for Human Resources
  - i. HR Updates
    1. Reminded us of upcoming holiday schedule; that Veterans Day is Floating Holiday that is typically taken during winter break and that December 30<sup>th</sup> & 31<sup>st</sup> must be coded as leave time.
    2. Stated that there are a lot of career opportunities available on UNCP website.
- b. Dr. Renee Lamphere, Chair of Faculty Senate
  - i. Shared Governance
    1. Referenced the importance of getting involved in events, meetings, etc.
    2. Use a spirit of collaboration to get things accomplished.
    3. Don't be diplomatic; avoid butting heads.
    4. Faculty Senate meets the 1<sup>st</sup> Wednesday of each month at 3:30 in the auditorium in the James A. Thomas Hall Building.

### 5. Chairs Report: Timothy Sampson

- a. Will be attending UNC Staff Assembly Meeting on November 7-8, 2024
- b. Thanked individuals for attending meeting held by UNC System Office – HR
  - i. Items discussed were flex scheduling, climbing the ladder, promotions, and disciplinary action
- c. Invited Staff Senate members to BOG Watch Party
- d. Indicated that there will not be a Christmas Social this year
- e. Drafting a letter, along with Dr. Lamphere, to have a Family Fun Day in the spring

### 6. Committee Chair Reports

- a. Budget Committee: Phyllis Smith
  - i. State Fund has balance of \$788
  - ii. Non-State Fund currently has balance of \$7,373.12
    1. 1<sup>st</sup> shift Staff Appreciation meal cost -- \$4,901.58
    2. 2<sup>nd</sup> shift Staff Appreciation meal cost -- \$676.08
    3. 4imprints Staff Senate Stickers cost -- \$390.06

- b. Publications & Information: Timothy Sampson
  - i. No updates
  - ii. New website to launch during first part of 2025
- c. Constitution: Taylor Strickland
  - i. No Updates
- d. Scholarship: Timothy Sampson
  - i. No updates
- e. Election Committee: Timothy Sampson
  - i. Still ongoing, nominees have until November 15<sup>th</sup> to respond
  - ii. New members must be announced by November 20<sup>th</sup>
  - iii. New members will be present at January 2025 meeting
- f. Employee Recognition: Paula Cummings & Timothy Sampson
  - i. Employee of the Year Signage
    - 1. Cost to have EHRA & SHRA Employee of the Year signs installed this year will be \$225; following years re-occurring cost will be \$125
    - 2. Employee of the Year Signage Approval: Timothy Sampson requested approval
      - 1<sup>st</sup> Motion: Francine Cummings
      - 2<sup>nd</sup> Motion: Taylor Strickland
      - Signage Approved: passed with 11 approvals and 1 denied
    - 3. Portal to nominate individuals for service awards closes on November 22<sup>nd</sup>
      - There are 16 different categories; only 4 nominations have been submitted
      - Faculty can nominate staff
- g. Human Resources: Kristie Hunt
  - i. Will be reaching out to HR Committee and scheduling a meeting to discuss an issue/concern that has arisen
- h. Health & Wellness: Jamie Oxendine
  - i. Safety & Accessibility Walk taking place on November 19<sup>th</sup>,
    - 1. Meeting at UC Mall; walk around from 5:15PM to 7:00PM,
    - 2. Current volunteers are Jamie, Timothy, Paula, and Jasmine
  - ii. There are currently (5) Health & Wellness Committees across UNCP's campus; each conducting their own safety walk
    - 1. Chair, Timothy Sampson, in conversations to have committee reduced (if applicable)
    - 2. Meeting held on November 5<sup>th</sup> with committee members to collaborate and combine their efforts
  - iii. Provided copy of Wellness Opportunity flyer to all members
    - 1. Wellness Opportunity Approval: Jamie Oxendine requested approval for the Health and Wellness (1 pager) to give to all new faculty/staff
      - 1<sup>st</sup> Motion: Francine Cummings
      - 2<sup>nd</sup> Motion: Daniel Perdue
      - Information one-pager approved
  - iv. Meeting with representative to discuss Headspace Care Training
    - 1. Supervisor's training is scheduled for November 11<sup>th</sup> in JATH Building; RM 123
    - 2. Opens to everyone on campus on January 8, 2025
  - v. Provided flyer regarding SECU Financial Wellness event to be held on November 22<sup>nd</sup>
    - 1. SECU Representatives will be setup in Chancellors Dining Hall for consultations
    - 2. HR Representatives will be setup in Lounge assisting with questions/concerns
    - 3. Staff Senators will offer additional support
- i. Events: Paige Boone & Francine Cummings for Jasmine McCrae
  - i. Sub-Committees last meeting was held on October 28<sup>th</sup>
  - ii. Discussed Likes & Dislikes from Staff Appreciation Meal
  - iii. Fundraisers:
    - 1. Christmas ornaments; still have about 99 remaining from 2024,
    - 2. You've Been Mugged \$5; waiting on DOIT to add to U-store

**7. Old Business**

- a. Memorial Cards for Staff: Phyllis Smith
  - i. Angela Revel suggested message inside card to be revised
- b. Jacobs Hall Traffic Pattern: Timothy Sampson for Sharon Blue
  - i. Chief Johnson to put up One-Way signs
  - ii. Also have arrows painted on pavement to indicate flow of traffic
- c. Staff Senate Stickers: Phyllis Smith
  - i. Stickers have been received; presented each member with one
- d. Committee Meeting Changes
  - i. To be discussed at next meeting

**8. New Business**

- a. To be discussed at next meeting

**9. Adjournment @ 4:01**

Visiting Faculty/Staff Member on UNCP Campus: No visitors in attendance

**\*\*Note: Guests are limited to 3 minutes for comments**