

**North Carolina Agricultural and Technical State University**

**Staff Senate – Executive Committee Meeting**

**March 14, 2019**

**2:00 – 3:30 pm**

Attendance: Bernadette Smith, Leah Ford, Erica Knight, Penny Smith, William Parker, Sarah Falkener, Shalane Griffin

Non-Attendance: Sharon Mitchell, Greta Carter, Kevin Sanders

**I. Meeting Called to Order**

**II. Review of Minutes**

A. Minutes for 2/12/19 were approved

**III. Committee Updates**

**A. Budget and Finance - Leah Ford**

- The new t-shirts that are coming will be delivered Erica's attention.
- We are under budget for the spring fling.
- She is going to check to see if there can be an increase for the spring initiative. There is a total of \$7,475 in the budget which will give us the extra funds.
- Penny needs to speak with Wanda to find out more about the baseball games.
- The people that we will need to contact in budget are Cherie Chrisp and Kim Bonner. Leah will send us an email with their contact information.

**B. Communications - Bernadette Smith**

- No report
- Bernadette is working to get her committee together through time conflicts.

**C. Technology - William Parker**

- No report
- Kimberly in Budget called to question about the three laptop held by Staff Senate. The people who had the laptops were Sharon Mitchell, Katherine Welker, and James Griffin. Two were surplus and Sharon had previously stated that she would check to locate the last one.
- Sarah Falkener stated that she had ordered a recording pen from Office Depot and that it had been put on back order for over three months. She canceled the PO. She will look at ordering again from a different company.

#### **D. Special Events – Sarah Falkener**

- The spring fling will take place on May 23, 2019 at the BB&T football stadium. Since food cannot be served in Moore Gym the question was asked if we could look at Corbett Gym for the rain date.
- The food will be catered by Butlers catering and will be the same menu (fish and chicken dinners with hot dogs) as last year.
- We are looking at gifts for the event and will make a selection at the next meeting.
- Since several did not get to eat last year we are looking at setting up shifts to serve food for all to work to have a better turn out.

#### **E. Elections - Erica Knight**

- Erica is waiting to get a list from Maurice Warren for the count of how many EHRA non-teaching and SHRA people there are on the campus. There should be 2 representatives for every 35 people on the campus and one alternate.
- She will let senators know who is rolling off.
- Randy Pettiford stated that he would be interested in assisting with elections committee.

#### **F. Community Service - Penny Smith**

- The child's lab initiatives have been the focus for community service
- Veterans were appreciate of supplies collected by the child's lab
- Penny will send pictures to Mr. Parker of the event.
- The week of the Young Child will be April 8 - 12.
- One day will consist of dad's coming to cook for the children.
- The child lab attendees will let Penny know when they expect to have their field. June 7<sup>th</sup> is the end of the year and they will have a Bridging over ceremony for the children.
- Concerning Habitat for Humanity, they are in the process of looking for land to build houses and families who are interested in purchasing those houses. We will still continue to assist them when the need is there. The pancake breakfast held last year was canceled this year due to remodeling of the church.
- Penny stated that there are other areas that need assistance and her group will look into doing that and will include all of Staff Senate.
- There has been a low turnout for the baseball season and they are trying to see how best to get the word out about the games.
- Penny asked Sarah to get a quote from Butlers for hot dogs and the fixings for 100 and 150 people. We will provide the chips and drink.

**G. By-Laws - Shalane Griffin**

- The By-Laws should be corrected by the next meeting.

**H. Human Resources - Erica Knight**

- No report

**IV. Old Business – Erica Knight**

**V. New Business**

- Staff Assembly will have its next meeting on March 24/25 at GA about who is representing the schools.
- Erica stated that the rules have changed for travel in Staff Assembly for schools. To travel participants will need a letter of approval from human resources in order to travel.
- Mr. Robert Melvin was an alternate and it is his decision if he wants to move up to be a delegate. This process will be decided by the next election.
- The chancellor is building a team for the golf tournament that will be held in Sanford, NC on May 15, 2019 for hole number 5. The host hotel will be the Comfort Inn of which UNC will pay for. NCAT will pay for A&T travelers.
- Erica needs assistance in reference to the tent, table and set up for the tournament. Shalane Griffin has been selected manage this operation.
- Bernadette will assist Shalane with possible gift certificates and Dublin wine for the table.
- The lineup for March full body meeting will be two speakers Major Cherry from the police department and Margo from HR.
- FYI...Performance evaluations end March 31, 2019. You have until May 20, 2019 to send performances to your dean.
- There will not be a meeting in May because of the spring fling
- Elections will be held at the end of May. Installation will be in June and the first meeting will be held in September.
- June 19, 2019 is the date for Employee Recognition Program.

There being no further business, meeting adjourned at 3:45

Submitted by Sarah Falkener