

North Carolina Central University

Staff Senate Meetings

November 19th, 2009

Attendee(s) : Rebie Coleman – Chair. Daphine Richardson – Vice Chair, Cassandra Madden – Secretary, Yolonda Wilder – Assistant Secretary, Kendra Cardwell – Treasurer, James Abdulla, Elaine Reid, Sam Perry, Janet Bunch, Lucretia Pinckney, Tristan York, Bobby Dantzler, Sue Simpson, Ojetta Robinson-Norton, Steve Preissler, Doug Yopp, Cynthia Pullen, Ed Thornton, Diane Campbell, Kawona Johnson, Catherine Parrott, Karen Coleman, Ruby Messick, robin Featherstone, Selina Mumford, Marva Hicks, Vernell Massey

Absent : Charles Simpson, Jr – Parliamentarian

Speakers: Bobbie Dantzler, Lucretia Pinckney, Tristan York

Staff Senate Chair Rebie Coleman called the meeting to order @ 10:05.

No minutes to approve. Will approve at next meeting. All members were informed that minutes will be posted on the website and should be printed down and brought with them to the meetings.

Sue Simpson from IT was introduced by Chair Coleman. Mrs. Simpson has made a \$1,000 donation to the Staff Senate Scholarship Fund. A photo was taken of Mrs. Simpson presenting the check to Chair Coleman and the Staff that were present.

Announcements:

Food Drive will be held Friday November 20th in the lower parking lot of the Student Union from 9am-2pm. We need volunteers to help collect cans, box, load into vans and delivery to the Rescue Mission.

This year's Toy Drive will be monetary donations only. All are asked to give a \$10.00 donation. So far we have collected \$400 and have \$700 left from last year. Deadline for donations is December 14th. Please make your donation at the Foundation Office.

If anyone has suggestions for speakers for our meetings, please see Chair Coleman.

Speakers:

Bobby Dantzler – Work Center Coordinator spoke on polices of the work order center. Do not call the emergency number unless it is a true emergency i.e something that is life threatening or a hazard. Center number is x6448. Her goal when receiving work orders is to have them to the appropriate supervisor within 24hrs of receipt.

Lucretia Pinckney – Special Events Coordinator. Requests must be submitted 15 days before the scheduled event. Depending on the event some requests may have to go to different areas of the campus before approval. (ex campus police, ticket office) Request forms are on the Intranet or website. You can fax or e-mail request forms. Public relations will post the event on the community calendar.

Tristan York – Motor Fleet. We have 7 motor fleet vehicles. There is a process and procedure list which requires 2 forms. One Form is the Motor Fleet Requisition which is in the Travel Office and must be submitted with the Motor Fleet request form. Mr. York discussed some of the Motor Fleet Rules and Regulations. He will forward a copy of the regulations to the Staff Senate Assistant Secretary for distribution to the staff that was in attendance.

Chair Announcements:

Delegates are asked to come to the meetings and take the information back to their areas. The percentage of delegates on campus was discussed and it was suggested that a sub-committee be formed to get a status on where we are with number of delegates and what areas are represented on campus. It was also suggested that we identify and publicize the Delegates names. After a lengthy discussion on Delegate representation, the Chair asked that we hold the motion until the By-Laws have been returned by Atty Jackson.

Raffle Tickets for the Staff Scholarship were handed out to all to sell.

Meeting was adjourned @ 11:25.

