

**North Carolina Central University
Staff Senate Meeting
Tuesday, December 17, 2013
Criminal Justice Building, Room 201
2:00 p.m.**

Attendees: Janet Bunch – Chair, Karen Baldwin – Vice Chair, Patsy Sessoms – Assistant Secretary, Randal Childs – Parliamentarian, Dorian White, Adrian Rankin, Judith Dunston, Juls B. Joyner, Ardell Sanders, Sam Rogers, Annette Johnson, Todd Speakman, Juanita Williams, Rosalind Coleman, Andre’ Lunsford, Karen Coleman, Derrick Williams, Eric Morris, Veta McNeill-Best, Sandra Howard, Phillip Powell, Gary Ward, Tammy Jones, Norma Petway, Catherine Parrott, Tim McMullen, Ivanna Cole, Daphine Richardson, Marva Hicks, Jody Lewis, Yan Geng, Chimi Boyd-Keyes, Kimberly Luse, and Chancellor Saunders-White

Chairperson Janet Bunch called the meeting to order at 2:05 p.m. The minutes from the November meeting were approved with one correction. Veta McNeill-Best’s name was misspelled. A motion was made by Karen Baldwin and seconded by Ardell Sanders to approve the minutes with the above noted correction. The motion passed. Randal Childs conducted the roll call of delegates and alternates.

Dr. Deborah Bailey shared information concerning the upcoming MLK Services. Monday, January 20, 2014, will be the day celebrating the birth of Dr. Martin Luther King. NCCU, in partnership with Triangle United Way, will host a project on campus. Triangle United Way approached NCCU about combining our efforts for community projects such as preparing soup kits, collecting blankets, coats, and other items on the 20th to make the celebration an MLK day “on” instead of an MLK day “off”. Dr. Bailey also stated the residents of McDougald Terrace had been approached by NCCU for ideas on how the university community could assist them. As a result, NCCU will be hosting a Family Day for the residents of McDougald Terrace. There will be games and activities, on campus. Dr. Bailey stressed the importance of the need for volunteers and asked everyone to consider helping during these activities.

Chancellor Saunders-White extended her appreciation to everyone for the work being done stating NCCU proudly graduated over 600 students on Saturday, December 14, 2013. She felt her first six months had gotten off to a good start and expressed her excitement about where we are going to end up. The Chancellor stated projections were “looking really good.” She said the Faculty/Staff Giving campaign had been reconstituted and asked everyone to consider giving to this fund. Chancellor Saunders-White reported recruiting efforts were stronger and, as of this meeting, NCCU had received 9,800 applications. She also relayed NCCU will have 70% of the seniors and 60% of the juniors returning in the spring. All of this together should result in a smaller budget reduction for the next fiscal year. The Chancellor encouraged everyone to get a good rest over the holidays and to return to NCCU in January ready to embrace Eagle Excellence.

Ms. Lucretia Pinckney, Special Events Coordinator, presented information on the Facility and Calendar Events Scheduling (FACES) program. She explained this is a computerized reservation system currently being used at other universities such as Duke and A&T. Ms. Pinckney shared with the group this program would allow faculty and staff to request a facility reservation online instead of using the Facility Use Request Form. Each reservation request will be electronically routed to the scheduler for that specific facility and remain in a tentative state until final approval is given.

Ms. Pinckney inputted a request in the FACES test site and explained the features. She also explained that advisors for student organizations have to input the reservation request at the present time; however, this feature is currently being reviewed. Ms. Pinckney stated schedulers have an expected turnaround of two days. She also stated notification to University Police is included in this online program for each reservation request. Ms. Pinckney encouraged everyone who has not attended training on FACES to register for a class as soon as possible. She stated there are two classes already scheduled in January and more would be forthcoming. Training class schedules can be found on the IT website.

Chimi Boyd-Keyes, Director of the Women's Center, spoke to the Senate regarding the Council on the Status of Women at NCCU. The Council was established to be an advisory committee to the Administration and for all women (faculty, EPA non-faculty and SPA). The primary charge is to ensure a work environment that is fair and equitable. This ad hoc council is composed of 5 EPA Faculty, 5 EPA Non-faculty, and 5 SPA employees. Meetings are held twice monthly on the 1st and 3rd Wednesdays at 3:00 p.m. Mrs. Boyd-Keyes stated the Council needs 2 more SPA employees to complete the membership. She stated the Council has presented programs during this past year on Female Faculty Mentoring and Presenting Yourself. The Council has an upcoming event scheduled for February 6, 2014, at 9:00 a.m. in the BBRI auditorium on Title IX Gender Equity. The Council will have a survey online in the spring concerning what the university provides or does not provide for women on campus and how it should be addressed. The survey will consist of 10 questions and Mrs. Boyd-Keyes encouraged the Senate to participate.

Announcements were presented by Karen Baldwin, Vice-Chair, as follows:

Dr. Bernice Johnson's Retirement Celebration on December 17, 2013
Ms. Dottie Fuller's Retirement Celebration on December 19, 2013
Christmas and Winter Break from December 23 through 31, 2013
Leave Reports Submission Date by December 30, 2013
New Year's Day Holiday on January 1, 2014
Happy Holidays from Staff Senate

Mr. Phillip Powell, Director of Facilities Services, asked everyone to help NCCU reduce its utility costs during the holidays and winter break by turning off lights, cleaning out refrigerators and leaving them off while away, turning off computers, etc.

Mrs. Bunch thanked everyone for their participation in the toy drive, reporting collections had resulted in almost 300 presents for the Genesis Home and W. D. Hill Recreation Center. These gifts will be delivered on Wednesday, December 18, 2013.

There being no further business, the meeting adjourned at 2:52 p.m.

Respectfully submitted,

Patsy Sessoms
Assistant Secretary
NCCU Staff Senate