

**JACKSON STATE UNIVERISTY  
STAFF SENATE  
MONTHLY MEETING  
New Student Center Theatre**

**January 8, 2019  
11:08 a.m.**

**MINUTES**

**Call to Order**

Staff Senate meeting was held on Tuesday, January 8, 2019 in the New Student Center Senate Chamber (3rd Floor). The meeting was called to order at 11:08 a.m. by Dr. Rosella Houston, President.

**ATTENDANCE: (P) = Present; (A) = Absent**

<b>P</b> Frankie Adams	<b>A</b> Jerrica Frierson-Davis*	<b>A</b> Evis McGee
<b>P</b> Edna Caston*	<b>P</b> Shyandrea Glass	<b>A</b> Glory Moses
<b>P</b> Tina Collier	<b>P</b> Anissa Hampton*	<b>P</b> Sam Mozee
<b>P</b> Marquita Davis	<b>P</b> Latonia Harper	<b>A</b> Latoya Reed
<b>P</b> Shonda Deverteuil	<b>P</b> Rosella Houston*	<b>P</b> Paul Scott
<b>A</b> Josiah Dosunmu	<b>A</b> Michael Ivy	<b>A</b> Jarrett Simmons
<b>P</b> Pamela Flowers-Magee	<b>P</b> Christopher Lane	<b>P</b> Shanice White*

**GUESTS**

None

**APPROVAL OF PREVIOUS MINUTES**

Dr. Houston pointed out Senator who moved to approve meeting minutes for November 13, 2018, was not listed on the minutes. S. White reported L. Harper moved to approve meeting minutes. S. Mozee moved to approve the November 13, 2018 with the necessary corrections; S. Glass seconded; Senators voted; and the motion was carried.

**TRESURER REPORT/BUDGET**

E&G-Dr. Houston reported that she has not gotten a response back about the Staff Senate budget. Dr. Houston referenced what she submitted in June 2018 for the 2018-2019 fiscal year on the back of agenda. The amount was \$22, 000. Dr. Houston stated that \$3,000 is not accounted for in the budget from June until now. Dr. Houston reiterated that monies not spent will be taken. Dr. Houston stated she is waiting a call back about budget.

Foundation: Dr. Houston stated she is awaiting a call from the Development Foundation. Dr. Houston wrote on the top right hand corner of the agenda the amount currently in the Staff Senate's Foundation account, \$550.50+\$18.77 someone is donating towards the Scholarship Fund. As of January 8, 2019, the total amount in the Foundation account is \$568.72. Dr. Houston stated she has asked if there has been action on the account for three

years; Dr. Houston was told there have not been any action on the account. Dr. Houston shared the reason why she inquired is because the last Tresurer Report received in 2014 had a balance of \$1,682.00. Dr. Houston was told that there have not been any action on the account since 2014. Dr. Houston reported she asked whether the Staff Senate has a second Development Foundation account because she is a member of the Development Foundation Board of Directors and donates \$100.00 a month to the Staff Senate Scholarship Fund, so there should be \$100.00 going into the account. Dr. Houston encouraged Senators to donate to the Staff Senate Scholarship Fund. S. Mozee mentioned he believes he donates to the Scholarship Fund. Dr. Houston shared that we have to tell the Development Foundation that we want our funds donated specifically to the Staff Senate Scholarship Fund. Dr. Houston asked Senators if there were any questions. No questions were asked.

## **STAFF COMMITTEE REPORTS**

### Constitution and Bylaws

Constitution and Bylaws meeting was held on Tuesday, December 18, 2018, from 8:30 a.m. to 10:30 a.m. in the Innovate Room in the H.T. Sampson Library and worked on updating the bylaws. From this meeting, another one was scheduled for Wednesday, January 16, 2019. Dr. Houston reported that per J. Frierson-Davis, she would not be able to serve as the Chair for the Constitution and Bylaws Committee due to her added job responsibilities. Dr. Houston has asked L. Harper to serve as Chair and get with J. Frierson-Davis to receive the information from the December 18, 2018 meeting. C. Lane indicated he was voted to serve as the Chair of the Constitution and Bylaws Committee. Dr. Houston shared she gave the committee the liberty to choose their own chair last year. However, she did not this year because that this committee met, discussed recommendations, and sent to the Staff Senate, except her, and she felt the need to name the Chair herself. Dr. Houston mentioned that a copy of the Committees List was passed out during the last meeting. Mrs. White added names to committees. However, the list was not sent back to Dr. Houston by Mrs. White. Therefore, Dr. Houston did not reach out to the different committees in order to select a Chair for each one. Copies of the Committee List were made available for those Senators absent from the last meeting.

There were only three (3) Senators who submitted recommendations for amendments for the Constitution and Bylaws: Dr. Houston, E. Caston, and A. Hampton, E. Caston and A. Hampton submitted the same document. Dr. Houston reiterated following the format given at the last Constitution and Bylaws meeting in order for the flow of the meeting to go smoothly with rationales for amendments. Dr. Houston mentioned that J. Frierson-Davis has the recommendations.

### Staff Development

P. Scott was added to the Events committee

### Events Committee

P. Scott was added to the committee.

### Public Relations

P. Scott was added to the Marketing committee.

## Community Service and Staff Engagement

### *Faculty/Staff Appreciation Week (May 6-10, 2019)*

Dr. Houston mentioned she asked for suggestions during the last meeting and surveying staff about how they feel about the week of events. Dr. Houston mentioned that K. Spencer sent her a survey previously. A survey for the faculty/staff appreciation week of events needs to be created. One has been created to survey staff about the Staff Senate overall. Dr. Houston asked for volunteers to construct a survey to garner feedback about 1) whether staff enjoyed last year's events OR 2) whether staff would participate in the suggested events. Dr. Mozee volunteered to create a survey and suggested asking a few questions about last year's Faculty/Staff Appreciation Week of Events.

T. Collier suggested asking whether there are any events the staff want to suggest and including that into the schedule of events if there is a large number who suggest the same type of event. Dr. Houston requested that once the Faculty/Staff Appreciation Week survey is formulated, it be sent to her, and she will send it out to Senators for review and suggestions for additions. Senators will have a week to respond. If no responses are received, then the survey will be sent out to faculty and staff, which will give enough time for February. Dr. Houston asked Senators how long we should give faculty and staff to respond to survey. Dr. Houston stated that we can give them a week, and the survey would be administered via Qualtrics. Dr. Houston suggested compiling the responses by the next meeting. Dr. Houston mentioned she will not be attending the next meeting due to her office administering the UBP.

Dr. Houston asked for feedback from S. Glass about the soccer or softball fields for Friday's events. S. Glass mentioned she will check to see if the softball team has a game on that Friday. L. Harper suggested that the Events Committee take the lead over the events for Faculty/Staff Appreciation Week. Dr. Houston asked for volunteers to be over each day during the appreciation week. Senators reviewed over the suggestions for events. P. Flowers-Magee volunteered to oversee the Breakfast for Monday, May 6, 2019. The Student Center has been reserved for the Breakfast, per Dr. Houston. Dr. Houston mentioned getting lists of needed items for each event compiled by the next meeting. E. Caston suggested having a cut-off date for staff to receive lapel pins for 5 years or more of service. E. Caston volunteered to work with J. Frierson-Davis to oversee Tuesday, May 7, 2019- "Taco Tuesday". Dr. Houston mentioned having to get a quote from Sodexo for food. P. Scott volunteered to oversee "Wellness Wednesday" on May 8, 2019. L. Harper and P. Scott volunteered to oversee Thursday, May 9, 2019, -Game Room Day. S. Mozee mentioned that more than one person should oversee Friday-Tailgate/Outdoor Activities. Senators discussed location for tailgate and kickball game. Dr. Houston suggested finalizing plans for events by the next meeting and asked about creating a flyer. P. Scott did an overall review of the events for the week.

L. Harper asked whether there will be alcoholic beverages at the Mixer. Dr. Houston stated we would have to ask President Bynum in writing for permission

but would think about it. L. Harper noted that the alcoholic beverages would be for after work hours.

L. Harper was added to the Committee.

### Membership

M. Davis and E. Caston were added to the committee.

Technology- No report.

### Courtesy

S. White and L. Harper were added to the committee.

## **UNFINISHED BUSINESS**

### Staff Senate Survey:

Dr. Houston stated the second survey does not have a title but needs substance, ask open-ended questions. Dr. Houston mentioned that the survey included with the agenda was the last one compiled. Question that asks about the length of service at JSU is an open-ended question, one where staff can put any number down, along with the last two questions. If the survey captures all that the Senators feel like it should capture, then it can be sent out the week of January 8, 2019. S. Deverteuil asked why the survey asks for age. Dr. Mozee asked for clarity about the survey. S. Deverteuil replied to see if the staff knows about the Staff Senate. C. Lane added the survey is also intended to ask whether the Staff Senate is meeting the staff's needs. S. Deverteuil asked if we are asking the staff if they are familiar with the Staff Senate mission. S. Mozee mentioned adding a specific question about whether the Staff is meeting the staffs' needs. T. Collier asked if a question can be added that would give staff the option to add comments. Dr. Houston cautioned Senators about open-ended questions and the possibility of getting 1,300 responses. Terminology for the question that was suggested about whether the Staff Senate is meeting the staff needs was discussed. The question that will be added is "Is the Staff Senate meeting your needs, yes or no? If no, then why is it not?" M. Davis agreed to get the results of the survey and send to the Senators. Further discussion was held about who will receive the results and be responsible for sending them out to the Senators. S. Mozee moved to adopt the survey with recommended additions and deletions. S. Glass second. Senators voted, I's had it; motion was carried.

### University Committee Report:

Dr. Houston mentioned that President Bynum left for out of town and has not made it back yet. Dr. Houston will follow up about the Town Hall.

## **NEW BUSINESS**

### University Committee Report:

Dr. Houston mentioned those who submitted their names for Strategic Plan Committees have been submitted. Dr. Houston is awaiting contact. Dr. Houston mentioned the Search Committee for Deans may still be functioning.

Dr. Houston mentioned that the Spring 2019 semester is about to begin, and stressed that registration is everyone's job. E. Caston stated that registration will take place from 8:00 AM to 7:00 PM on Thursday, January 10, 2019. Orientation will be held at 8:30 AM, per P. Scott.

### **UPCOMING EVENTS**

Faculty/Staff Appreciation Week-May 6-10, 2019.

MLK Convocation-Friday, January 18, 2019, Rose E. McCoy Auditorium, 10:00 AM  
S. Glass noted that there will be a "White Out" game on Saturday, January 19, 2019, beginning at 3:00 PM (girls) and 5:00 PM (boys) Dr. Houston encouraged Senators to attend the game and mentioned the idea of a drawing during the game. Dr. Houston asked S. Glass to check with the AD about a drawing, and she would donate the first \$50.00.

### **ACKNOWLEDGEMENTS & ANNOUNCEMENTS**

P. Scott mentioned he will be reaching out to all newly-admitted transfer students and will get about orientation in the Student Center Theatre on January 10, 2019, at 8:30 AM.

S. White announced the Division of Student Affairs will be hosting the 1<sup>st</sup> Annual Family Weekend on February 15-17, 2019 and asked Senators to spread the word.

P. Scott noted that Transfer Day is February 15, 2019. S. Glass mentioned that February 15, 2019 is the first baseball game and Monday, January 14, 2019 is the first home basketball game.

F. Adams asked about the Active Shooter Training. Dr. Houston noted that the training is mandatory and encouraged Senators to sign up as soon as possible.

### **ADJOURNMENT**

Dr. Houston gave thanks to everyone for coming to the meeting. P. Scott moved that the meeting be adjourned. T. Collier seconded. It was moved and properly seconded to adjourn the meeting. Meeting was adjourned at 12:12 p.m.

Submitted by:  
Shanice White  
Secretary

**APPROVAL:**  
(Signature & Date) \_\_\_\_\_

