

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

December 11, 2018

11:15 a.m.

MINUTES

Call to Order

Staff Senate meeting was held on Tuesday, December 11, 2018 in the New Student Center Theatre (2rd Floor). The meeting was called to order at 11:15 a.m. by Dr. Rosella Houston, President.

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

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

GUESTS

None

APPROVAL OF PREVIOUS MINUTES

A motion to approve the minutes of the previous November 13, 2018 meeting was made by and seconded by C. Lane.

BUDGET – A. Hampton asked if money in budget can be used for the Faculty/Staff Appreciation Week. R. Houston shared that it can. R. Houston reported that the money in budget is usually used for the Staff Leadership Institute. Since the last check by A. Hampton, \$9,000 was in the budget, as of November 2018. R. Houston also reported that approximately \$21,000 was in the account at the beginning of this fiscal year (July 2018) and will ask President’s Office what happened to the remainder of the money after this meeting. We as the Staff Senate need to be mindful of how to use the money in the budget because whatever is not used will be taken, which will decrease the amount given to us the following fiscal year. E. Caston asked if we could table the Easter Egg Hunt due to being unsure of how much is in the budget.

STAFF COMMITTEE REPORTS

Constitution

Constitution and Bylaws workshop on Tuesday, December 18, 2018, from 8:30 AM -12:30 PM in the Innovate room in the H.T. Sampson Library to work on updating the bylaws.

Staff Development

Fundraising Committee – No Report

Events Committee –No Report

Public Relations

Publicity- No report

Community Service and Staff Engagement

Easter Egg Hunt-R. Houston reported that President Bynum’s office asked if the Staff Senate is going to sponsor 2019 Easter Egg Hunt. R. Houston expressed the Easter Egg Hunt is a way to bring the community back to JSU. A decision should be made as soon as possible. We still have décor from previous years. Would need to get candy and eggs-\$700-800. Money was donated for golden eggs. Publicity and planning need to be done ahead of time.

Faculty/Staff Appreciation Week- May 6-10, 2019. R. Houston has begun soliciting suggestions for the Faculty/Staff Appreciation Week and has asked Senators to come up with a schedule of events. President Bynum will sponsor breakfast. Expecting 500-700 staff. \$40/person breakfast will not happen, per Dr. Mays-Jackson. Breakfast has never have been apart of Staff Senate budget. Discussion needed about paying for the entire week. White suggested mental health awareness for Mental Health Awareness month. M. Davis suggested giveaways for staff, for this will give staff something for remember. C. Lane suggested working with Development Foundation to obtain giveaways or sponsorship. Senators discussed ideas for each day. S. White will email Senators tentative schedule of events. R. Houston reported that J. Davis suggested a Scavenger Hunt-Each department will have a basket where faculty and staff will place their name in. M. Ivy suggested donations for drinks. S. White suggested checking with Whole Foods for fruit donation. C. Lane suggested kickball and/or softball and other outdoor activities along with tailgate. R. Houston noted participants would need to sign a waiver to participate in the outdoor games. Senators will ask S. Glass about spring sports schedules to see if fields would be available. C. Lane suggested faculty and staff completing an evaluation after each day’s event. L. Harper suggested membership drive. R. Houston mentioned that faculty and staff who reached 5 years in 2018 will be recognized at 2019’s Faculty/Staff Appreciation Week. R. Houston also mentioned that there are faculty and staff that have not picked up their certificates and pins.

Membership- No report.

Technology- No report.

UNFINISHED BUSINESS

Staff Senate Survey: L. Harper mentioned survey and suggested sending survey out to staff. R. Houston asked Senators what is the survey evaluating. C. Lane stated we are trying to garner information from staff about the Staff Senate overall.

NEW BUSINESS

University Committee Report: Development Foundation staff and Chair of Board both resigned. President Bynum has combined the VP Institutional Advancement and Director of Development Foundation positions.

Tables and Chairs: R. Houston suggested discussing outsourcing tables and chairs for events with President Bynum.

Presidential Town Hall Meeting- R. Houston mentioned talking to President Bynum about the current status of the university budget. Mentioned he will have a Presidential Townhall meeting.

C. Lane suggested a card or a memorable item for staff that graduate.

R. Houston mentioned Staff apparel in order to raise money.

Staff Recognition: R. Houston mentioned coming up with criteria for recognizing Staff of the Month and Staff of the Year. Senators discussed recognizing a staff member 1x monthly and voting for a Staff of the Year out of the 12 staff who are recognized each month.

Committees- R. Houston mentioned standing committees. (MSU Standing Committees printed on back of agenda). Senators discussed collecting ideas for JSU committees and getting information about current JSU committees that exist. R. Houston asked Senators to sign up for Staff Senate Committees. S. White took names.

L. Harper suggested that we ask President Bynum about checking each building for mold.

UPCOMING EVENTS

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

ACKNOWLEDGEMENTS & ANNOUNCEMENTS

R. Houston thanked Senators for donations for the Angel Tree/Holiday Under the Stars.

R. Houston thanked Senators for volunteering at the fall commencement and reminded Senators who have terminal degrees and teach are allowed to march in with the Faculty Processional.

President Bynum is attending SAKS. Therefore, there will not be a meeting with President Bynum today.

E. Caston reminded Senators about Constitution and Bylaws meeting on December 18, 2018, beginning at 8:30 AM at the Innovate room in H.T. Sampson Library.

ADJOURNMENT

Dr. Houston gave thanks to everyone for coming to the meeting. Meeting was adjourned at 12:20 PM.

Submitted by:
Shanice White
Secretary

APPROVAL:
(Signature & Date) _____