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Staff Senate Agendas and Minutes

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2020 December 14 – Staff Senate Agenda and Minutes

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*President -
Candy Massey*

I. Call to Order

II. a. Mr. Cesar Gracia – *Chief of Police / Director of Public Safety*

*Secretary -
Anthony Johnson*

III. Roll Call – via Zoom reporting

*President -
Candy Massey*

IV. Approval of Previous Meeting Minutes

V. President’s Report – Candy Massey

VI. Vice President’s Report – Joy Fulkerson

VII. Treasurer’s Report – Crystal Maupin

*Vice President -
Joy Fulkerson*

VIII. Committee Reports

Standing Committees

- Committee on Committees
- Committee on Review of Staff Awards Process
- Committee on Staff Concerns
- Committee on Staff Development and Evaluation
- Committee on Staff Senate Elections
- Communications and Website Committee
- Community Benevolence and Holiday Food Drive Committee
- Liaison Committee
- Visibility Committee

Project Committees

- Blood Drive
- Staff Picnic

*President -
Candy Massey*

IX. Old Business

X. New Business

Staff Senators

I. Announcements

II. Adjournment



EAST TENNESSEE STATE
UNIVERSITY

Staff Senate

Agenda

14-December-2020
2:30pm – 3:30pm

Community Benevolence and Holiday Food Drive

Food Drive Chair: Jennifer Mayberry



I. Call to Order

President Massey called the meeting to order at 2:32pm via Zoom on Monday, 14-December-2020.

II. Guest Presenters

A. Mr. Cesar Gracia – *Chief of Police / Director of Public Safety*

- i. Chief Gracia thanked the Senate for allowing the opportunity to speak and answer questions. As part of initiatives moving forward, the Senate was informed about the Chief's desire to have a larger community and public presence with a constant and consistent open-door policy. As part of the Chief's introduction, the Senators were told of previous experiences at ETSU as a student as well as a former career at Lincoln Memorial University. The chief mentioned some additional goals and objectives for the department such as advanced de-escalation and cultural diversity training for officers. Additionally, the department is working toward being recognized as one of the safest campuses in the country – a feat obtained by the Chief at previous institutions.
 1. Senator D. Robinson asked the Chief to talk about some of the greatest challenges being foreseen.
 - a. Chief Gracia answered by saying that the Pandemic was the greatest current challenge in that it limited the ability for people to be out and about as well as to be working together and growing in knowing each other better.
 - b. The Chief further went on to talk about the importance of public relations and the need to be open with, available to, and trusted by the community in which the department works and exists.
 2. Senator McCarty asked the Chief to provide any insight possible on the lockdown situation from 11-December-2020. The Senator went on to further express concerns surrounding the notification methods of the campus community and those entering and/or exiting the main campus property.
 - a. The Chief agreed and stated that the Department and university administration had been and would continue to meet to improve outcomes in the future.
 3. Vice President Fulkerson talked with the Chief about opportunities for common language across campus to help with messaging clarity and understanding of response.
 - a. The Chief thanked the Vice President and told the Senate that this was absolutely part of the Department's plan moving forward.
 4. Senator H. Robinson brought up some conversations that had been happening on social media regarding the ETSU Safe app and the way that Students, Faculty, and Staff get notifications either through pop-ups on computers, emails, or texts and push notifications.



- a. Chief Gracia stated that it was true that for text messages and/or push notifications, individuals have to manually opt-in for that service, but the computer pop-ups and the use of emails was on by default for all ETSU persons.
5. Vice President Fulkerson indicated that they had not received a text message related to the innocent even though messages had been received in the past.
 - a. The Chief explained that previously the system being used – Rave – had a lot of information in it and a lot of it was out of date. When the new ETSU Safe app came along with AppArmor, it had a system similar to Rave and the decision was made to not export and import any previous lists, but rather to let new lists be populated as people opted-in.
6. Senator Thompson asked what the staff morale was like since the new chief had arrived and if the Department had seen any attrition in staffing.
 - a. Chief Gracia said that so far no one had left and it was their hopes that no one does. He further explained that they are all still working together to get to know one another and to learn each other's personalities, strengths, and weaknesses.

III. Roll Call – via Zoom Reporting

Members present: *Bays, Gwen; Booher, Lisa; Drew, Chasity; Early, OJ; Finney, David; Fulkerson, Joy; Greene, Cody; Horne, Kathi; Johnson, Anthony; Ly-Worley, Barbi; Marsh, Debbie; Massey, Candy; Maupin, Crystal; Mayberry, Jennifer; McCarty, Don; Metcalf, Cathy; Miller, Jessica; Moore, Skylar; Mowell, Amanda; Murphy, Stefanie; Redd, Emily; Roach, Evelyn; Roberson, Veronica; Robinson, David; Robinson, Hazel; Street, Tory; Talley, NaKeisha; Thomas-Joseph, Liz; Thompson, Brian; Whittemore, Yvette*

Members absent with permission: *Hooven, Suzy; Mann, Ronald;*

Members absent: *Abdelnour, Yaritza; Canter, Vanessa; King, Kimberly; Lowe, Trish; Miller, Kim; Scalf, Christie;*

Guests present: *Mr. Cesar Gracia*

IV. Approval of Previous Meeting Minutes

President Massey called for a motion to approve the minutes from the last meeting.

Motion: Motion from Senator Murphy to approve

Second: Second from Senator D. Robinson

Discussion:

Pass/Fail: All members present and eligible voted in favor. The motion **passed**.

Abstentions:



V. President's Report – *Candy Massey*

1. President Massey updated the Senate on the previous meeting with the President, Dr. Noland, and informed them that there are plans for some town halls and panel discussions in the near future. Additionally, there was a brief update on the Committee for 125 Part 2. Currently ongoing are budget hearings across the campus. The Senate was also told to continue with planning a picnic activity but to look at different options for location – like Greene Stadium or the soon-to-be opened plaza. Further, President Massey gave updates for ongoing searches for the Dean of the College of Nursing, and the Provost.
2. President Massey updated the Senate on a new sub-council for the University that will be taking on some of the roles and responsibilities of Mary Cradic following her retirement and that Member at Large Booher had been named to the committee as Staff Senate's representative.
3. The Senate was also updated on the response sent to the SGA regarding their resolution and request for partnership.

VI. Vice President's Report – *Joy Fulkerson*

1. University Council meeting
 - a. Vice President Fulkerson asked that Senators review, periodically, the University Council website for minutes and meeting materials as well as updates on upcoming happenings on campus.
<https://www.etsu.edu/universitycouncil/default.php>
 - b. Electronic Signature policy passed with unanimous approval
 - c. Masters in Applied Data Science coming
 - i. Working to improve and shorten the curriculum processes going forward
 - d. Review the PowerPoint for the results from the Student, and Faculty and Staff surveys
 - i. Key highlights relate to student perception of response to COVID, as well as the increase in feeling depression. Additionally, there seems to be an overall positive reflection on the vaccine and distribution across campus. Faculty and Staff gave similar responses relating to the campus response to COVID, further the group responded that overall there hasn't been too much trouble utilizing technology in the new remote work offerings.
 - e. Dr. Burchett presented on the future of Housing and Residence Life and some proposed upcoming changes
 - f. Dr. Wilhoit announced as the interim Dean for the College of Nursing



- g. Dr. Noland recognized and thanked the ETSU Health team, and congratulated Dr. Lee Johnson for her help with the COVID response
 - i. Looking into having her at a future Staff Senate meeting
2. Mary Cradic is leaving the University at the end of the year
 - a. Wilma Smith is taking over some of Mary's responsibilities in the interim
3. Vice President Fulkerson finished by thanking the committee chairs for their work and mentioned putting together a spring meeting for alignment

VII. Treasurer's Report

1. Accounts balances
 - a. Community Benevolence Committee - \$2,481.25
 - b. Main Account – \$9,474
 - c. Holiday Drive - \$2,537.58

VIII. Committee Reports

Standing Committees

- Committee on Staff Concerns
- Community and Benevolence Committee and Holiday Food Drive
- Liaison Committee

Project Committees

IX. Old Business

X. New Business

1. President Massey announced the intention to form an ad-hoc committee to review the Staff Senate Bylaws
 - i. Committee is to be volunteer-based
 1. Senators Drew and Johnson, as well as Vice President Fulkerson stepped up to help with the project
 - ii. Will report back in February and consistently until final updates are presented in June in order to have discussion and allow for voting in July

XI. Announcements

XII. Adjournment



EAST TENNESSEE STATE
UNIVERSITY

Staff Senate

Meeting Minutes

14-December-2020

2:30pm – 3:30pm

The meeting was adjourned at 3:37pm with a motion by Senator D. Robinson, and a second from Member-at-Large Booher.



Committee on Staff Concerns

Chair: Emily Redd

1. Newsletter went out in November and garnered four(4) responses. The committee has met to address the concerns and the original concerns as well as the resolution(s) have been shared in consultation with Vice President Fulkerson and President Massey.
 - a. Staff member was curious to know if staff are required by HR to attend in-person events indoors during the pandemic
 - i. After review and consultation, the staff member was encouraged to meet with Lori Erickson in HR about the specific situation in reference.
 - b. Staff member requested an opportunity to anonymously post concerns to HR
 - i. Staff member was thanked for their suggestion and Lori Erickson in HR was looped into the conversation for implementation and planning
 - c. An ex-employee expressed concern with Payroll and COVID closure as it related to discrepancies between paid holidays and days worked
 - i. Details were forwarded to a committee member for work with expectation of answers in January
 - d. Staff member asked if there could be a separate, anonymous survey sent out as the previous version tracked user information
 - i. Conversation is taking place to work on process for ensuring anonymity
2. The committee met on December 1st to work out procedures for handling concerns and directions for moving forward in the future.
3. Next meeting is planned for January
4. Planning to work with Staff Development and Evaluation around some training and concern opportunities that Staff Concerns is planning to work on in January
- 5.



Community Benevolence Committee and Holiday Food Drive

Holiday Food Drive Chair: Jennifer Mayberry

1. Staff Senate was able to give out 28 baskets during the drive
2. Unfortunately, the word didn't get out to the Custodial staff like normal so there have been 11 additional pickups for them
3. There are still some remaining packages together for people who may need one for the holidays
4. Due to the lower than normal number of people requesting, packages were given two(2) \$10 FoodCity gift cards for meat and other products instead of just one(1)
5. The Committee was contacted by someone wanting to know how the people who requested and collected was monitored. Made some claims about people requesting and then distributing in their neighborhood or giving away the food items but not the gift cards. The Committee and Staff Senate will be looking into ways in the future to do something a little different to help with these issues.



EAST TENNESSEE STATE
UNIVERSITY

Staff Senate

Meeting Minutes

14-December-2020

2:30pm – 3:30pm

Liaison Committee

Chair: Joy Fulkerson

1. Attended a Faculty Senate meeting and they had a new resolution put into place for discussion related to the SGA resolution that essentially reaffirms the University's values rather than directly addressing the SGA resolution
2. Faculty Senate is in the process of selecting the next Faculty Board of Trustee representative
- 3.