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Staff Senate Agendas and Minutes

Agendas and Minutes

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11-9-2020

### 2020 November 9 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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*President -  
Candy Massey*

**I. Call to Order**

- II. a.** Guest Presenter – *Dr. Karen King, CIO/Sr. Vice Provost for ITS*  
**b.** Guest Presenter – *Dr. Keith Johnson, VP for Equity and Inclusion*

*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 and Benevolence 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**



## **Committee on Staff Development and Evaluation**

Chair: Chasity Drew

### **Committee on Staff Development and Evaluation Highlights:**

- Training
  - Create a survey to determine beneficial training opportunities
    - Quality, not fluff
    - Collaborate with ATS
  - CAP exam
    - Too expensive—investigating funding options
  - Concerns
    - What is the incentive to staff to participate in training events?
    - We need buy-in from department heads to allow staff to participate in training, so staff does not use their lunch break.
- Performance Evaluations
  - Research
    - Reaching out to other institutions
    - Reviewing ETSU's performance evaluation processes
  - Concerns
    - Why are they necessary?
    - Are they tied to raises/promotions, or are they used as a means to terminate employment?



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EAST TENNESSEE STATE  
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Staff Senate

## Agenda

9-November-2020

2:30pm – 3:30pm

### **Committee on Staff Elections**

Chair: Anthony Johnson

Committee met on 2-November-2020 to have a meet-and-great and introductions, discuss the upcoming year's calendar, as well as establish some expectations and goals as they relate to the committee's role(s) going forward.

We look forward to presenting some items for discussion and vote in the coming months.



EAST TENNESSEE STATE  
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Staff Senate

# Agenda

9-November-2020  
2:30pm – 3:30pm

## Communications and Website Committee

Chair: Emily Redd

November 2020 committee report

1. Staff Concerns committee description rewrite:

The committee on Staff Concerns provides open lines of communication with staff on matters that affect them and in which they may present concerns in an environment of confidentiality and without reproach. The committee on Staff Concerns also studies and reviews university policies including, but not restricted to, such things as: staff salaries and benefits and staff personnel policies including those related to appointments, promotion, and dismissal. The committee also acts as an appeals agency for senator terminations.

2. Staff Concerns flyer approval/suggestions – to be sent out early November



# STAFF CONCERNS CONNECTION

# Q

Do staff have anyone to talk to in HR that is an objective 3rd party? Currently the policy makers and enforcers are the same people staff are directed to when they have issues. I think, a staff advocate is needed in HR. Many staff have a fear of retaliation for speaking up.

# A

The role of Human Resources is to serve as an advisor to both employees and supervisors. All conversations with HR staff are held in strict confidence, unless otherwise required by law. HR is tasked with interpreting policies for the university, and ensuring that those policies are upheld by both employees and supervisors. Our HR department does not have enough staff to dedicate a person to serve in an Ombudsman capacity. HR does not share staff complaints or concerns with supervisors unless there is an obligation under the law, or unless we have permission to share. However, HR also cannot affect change if we cannot bring concerns to management's attention.

## DID YOU KNOW?

ETSU Staff Senate has a new website and updated Contact Us page. Visit us today!  
<https://www.etsu.edu/staff-senate/>

## HAVE A QUESTION OR CONCERN? CONTACT US.

ETSU Staff Concerns committee is here for you. All correspondence with the Staff Concerns Committee will be held in the upmost confidence unless there is a legal liability for non-disclosure.

Emily Redd, Chair	<a href="mailto:redd@etsu.edu">redd@etsu.edu</a>
Barbara Ly-Worley	<a href="mailto:lyworley@etsu.edu">lyworley@etsu.edu</a>
Vanessa Canter	<a href="mailto:canterv@etsu.edu">canterv@etsu.edu</a>
Don McCarty	<a href="mailto:mccartydl@etsu.edu">mccartydl@etsu.edu</a>
NaKeisha Talley	<a href="mailto:talleyn@etsu.edu">talleyn@etsu.edu</a>
David Robinson	<a href="mailto:robinsrd@etsu.edu">robinsrd@etsu.edu</a>
Hazel Robinson	<a href="mailto:robinsoh@etsu.edu">robinsoh@etsu.edu</a>
Kathi Horne	<a href="mailto:hornek@etsu.edu">hornek@etsu.edu</a>

### THE HR CORNER





## I. Call to Order

President Massey called the meeting to order at 2:30pm via Zoom on Monday, 9-November-2020.

## II. Guest Presenters

### A. Dr. Karen King, *CIO/Sr. Vice Provost for ITS*

- i. Dr. King presented on the upcoming security policy change that will require computer stations to lock after fifteen (15) minutes of inactivity. Running programs and open documents would remain – simply the screen would lock. This policy brings the campus into compliance with NIST standards and in-line with industry expectations in terms of audits.
  1. Senator McCarty asked about the possibility of adjusting the idle time to thirty (30) minutes, or anything else longer than fifteen (15) minutes. Additionally, Senator McCarty indicated that there are machines in their area that run different appliances and aren't really used for internet access or file management. The question was raised as to whether or not those would be impacted.
    - a. Dr. King let the Senator know that they would look into the time allowed under the adopted standards to see what was available, but that they were fairly certain fifteen (15) minutes was the maximum allowable time. Regarding the appliance machines, Dr. King mentioned that there would be a process that people could work through to apply for exceptions to this policy for things like research and appliance-running workstations.
  2. Senator D. Robinson spoke up and confirmed that in previous work environments, requirements for HIPAA and FERPA required that the computers be locked after a certain amount of time and that fifteen (15) minutes seemed adequate to them.
  3. Senator Thompson asked how this policy would be any different from the screen lock they currently had on their ETSU-provided machines.
    - a. Dr. King's responded by saying that ETSU-provided machines do this idle timeout by default, but currently users have the ability to change or disable that. With the implementation of the new policy, that ability is removed.
  4. Senator Roberson asked about the impact on VPN sessions.
  5. Senator D. Robinson followed up by asking about Remote Desktop sessions.
    - a. Dr. King indicated that it shouldn't impact personal computers being used for VPN, and that the remote computer will be impacted by the policy but that it could easily be unlocked remotely.



6. Senator Roach asked Dr. King about the cookies used for logging into web services that allowed for “remember me for 60 days” and noted that they aren’t currently working.
    - a. Dr. King say they would reach out to the Senator off-line to follow-up and come up with a solution.
  7. Vice President Fulkerson asked Dr. King what the timeline for implementation was.
    - a. Dr. King stated that this had been in process for a while and the feedback period would be on-going. The hope is to have this implemented before the winter holiday season.
- B. Dr. Keith Johnson, *Vice President for Equity and Inclusion*
- i. Dr. Johnson spoke to the Senate about the newly formed/updated Office of Equity and Inclusion. He asked the Senators to be sure to visit [the website](#) often as it was constantly being updated with new resources, and to be sure to review the newly released and approved Strategic Action Plan. Dr. Johnson outlined all of the changes that have happened with the department since he took over and gave an update on the people within that helped plan and implement the programs and activities of the office.
    1. Vice President Fulkerson asked how Staff Senate can be involved with and supportive of the work with Equity and Inclusion, and secondly if Dr. Johnson could describe his relationship with Human Resources.
      - a. Dr. Johnson responded by stating that they were currently working with Human Resources to develop consistent processes and training for search committees and other HR-related activities. In terms of what can Staff Senate do, Dr. Johnson emphasized the importance of being knowledgeable about the practices and policies of the institution, places to get assistance and resources, and to encourage other staff members within the various departments to step up to ensure we are all being successful together.
    2. Senator Mowell asked about the Lunch and Learn opportunities offered through the department, and, specifically, whether or not they were being recorded and offered somewhere.
      - a. Dr. Johnson affirmed that they were recorded and offered on the Equity and Diversity website.

### **III. Roll Call – via Zoom Reporting**

Members present: *Bays, Gwen; Booher, Lisa; Canter, Vanessa; Drew, Chasity; Early, OJ; Finney, David; Fulkerson, Joy; Greene, Cody; Hooven, Suzy; Horne, Kathi; Johnson, Anthony; King, Kimberlyn; Lowe, Trish; Ly-Worley, Barbi; Mann, Ronald; Marsh, Debbie; Massey, Candy; Maupin, Crystal; McCarty, Don; Metcalf, Cathy; Miller, Jessica; Miller, Kim; Moore, Skylar; Mowell, Amanda; Murphy, Stefanie; Redd,*





*Emily; Roach, Evelyn; Roberson, Veronica; Robinson, David; Robinson, Hazel; Street, Tory; Thomas-Joseph, Liz; Thompson, Brian; Whittmore, Yvette*

Members absent with permission: *Abdelnour, Yaritza; Scalf, Christie; Talley, NaKeisha*

Members absent: *Mayberry, Jennifer;*

Guests present: *Dr. Karen King; Dr. Keith Johnson*

**IV. Approval of Previous Meeting Minutes**

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

Motion: Motion from Senator D. Robinson to approve

Second: Second from Senator Roberson

Discussion: Senator Thompson called consent

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

Abstentions:

**V. President's Report – Candy Massey**

1. President Massey will be representing Staff Senate on the Search Committee for the New Provost
  - i. Dr. Keith Johnson to chair the committee
  - ii. Partnering with Parker Executive Search
  - iii. Targeted start date of 1-July-2021
2. SGA Resolution SSR-20-006 sponsor has requested endorsement from Faculty and Staff Senates
  - i. The resolution passed SGA with a 17-to-5 vote in favor
  - ii. Be sure to email President Massey with any thoughts or feedback from constituents as the Executive Committee will be working through this process
3. The Executive Committee will be meeting with Dr. Noland on Thursday, 12-November, and any issues or topics of discussion for the meeting should be emailed to President Massey

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

1. Met with the Committee Chairs to discuss structure and moving forward
  - a. All are hopeful to kick off 2021 in a very strong and positive way
2. University Council meeting updates from 9-November-2020



## Staff Senate

9-November-2020  
2:30pm – 3:30pm

- a. Faculty Senate has several resolutions out that are being considered within their Senate
  - i. One (1) is related to the Family Medical Leave Act – FMLA –
- b. Faculty Senate has begun the process of searching for the next Faculty Trustee to serve on the ETSU Board
- c. Scott Carter announced that Men’s and Women’s basketball will begin this month
- d. Cheri Clavier announced that ETSU is part of the class of 2023 for reaffirmation of accreditation. The work for this has already begun and will continue through 2023.
  - i. ETSU received notification of approval from SACS for differentiated review – allowing the process to be smaller with less work required
- e. Mike Hoff mentioned that a faculty/staff survey would be coming out to focus on mental health and COVID response
  - i. Has automated alerts built in for the Counseling Center to reach out and provide assistance as needed
- f. Jeremy Ross provided several updates related to the new Chief of Police – Cesar Gracia – and other changes happening within the unit as part of the newly-hired Chief’s plans for the coming months. Additionally, he talked about technology updates related to campus security and camera systems as well as to CBORD swipe access for building activity tracking and monitoring. Mr. Ross expressed great thanks and appreciation to Captain Mark Tipton for his leadership during the Chief of Police search and transition. Finally, it was mentioned that ETSU’s Public Safety had received accreditation from the Tennessee Law Enforcement Accreditation agency.
- g. Dr. Noland expressed his greatest gratitude to Dr. Bishop who has announced retirement in 2021. Next, Dr. Noland noted that the Dean of the College of Nursing is stepping down and Dr. Byrd from Pharmacy will be chairing the search. Additionally, the Committee for 125 – Chapter 2 – has begun working and is in the initial phases of collecting data and setting processes for moving forward.
- h. The Council also took time to look at policies and discuss implications – in particular the discussion around electronic signatures for contracts and procedures for 3<sup>rd</sup>-parties and vendors
- i. It was announced that the new Chief Compliance Officer had been hired and would be starting soon
- j. Dr. Noland discussed the state budget and the presentations to the legislature for higher education as well as the audit



## VII. Treasurer's Report

1. Accounts balances
  - a. Community Benevolence Committee - \$2,481.25
  - b. Main Account – \$10,024
  - c. Holiday Drive - \$977.91

## VIII. Committee Reports

### *Standing Committees*

- Committee on Staff Concerns
- Committee on Staff Development and Evaluation
- Committee on Staff Senate Elections
- Community and Benevolence Committee
- Visibility Committee

### *Project Committees*

- Blood Drive
- Picnic

## IX. Old Business

## X. New Business

## XI. Announcements

## XII. Adjournment

The meeting was adjourned at 3:42pm with a motion by Senator D. Robinson, and a second from Member-at-Large Booher.



## Committee on Staff Concerns

Chair: Emily Redd

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Staff Senate

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