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2020 January 13 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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EAST TENNESSEE STATE
UNIVERSITY

Staff Senate

Staff Senate Agenda
January 13, 2020
229 Rogers-Stout Hall
2:30 p.m.

- I. Call to order
- II. Guest Speaker - Andrew Worley, Emergency Mgmt. Specialist
- III. Approval of Minutes, November 2019 meeting
- IV. President's Report- Candy Massey
- V. Vice President's Report- Andrew Worley
- VI. Treasurer's Report - Crystal Maupin
- VII. Committee Reports
- VIII. Old Business
- IX. New Business
 1. Motion and Report from Staff Concerns Committee
- X. Announcements
- XI. Adjournment

Staff Senate Meeting Dates for the 2019-20 Term (all with start times of 2:30 p.m.):

Monday, February 10 (Millennium Center 230)

Monday, March 9 (Culp Meeting Room 219)

Monday, April 13 (Culp Forum)

Monday, May 11 (Culp Forum)

Monday, June 8 (Culp Forum)

Monday, July 13 (Culp Forum)

Monday, August 10 (Culp Forum)

STAFF SENATE MEETING MINUTES

229 Rogers-Stout Hall

January 13, 2020

PRESENT: Yaritza Abdelnour, Gwen Bays, Becky Birdwell, Lisa Booher, Allison Coley, Tim Dills, Janet Green, Kathi Horne, Anthony Johnson, Trish Lowe, Ronald Mann, Debbie Marsh, Candy Massey, Crystal Maupin, Jennifer Mayberry, Don McCarty, Jessica Miller, Kathleen Moore, Skylar Moore, Amanda Mowell, Emily Redd, Evelyn Roach, Hazel Robinson, Tory Street, NaKeisha Talley, Libby Tipton, Yvette Whittemore, and Andrew Worley.

EXCUSED: Jake Allen, Joy Fulkerson, Kim Miller, Stefanie Murphy, Gina Osborne, David Robinson, and Brian Thompson. **UNEXCUSED:** Ben Bateson and Kimberlyn King.

RESIGNED: Jessica Burluson, Jake Drumm, and Sandra Ritchie.

Friends of the Senate: Vanessa Canter.

I. **Call to Order:** President Candy Massey called the January meeting to order at 2:30 p.m.

II. **Approval of Minutes:** Member-at-Large Lisa Booher asked for additional information to complete the November 2019 minutes which she had taken in Secretary Tim Dills' absence. These items were resolved, and the completed minutes will be filed. Treasurer Crystal Maupin moved to accept the minutes as amended, with Senator Libby Tipton seconding. The motion passed. (There were no minutes for December 2019, as quorum was never reached to call that meeting to order.)

III. **President's Report:** President Massey presented an update from the Executive Committee's recent meeting with Dr. Noland. She discussed updates on the Culp Center renovation, clean up from the recent damage to Lamb Hall, and improved communication both internal to campus and external to the region. Dr. Noland informed the officers that Governor Lee's recent executive order on Family Leave does not include Higher Education employees, but our Human Resources Office is working on the issue. President Massey mentioned that Dr. Noland requested the Executive Committee and Staff Senate (among others) to begin looking toward the Year 2030, including what we've accomplished in the past decade and where we envision the university will be at the start of the next decade.

III. **Vice President's Report:** Vice President Worley explained that his report was a brief summary of a two-hour meeting, the University Council Meeting of December 16, 2019. A copy of his notes are attached to the meeting minutes. (Following the meeting, Senator Mowell provided more details on Dr. Flora's new title: Interim Associate Provost for Academic Initiatives.)

IV. **Treasurer's Report:** Treasurer Crystal Maupin presented her report: The main account balance is \$10,351.25; the balance in the Holiday Drive account is \$776.63; and the CBC account has a balance of \$2,681.25.

V. **Committee Reports:**

Staff Concerns: Senator Emily Redd deferred to New Business.

Staff Development and Evaluation: Vice President Worley reported that the committee met with Lori Erickson and Keith Glover from Human Resources to discuss the Evaluation Process at ETSU. They learned that only 50-60% of the employees have completed evaluations submitted to HR. The committee will continue to investigate ways to improve our Evaluation Process.

Communications/Website Committee: Senator Amanda Mowell mentioned that the university has created a new ETSU News website for current events.

CBC Committee: Senator Becky Birdwell reported on the Holiday Food Drive - 252 baskets and 7 boxes were distributed. She mentioned that there were some glitches in the process. Some departments reported that donated food was not picked up, but it was later donated to Bucky's Pantry. She noted the solicitation of canned items through the final football game and first basketball game all worked well. Senator Bridwell suggested that the committee for next year decide whether to continue providing the \$10 gift cards (used to purchase the entree) to the Washington County Schools recipients or only to those connected directly with ETSU.

Picnic Committee: Treasurer Maupin reported that the date for the Picnic is Wednesday, May 20, 2020.

VI. Old Business: None

VII. New Business:

Senator Emily Redd of the Staff Concerns Committee presented their motion to establish an online contact form (sample emailed to Senators prior to the meeting). Senator Don McCarty seconded the motion. Senator Kathleen Moore asked who would maintain the website and who would be responsible for answering inquiries to it. Senator Redd responded that she envisioned the Communication/Website Committee overseeing it and forwarding inquiries to the specific Staff Senate Committees related to the question. Vice President Worley expressed concern that an average staff member would not know to which committee to address an inquiry; therefore a drop down menu of committees may not work well. The question of timing of replies was raised by Senator Libby Tipton, with Senator Redd noting the proposed form indicates a response within 90 days of the submission. Senator Tipton recommended the inclusion of at least one member of the Executive Committee (preferably the President or Vice President) on inquiries, as they may have more information on upcoming matters. Vice President Worley commented that if four or five people were designated to receive the inquiry then the likelihood of one of them replying would be greatly increased. Senator Mowell of the Communication/Website Committee recommended that one person be charged with receiving the requests and then processing it; she added that an automatic email response would be appropriate to the initiator of the inquiry that it had been received. Senator K. Moore commented that some items may not be within the purview of the Senate and may need to be forwarded to Human Resources or other administrative offices. This idea has already been mentioned to Lori Erickson of HR. An amendment to the motion included the implementation of the website by the Communications/Website Committee, which was agreed to by both Senators Redd and McCarty. The motion as amended passed.

A follow-up motion related to the establishment of an Anonymous Form for items that were more sensitive in nature. Senator Redd moved to establish a portal for Staff Senate to post answers for inquiries. Senator McCarty seconded the motion. Member-at-Large Booher asked if

those submissions could be compiled into a FAQ-type list. Vice-President Worley remarked that even the other inquiries from the Contact Us page could be included in such a listing. The idea of allowing comments on submissions was addressed; Senator Mowell asked if anyone would censor the content on this page, and she mentioned that Compliance carefully watches all university websites for questionable material. Treasurer Maupin asked if the comments needed to be included on the site; Senator McCarty commented that staff don't have a mechanism to openly voice their concerns without the protection of tenure which faculty have. He saw the implementation of these sites as being beneficial to newer employees and also improving transparency. The idea of including a disclaimer statement related to confidentiality was suggested. It was agreed that for the present the idea will move forward without a comment section. The motion passed.

VIII. Announcements: Secretary Tim Dills, chair of the Elections Committee, welcomed Senator Tory Street to the Senate. She replaces Senator Jake Drumm, who resigned in December; Senator Street represents the Quillen College of Medicine. Secretary Dills also announced the resignation of Senator Jessica Burleson; he stated that a replacement for her position is being sought.

IX. Adjournment: Following a motion by Member-at-Large Booher and a second by Senator Tipton, President Massey adjourned the meeting at 3:40 p.m.

Respectfully submitted,

Tim Dills, Secretary