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2019 October 7 - Staff Senate Agenda and Minutes

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EAST TENNESSEE STATE
UNIVERSITY

Staff Senate

Staff Senate Agenda
October 7, 2019
Rogers-Stout Hall, Room 229
2:30 p.m.

- I. Call to order
- II. Approval of Minutes, September 2019 meeting
- III. President's Report- Candy Massey
- IV. Vice President's Report- Andrew Worley
- V. Treasurer's Report - Crystal Maupin
- VI. Committee Reports
- VII. Old Business
- VIII. New Business
 - 1) Staff Senator of the Year Award - presented by Lisa Booher, chair of the Staff Awards Committee
 - 2) Nomination Process for All So-Con Team - Lisa Booher, chair of the Staff Awards Committee
- IX. Announcements
- X. Adjournment

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

Monday, November 4 (229 Rogers-Stout)	Monday, April 13 (Culp Forum)
Monday, December 9 (215 Gatton Pharmacy)	Monday, May 11 (Culp Forum)
Monday, January 13 (229 Rogers-Stout)	Monday, June 8 (Culp Forum)
Monday, February 10 (Culp Meeting Room 219)	Monday, July 13 (Culp Forum)
Monday, March 9 (Culp Meeting Room 219)	Monday, August 10 (Culp Forum)

STAFF SENATE MEETING MINUTES

229 Rogers-Stout Hall

October 7, 2019

PRESENT: Gwen Bays, Becky Birdwell, Lisa Booher, Allison Coley, Tim Dills, Joy Fulkerson, Janet Green, Kathi Horne, Trish Lowe, Debbie Marsh, Jennifer Mayberry, Jessica Miller, Kim Miller, Kathleen Moore, Skylar Moore, Stefanie Murphy, Gina Osborne, Emily Redd, Hazel Robinson, Brian Thompson, Libby Tipton, Yvette Whittemore, and Andrew Worley.

EXCUSED: Yaritza Abdelnour, Jake Allen, Ben Bateson, Jessica Burleson, Ronald Mann, Candy Massey, Crystal Maupin, Amanda Mowell, Evelyn Roach, David Robinson, NaKeisha Talley, and Libby Tipton.

UNEXCUSED: Jake Drumm, Anthony Johnson, Kimberlyn King, Don McCarty, and Brian Thompson. **RESIGNED:** Sandra Ritchie. **GUEST:** Jennifer Clements of University Relations.

I. **Call to Order:** In the absence of President Candy Massey, Vice President Andrew Worley called the October meeting to order at 2:30 p.m. He requested a motion to amend the printed agenda to allow our guest, Ms. Jennifer Clements, to speak prior to other business being conducted. This motion was made by Past President Stephanie Murphy, seconded by Secretary Tim Dills, and approved by the body.

Ms. Clements presented two short videos outlining “ETSU Elevates,” a campus service initiative impacting the region at large. This program will be introduced to the public on Thursday, October 10, at 10 a.m. during the tree dedication on campus celebrating Johnson City’s 150th anniversary. The amount of \$90,000 has been set aside to fund service projects throughout the academic year. Any department or student organization may submit an application for a project. All submissions will be kept on file, and during the months of November, January, February, March, and April, five applications per month will be drawn at random to “pitch” their ideas like the “Shark Tank” television program. Three of the five projects will each receive funding of \$5,000. At the end of the academic year, the two groups whose projects were deemed most successful will receive an additional \$7,500 each to continue with their programs.

Senator Emily Redd asked how this idea will be promoted; Ms. Clements responded that outreach has been made to all local Chambers of Commerce and local non-profit groups. She added that social media and a few local billboards will also be used. Senator Kathleen Moore asked if any person among faculty, staff, and students could apply; Ms. Clements mentioned that a university department account would be required to allow the transfer of funds. Senator Moore asked if any particular emphasis might receive a better chance of being funded; Ms. Clements responded the focus was wide open. Member-at-Large Lisa Booher inquired if these projects required an engagement activity from the department or student group; Ms. Clements replied affirmatively, indicating the purpose is to demonstrate how ETSU impacts the community. Senator Kim Miller asked where the seed money originated; Ms. Clements replied that she believed it was fall out money from the previous budget year. Senator Skylar Moore questioned what would happen if the students who originally proposed the idea graduated; Ms. Clements

stated that submitted projects would need to be implemented within six months of receiving the award. Senator Joy Fulkerson asked what the process might look like; Ms. Clements noted that all the drawings would be live-streamed on Facebook. Ms. Clements requested that anyone having any questions or suggestions contact her at clements@etsu.edu; Vice President Worley asked her to share the video links with the entire Senate, which she agreed to do after Thursday's public release of the videos.

II. Approval of Minutes: Past President Murphy moved to approve the September 2019 minutes as presented. Following a second from Senator Kim Miller, the motion passed.

III. President's Report: Vice President Worley shared a message from President Massey stating that the Executive Committee recently met with Heather Levesque, Director of Admissions, to discuss changes in their office. President Massey has invited Ms. Levesque to share with Staff Senate at the November 4 meeting.

III. Vice President's Report: Since the University Council will not meet until Monday, October 14, Vice President Worley had no report to present. He will report on the October University Council meeting at the November meeting.

IV. Treasurer's Report: In the absence of Treasurer Crystal Maupin, Member-at-Large Booher presented her report: The main account balance is \$10,400; the balance in the Holiday Drive account is \$321.77; and the CBC account has a balance of \$3,281.25. The Staff Awards account has a balance of \$16,000. Member-at-Large Booher explained the awards balance as \$2,000 each for the six EEOC categories, one Career Award, and one Staff Senator of the Year Award.

V. Committee Reports:

Staff Concerns: Senator Redd reported that the members of the committee present will meet following the Senate meeting.

Staff Development and Evaluation: Vice President Worley reported that the committee met on September 23 and established goals for the upcoming year. The committee has invited Keith Glover from Human Resources to attend their next committee meeting.

Communications/Website Committee: Senator Redd asked that committees forward any announcements to her or Senator Amanda Mowell to be posted to the website. She also requested that results from the food drive be provided to their committee, so it could be shared with the entire campus. Past President Murphy mentioned that she's previously sent out a thank you note to the campus community sharing how many families have been helped following each year's drive.

CBC Committee: Senator Jennifer Mayberry shared the goal of the food drive is to supply 250 food baskets; she explained that 100 baskets are provided to the ETSU community, 100 are distributed through the Washington County Schools, and 50 are given to Families First. Food items will be collected and sorted on November 18-20, with baskets being distributed on November 21-22.

Blood Drive: Senator Fulkerson reported that the Senate's blood drive will again be held in conjunction with the Staff Picnic; she reminded the Senate of the upcoming campus blood drive on October 30, which is part of the Homecoming festivities.

VI. Old Business: None

VII. New Business:

1. Member-at-Large Lisa Booher, chair of the Awards Committee, reported that several nominations had been received for the 2018-19 Senator of the Year Award. She stated that President Massey was sorry she could not be present to assist with the presentation. She then presented the award to former Parliamentarian and current Vice President Andrew Worley.

2. Member-at-Large Booher also explained the selection process for the All SoCon Faculty/Staff Team. The Faculty and Staff Senates of the ten member schools of the Southern Conference each select one faculty member and one staff member to be recognized at a home basketball game. Senator Gwen Bays distributed copies of the nomination form to the senators present, and President Massey will email the form to all staff upon her return to campus. The deadline to nominate staff members is Friday, October 11. The Awards Committee will evaluate the nominations and forward their selection to the Athletics Department.

VIII. Announcements: Secretary Tim Dills, chair of the Elections Committee, welcomed Senator Debbie Marsh to the Senate. She replaces Senator Sandra Ritchie, who resigned following the September meeting. Secretary Dills mentioned that Senator Amanda Mowell is Senator Marsh's daughter, the first mother-daughter pair of Senators of which we are aware.

IX. Adjournment: Following a motion by Past President Murphy and a second by Member-at-Large Booher, Vice President Worley adjourned the meeting at 3:05 p.m.

Respectfully submitted,

Tim Dills, Secretary