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9-10-2001

### 2001 September 10 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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# **EAST TENNESSEE STATE UNIVERSITY**

## **Staff Senate**

**September 10, 2001**

### **Agenda**

1. Call to Order
2. Guest Speaker - Dr. Paul Stanton, ETSU President
3. Recognition of Outgoing Members - Tim Dills
4. Passing of the gavel
5. Approval of Minutes
6. Treasurer's Report
7. Committee Reports
  1. Staff Development
  2. Staff Concerns
  3. Elections
  4. Committee on Committees
8. Old Business
  1. Web Page Update
  2. Other
9. New Business
  1. Election of Officers
    - a. President-Elect
    - b. Secretary
    - c. Treasurer
    - d. At-Large Member of Executive Committee
  2. Appointment of Thanksgiving Basket Coordinators
  3. Other
10. Announcements
11. Adjournment

EAST TENNESSEE STATE UNIVERSITY

Staff Senate

Minutes

September 10, 2001

**PRESENT:** Constance Alexander, Pat Barnett, Pam Blevens, Carolyn Bond, Judy Bragg, Bonnie Burchett, Eric Crigger, Tim Dills, Debbie Fanning, JoAnn Fitzgerald, Linda Fore, Betty Grice, Judy Harrell, Donna Hauk, Steve Honaker, Carolyn Hopson, Karen Hughes, David Jones, Jane Jones, Mary Jordon, Billie Lancaster, Judy Lawson, Christine Loveday, Trillis McKee, Terry Nelson, Maggie Pate, Betty Proffitt, Cindy Proffitt, Kathy Smith, Sue Speer, Andre Stevens, Sue Taylor, Kathy Thacker, Carla Warner, Shirley White and Valerie Whitson.

**ABSENT:** Sharon Chandler, <sup>(excused)</sup> Kim Denton (excused), Mary Duncan (excused), Charles Forester (excused), Pam Murray, Pat Myrick, Steve Shupe, and Reed Sturdivant.

**GUESTS:** President Paul Stanton, Dr. Wayne Andrews

- I. President Tim Dills called the meeting to order at 2:35 p.m.
- II. President Dills introduced ETSU President Paul Stanton. Dr. Stanton expressed appreciation to Staff Senate Senators for services that they provide to the university in connection to Senate duties and day-to-day responsibilities. He stated that the university is in good shape with regard to available resources. Dr. Stanton gave a brief recap of the university's budget history of the past few months and explained the financing for the Sports Center and the Bucs Sports Center. He informed the Senators of a "town hall meeting" being held in the Martha Culp Auditorium on Thursday, September 13 from 6:00 – 8:00 p.m. in response to a request by the State Legislators made to TBR for suggestions on how to use tax money more efficiently. He reported that there would be fifty talking points on which comments will be solicited of the public. He explained that there will be a series of five meetings and the results of these meetings will be presented in January. Dr. Stanton then invited questions/comments from the Senators.

President Dills welcomed Dr. Wayne Andrews the new advisor for the Staff Senate. President Dills presented certificates of appreciation to each Senator who had completed their term. He then thanked the Staff Senate officers for their assistance during the past year and turned the gavel over to the new Staff Senate President, Carolyn Hopson.

President Hopson thanked Senator Dills for his service and presented him with a plaque in appreciation of that service. She then introduced each new Senator and welcomed them to the Staff Senate.

IV. Election of Officers

- A. President-Elect – Senators Kathy Thacker and Steve Honaker were nominated for the office of President-elect. The candidates left the room and the Senators elected Kathy Thacker as President – elect by a majority of the vote.
- B. Secretary – Senator Sue Taylor was nominated Secretary. There being no further nominations Senator Taylor was elected Secretary.
- C. Treasurer - Senator Charles Forrester was nominated Treasurer. There being no further nominations Senator Forrester was elected Treasurer.
- D. Member-at-Large – Senators Jane Jones and Linda Fore were nominated as Member-at-Large. The candidates left the room and the Senators elected Senator Jane Jones by a majority of the vote.

A meeting schedule for the 2001/2002 Staff Senate year was distributed.

- V. The August 13, 2001 minutes were approved as presented.

- VI. Treasurer's Report - Senator Hauk reported that the budget for the new year is \$4,260.00 with one expenditure of \$27.00 thus far. The membership approved the treasurer's report as presented.

VII. Committee Reports

- A. Staff Development and Evaluations – Senator Burchette expressed concern that no feedback had been received concerning the new evaluations and suggested the committee address this issue.
- B. Staff Concerns and Grievances – No report
- C. Committee on Committees – A Senator is requested to fill a vacancy on the Student Health Services Committee a one-year term. Senators interested in serving on the committee are asked to contact Senator David Jones
- D. Elections Committee – Senator Warner thanked the committee for their hard work during the recent special election. President Hopson expressed her appreciation to the committee.

VIII. Unfinished Business

2002 Staff Appreciation Picnic – It was announced that there is a conflict with the proposed June 14, 2002 date. As the date can not be added to President Stanton's calendar until November, this issue has been tabled until the November meeting.

VI. New Business

- A. Web Page Update - Senators Kathy Smith and David Jones volunteered to update the Staff Senate web site and to include adding the 2000/2001 minutes. A motion was made, seconded and approved to remove the Staff Senate attendance records from the web site.
- B. President Hopson informed new Senators that some "staff senate" shirts are available and to see Senator David Jones if they were interested in obtaining one.
- C. President Hopson reviewed Article II of the Staff Senate Constitution and Bylaws which deals with the purpose and function of the Staff Senate. She also cited the Staff Senate attendance policy and the requirement to notify the Secretary of any absences prior to the meeting.
- D. President Hopson distributed new membership rosters and circulated a membership roster so that Senators could add their email addresses to it.
- E. Thanksgiving Basket Committee – President Hopson called for volunteers to serve on this committee. The following Senators volunteered: Betty Proffitt, Sue Speer, Judy Lawson, Mar Duncan, Betty Grice, and Cindy Proffitt.
- F. It was announced that Senator Gary Sparks has resigned from the Staff Senate because he is leaving the university. No one was nominated for the EO7 position therefore there is not an alternate to fill this vacancy. President Hopson requested that the Elections Committee meet to determine what recommendation should be made regarding filling the two vacant EO7 slots.

IX. Announcements-

President Hopson announced that Mr. Bowman and his associates are scheduled to attend the October meeting.

VIII. Meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Linda Fore, Secretary



East Tennessee State University  
Staff Senate • Box 23042 • Johnson City, Tennessee 37614

August 20, 2001

Ms. Carolyn Bond  
Library  
P. O. Box 70665  
Campus Mail

Dear Carolyn:

**Congratulations on your election to Staff Senate!** I am pleased to inform you that you will be representing EEOC Category 4 for the term of September 2001 - August 2004. I look forward to welcoming you to the Senate at our first meeting of the new academic year, which will be held on **Monday, September 10, at 2:30 p.m.** in the East Tennessee Room. Dr. Stanton is scheduled to speak to us on current issues affecting ETSU. I hope you will make every effort to attend. For your information, Senate meetings are scheduled on the second Monday of each month at the same time and location as noted above.

If for some unforeseen reason you are unable or unwilling to serve on Staff Senate, please notify me immediately so that an alternate representative may be contacted. If you have any questions or concerns about the Senate, please feel free to contact me at 439-5275 or at [DillsTim@etsu.edu](mailto:DillsTim@etsu.edu) by e-mail. Best wishes on the start of Fall semester!

Sincerely,

A handwritten signature in black ink that reads "Tim Dills". The signature is written in a cursive, flowing style.

Tim Dills  
Staff Senate President

*Look forward to working with you!*

# Membership Roster

## Listing with term dates

<u>Name</u>	<u>P.O.Box</u>	<u>Telephone</u>
<u>Constance Alexander</u>	70730	439-5671
<u>Carolyn Bond</u>	70665	439-6989
<u>Bonnie Burchett</u>	70723	439-4446
<u>Sharon Chandler</u>	70679	439-7653
<u>Eric Crigger</u>	70564	439-5235
<u>Kim Denton</u>	70646	439-6900
<u>Tim Dills</u>	70699	439-5275
<u>Mary Duncan</u>	70720	439-4302
<u>Debbie Fanning</u>	70621	439-4683
<u>JoAnn Fitzgerald</u>	70653	439-7900
<u>Linda Fore</u>	70663	439-4349
<u>Charles Forrester</u>	70611	439-8314
<u>Betty Grice</u>	70623	439-4597
<u>Judy Harrell</u>	70561	439-6891
<u>Donna Hauk</u>	70403	439-7643
<u>Steve Honaker</u>	70561	439-7441
<u>Carolyn Hopson</u>	70575	439-6337
<u>Karen Hughes</u>	70654	439-4362
<u>David Jones</u>	70723	439-6152
<u>Jane Jones</u>	70734	439-4211
<u>Mary Jordan</u>	70734	439-4211
<u>Billie Lancaster</u>	70561	439-4366
<u>Judy Lawson</u>	70720	439-6590
<u>Chris Loveday</u>	70567	439-7784
<u>Pam Murray</u>	70659	439-4223
<u>Pat Myrick</u>	70565	232-5642
<u>Terry Nelson</u>	70653	439-7900
<u>Betty Ann Proffitt</u>	70550	439-4430
<u>Cindy Proffitt</u>	70721	439-5352
<u>Steve Shupe</u>	70692	439-6834
<u>Kathy Smith</u>	70734	439-4211
<u>Sue Speer</u>	70564	439-7089
<u>Andre Stevens</u>	70653	439-7900
<u>Reed Sturdivant</u>	70728	439-4648
<u>Sue Taylor</u>	70420	439-8032
<u>Kathy Thacker</u>	70604	439-4899
<u>Carla Warner</u>	70604	439-5642
<u>Shirley White</u>	70695	439-6915
<u>Valerie Whitson</u>	70710	439-4432

This page was last updated September 10, 2001.



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## Staff Senate Terms and EEOC Categories

### Return to Roster

Name	Department	Term of Office	EEOC Category **
<u>Constance Alexander</u>	Arts & Sciences	9/01 - 9/04	4 (A&S)
<u>Carolyn Bond</u>	Library	9/01 - 9/04	4
<u>Bonnie Burchett</u>	Student Housing	9/00 - 9/03	3
<u>Sharon Chandler</u>	Geog./Geol./Geomatics	9/01 - 9/04	4 (CAST)
<u>Eric Crigger</u>	Human Resources	9/01 - 9/04	3
<u>Kim Denton</u>	Public Safety	9/99 - 9/02	7
<u>Tim Dills</u>	Business	9/98 - 9/02*	3
<u>Mary Duncan</u>	Graduate School	9/99 - 9/02	4
<u>Debbie Fanning</u>	Family Medicine	9/01 - 9/04	4 (COM)
<u>JoAnn Fitzgerald</u>	Physical Plant	9/00 - 9/03	7
<u>Linda Fore</u>	Mathematics	9/01 - 9/04	4 (A&S)
<u>Charles Forrester</u>	ID Systems	9/99 - 9/02	3
<u>Betty Grice</u>	Public & Allied Health	9/01 - 9/04	3 (P&AH)
<u>Judy Harrell</u>	Registrar	9/99 - 9/02	4
<u>Donna Hauk</u>	Family & Comm. Nursing	9/01 - 9/04	5 (NURS)
<u>Steve Honaker</u>	Registrar	9/00 - 9/03	4
<u>Carolyn Hopson</u>	Surgery	9/98 - 9/03*	3 (COM)
<u>Karen Hughes</u>	Phys. Educ./Exer. Science	9/00 - 9/03	3
<u>David Jones</u>	Married Student Housing	9/99 - 9/02	3
<u>Jane Jones</u>	President's Office	9/01 - 9/04	1
<u>Mary Jordan</u>	President's Office	9/00 - 9/03	1
<u>Billie Lancaster</u>	Registrar	9/00 - 9/03	4
<u>Judy Lawson</u>	Graduate School	9/01 - 9/04	4 (Grad. Studies)
<u>Chris Loveday</u>	Psychiatry	9/01 - 9/04	3
<u>Pam Murray</u>	Cross-Disciplinary Studies	9/01 - 9/04	3 (Cont. Studies)
<u>Pat Myrick</u>	Reseach & Sponsored Prg.	9/01 - 9/04	3
<u>Terry Nelson</u>	Physical Plant	2/01 - 9/02	7
<u>Betty Ann Proffitt</u>	Educ. Leadership & Policy	9/01 - 9/04	4 (COE)
<u>Cindy Proffitt</u>	University Advancement	2/01 - 9/02	4
<u>Steve Shupe</u>	University Center	9/99 - 9/02	5
<u>Kathy Smith</u>	President's Office	9/01 - 9/04	4
<u>Sue Speer</u>	Human Resources	9/01 - 9/04	4
<u>Andre Stevens</u>	Plant Maintenance	9/00 - 9/03	6
<u>Reed Sturdivant</u>	Information Technology	9/00 - 9/03	3
<u>Sue Taylor</u>	Finance & Adm. (COM)	9/01 - 9/04	3
<u>Kathy Thacker</u>	CAPS	9/99 - 9/02	4
<u>Carla Warner</u>	CAPS	9/99 - 9/02	3
<u>Shirley White</u>	Chemistry	9/01 - 9/04	5
<u>Valerie Whitson</u>	Accountancy	9/01 - 9/04	4 (COB)

\* Term extended through the person's service as Past President.

\*\* Some senators represent their respective colleges.

This page was last updated September 10, 2001.