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Staff Senate Agendas and Minutes

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### 2002 September 9 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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# EAST TENNESSEE STATE UNIVERSITY

## STAFF SENATE

AGENDA

September 9, 2002

1. Call to order
2. Guest: Dr. Paul Stanton, Jr., ETSU President
3. Recognition of outgoing members – Carolyn Hopson
4. Passing of the gavel
5. Recognition of new Senators
6. Approval of Meeting Minutes – August 12, 2002
7. Treasurer Report
8. Committee Reports
  - A. Staff Development and Evaluations
  - B. Staff Concerns and Grievances
  - C. Committee on Committee
  - D. Elections
9. Old Business
  - A. Handbook on web page
10. New Business
  - A. Election of officers
    - President Elect - *Steve Honaker*
    - Secretary - *Betty Ann Proffitt*
    - Treasurer - *Charles Forrester*
    - At-Large Member of Executive Committee - *Jane Jones*
  - B. Appointment of Thanksgiving Basket Committee
  - C. Staff Senate shirts
  - D. Update of web page

**Next Meeting - Monday, October 14, 2002**  
**D.P. Culp Forum Room**

# EAST TENNESSEE STATE UNIVERSITY

## Staff Senate

### Minutes

September 9, 2002

**PRESENT:** Constance Alexander, Carolyn Bond, Bonnie Burchett, Eric Crigger, Kim Denton, Tim Dills, Corintha Duncan, Mary Duncan, Debbie Fanning, JoAnn Fitzgerald, Linda Fore, Charles Forrester, Betty Grice, Steve Honaker, Carolyn Hopson, Karen Hughes, David Jones, Jane Jones, Mary Jordan, Chris Loveday, Bobbie Lewis, Pat Myrick, Judy Oaks, Betty Ann Proffitt, Cindy Proffitt, Kathy Smith, Sue Taylor, Kathy Thacker, Carla Warner, and Shirley White.

**ABSENT:** Sharon Chandler (excused), Judy Harrell, Billie Lancaster (excused), Judy Lawson (excused), Pam Murray (excused) Terry Nelson, Sue Speer (excused), Andre Stevens, Reed Sturdivant (excused), and Valerie Swartz.

**GUEST:** Dr. Paul Stanton, Jr.

- I. President Hopson called the meeting to order at 2:30 p.m.
- II. President Hopson welcomed senators and Dr. Stanton. Dr. Stanton thanked the staff senators for their efforts and how much he enjoyed the staff picnic this year. He gave an over view of the budget situation and salary increases. He discussed several issues including the fossil site at Gray, new doctorate programs, joint venture with Northeast State and the Nave Center, potential basketball arena, armory and marine corps property, plans for future parking, and ETSU resuming information technology responsibilities when Collegis leaves.

Dr. Stanton was thanked for his efforts during the budget crisis and in working to secure salary increases for employees. President Hopson thanked him and Dr. Andrews for their assistance and guidance this past year.

- III. President Hopson recognized out going senators and the executive committee. She then passed the gavel to new President Kathy Thacker.
- IV. President Thacker recognized Carolyn for her efforts as last year's president. She also recognized newly elected senators.
- V. A motion was made by Kathy Smith and seconded by Pat Myrick to approve the August 12, 2002 minutes. Motion carried.
- VI. Treasurer Charles Forrester presented the treasurer's report with the operating account having a balance of \$4,546. The staff awards account has a balance of \$7,000. Thanksgiving baskets and staff picnic has a zero balance, and the Staff Senate shirt account had \$69.02.
- VII. Committee Reports
  - A. Staff Development and Evaluations Committee – Kathy Smith reported the handbook has been updated and is on the web site
  - B. Staff Concerns & Grievances – No Report.
  - B. Committee on Committees – No Report.
  - D. Election Committee – No Report.

VIII. New Business

- A. The election of new officers was held with Steve Honaker elected President Elect, Betty Proffitt as Secretary, Charles Forrester as Treasurer, and Jane Jones as At-Large Member of Executive Committee.
  - B. The Thanksgiving Basket Committee will be Pat Myrick who will serve as chair, Kathy Smith, Betty Grice, Clifford Hudson, Chris Loveday, Corintha Duncan, and Kathy Oaks.
  - C. Charles Forrester announced that staff senate shirts were available for new members at a cost of \$11.
  - D. Kathy Smith has updated the web page with new members. Carolyn Hopson recognized Kathy for hard work in keeping the web page updated last year. Discussion followed on how to best distribute the new staff handbook since there were some employees who do not have access to computers. Mary Duncan made a motion to e-mail notifications to all employees with computer access and mail a flyer notice to Physical Plant employees. Mary Jordan amended the motion to have a hard copy of the handbook sent to the Library, each department in the Physical Plant, and to the Physical Plant Advisory Committee. The flyer notice to Physical Plant employees will inform employees where copies of the handbook. Steve Honaker seconded. Motion carried.
  - E. Carla Warner announced a student in the OASIS (Once Again Students In School) Student Organization had made a quilt that will be given away in December. Tickets to purchase a pattern are being sold for \$1 and you also receive a ticket for the drawing.
- IX. The next meeting is scheduled for October 14, 2002 in the Forum, 3<sup>rd</sup> floor of the Culp Center.
- X. Meeting was adjourned at 4:00 p.m.

Respectfully submitted,  
Sue Taylor, Secretary