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EAST TENNESSEE STATE UNIVERSITY
Staff Senate
Minutes
February 12, 2001

PRESENT: Pat Barnett, Delores Barnes, Pamela Blevins, Judy Bragg, Gail Carrier, Kim Denton, Tim Dills, Jo An Fitzgerald, Linda Fore, Brenda Hammett, Steve Honaker, Carolyn Hopson, Karen Wright Hughes, Jane Jones, Judy Lawson, Cathy McGinnis, Terry Nelson, Maggie Pate, Cindy Proffitt, Gary Sparks, Andre Stevens, Kathy Thacker, Carla Warner, Shirley White and Valerie Whitson.

ABSENT: Jane Bond (excused), Bonnie Burchett (excused), Mary Duncan (excused), Charles Forrester, Judy Harrell (excused), Donna Hauk (excused), David Jones, Ginny Kidwell, Mary Jordon (excused), Billie Lancaster (excused), Betty Ann Proffitt (excused), Steve Shupe, and Reed Sturdivant.

GUESTS: David Collins and Dr. Marshall Grube

- I. President Tim Dills called the meeting to order at 2:32 p.m.
- II. President Dills introduced our guest speaker Dr. Marshall Grube who discussed the SACS Re-Accreditation Process to the Senators. Dr. Grube provided each Senator with a copy of the Accreditation Review Project that explained the process. Dr. Grube explained that every ten years it is necessary to reaffirm the certification of the university by the Southern Association of Colleges and Schools and that ETSU will be due for this reaffirmation in September 2001. She also informed the Senators that ETSU has the honor of being one of eight pilot institutions for participating in the new Accreditation Review Project. The first phase of this process includes a total of seventy-two reports to be completed and filed in Atlanta in September 2001. The second phase includes a Quality Enhancement Phase to be reviewed January 2002. Dr. Grube stated that it will be a challenge but she is confident that the requirements will be met successfully.
- III. President Dills welcomed three newly elected Senators who were attending their first meeting: Cindy Proffitt, Terry Nelson and Officer Gary Sparks.
- IV. A motion was made and seconded to approve the December minutes as presented. The motion passed.
- V. There was not a Treasurer's Report as Treasurer Donna Hauk was not present due to extended sick leave.
- VI. Committee Reports
 - A. Staff Development – No Report
 - B. Staff Concerns - No Report
 - C. Elections Committee – Senator Warner announced that the mid-year elections had been successfully completed. President Dills thanked Senator Warner and the committee for their hard work in completing this task.
 - D. Committee on Committees – No Report
- VII. Unfinished Business
 - A. Christmas Basket Project Report –President Dills reported that a total of \$203.26 was spent to provide assistance to seven ETSU employees and one international graduate assistant. President Dills thanked the committee for their efforts.
 - B. Bylaws Ad Hoc Committee Report – On behalf of the committee Senator Bragg recommended that an alternate list be developed from the results of the July election to fill Staff Senate positions that become vacant until the next election. The motion was passed. It was also agreed that the alternates would serve the remainder of the term at the time of vacancy. Senators discussed how late in the year alternates should be assigned to a vacancy. The Senators decided to postpone this discussion until the March meeting.

- C. Staff Senate Web page Update – President Dills distributed an updated Staff Senate roster and information concerning terms he had printed from the Staff Senate web site. President Dills expressed the need for someone to be responsible for keeping the site current. Discussion followed. It was determined that someone with training and/or experience with web sites would be a necessity. As no one volunteered the matter was postponed until the March meeting.
- VIII. New Business
- A. Red Cross Blood Drive – President Dills announced that the next Red Cross Blood Drive is scheduled for Tuesday, June 19, 2001. Cindy Proffitt and Karen Hughes volunteered to be Co-coordinators.
 - B. Web Portal Committee Report – No report.
 - C. Staff Appreciation and Awards Picnic – Senators agreed that Friday, May 25, 2001 would be a good date for the picnic. Steve Honaker, Terry Nelson, Judy Lawson, Mary Duncan and Pat Barnett agree to serve on the committee.
- VIX. Meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Linda Fore, Secretary

Tim Dills, President