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2001 October 8 - Staff Senate Minutes

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EAST TENNESSEE STATE UNIVERSITY

STAFF SENATE

AGENDA

October 8, 2001

1. **Call to Order**
2. **Guest Speakers -**
 - Mr James Bowman, Business and Finance**
 - Dr. David Collins, Comptroller Office**
 - Mr. Pete Gregg, Health and Safety**
 - Ms. Kathy Kelley, Purchasing**
 - Ms. Patsy Leach, Human Resources**
 - Ms. Linda Potter, Business and Finance**
 - Mr. Bill Rasnick, Physical Plant**
 - Mr. Dwight Taylor, Budget Office**
3. **Approval of Minutes**
4. **Committee Reports**
 - A. Staff Development and Evaluations**
 - B. Staff Concerns and Grievances**
 - C. Committee on Committee**
 - D. Elections**
5. **Old Business**
 - A. Update on Web page - David Jones and Kathy Smith**
 - B. Report from Thanksgiving Basket Committee**
 - C. Staff Senate Shirts - Funding**
 - D. Filled Committee Vacancy on Student Health Services Center**
6. **New Business**
 - A. Suggestion Box at Physical Plant**
 - B. Sign up of Committees**
 - C. List Agenda Suggestions**
 - D. Representative for TAF Committee**
 - E. Veterans' Affairs Standing Committee**

EAST TENNESSEE STATE UNIVERSITY

Staff Senate

Minutes

October 8, 2001

PRESENT: Carolyn Bond, Bonnie Burchett, Sharon Chandler, Eric Crigger, Tim Dills, Debbie Fanning, JoAnn Fitzgerald, Linda Fore, Betty Grice, Donna Hauk, Carolyn Hopson, Judy Lawson, Pat Myrick, Terry Nelson, Betty Proffitt, Cindy Proffitt, Sue Speer, Reed Sturdivant, Sue Taylor, Kathy Thacker, Carla Warner, and Valerie Whitson.

ABSENT: Constance Alexander (excused), Kim Denton, Mary Duncan (excused), Charles Forester (excused), Judy Harrell, Steve Honaker (excused), Karen Hughes, David Jones (excused), Jane Jones (excused), Mary Jordan (excused), Billie Lancaster, Chris Loveday, Pam Murray, Steve Shupe, Kathy Smith (excused), Andres Stevens, and Shirley White.

GUESTS: Dr. Wayne Andrews, Mr. James Bowman, Dr. David Collins, Mr. Greg Wilgocki, Mr. Pete Gregg, Ms. Patsy Leach, Ms. Linda Potter, Mr. Bill Rasnick, and Mr. Dwight Taylor

- I. President Carolyn Hopson called the meeting to order at 2:35 p.m.
- II. President Hopson welcomed our guests, thanked them for coming, and asked them to introduce themselves and their department.
- III. Mr. Bowman discussed several items that have been implemented by his area: newsletter, web site, workshops, e-print, 24 hour maintenance coverage, new fire alarms, etc. His goals are to publish newsletter quarterly, more user-friendly web site, expand workshops, finalize employee safety handbook, etc. Our guest then answered questions from the staff senate.
- IV. Ms. Patsy Leach discussed the changes in health insurance and increases of premiums. She encouraged all employees to attend one the information meeting scheduled in October and November.
- V. President Hopson distributed a list requesting senators to sign up for working and standing committees. She also asked if anyone did not receive the e-mail of the minutes to please let her know as she plans on using this as a means for future communications.
- VI. The September 10, 2001 minutes were approved with the change that Sharon Chandler was excused.
- VII. Old Business
 - A. President Hopson thanked Kathy Smith and David Jones for the changes made on the web site. She asked staff senators to look at the web site and make recommendations.
 - B. Thanksgiving Basket Committee – Betty Grice volunteered to chair the committee.
 - C. Staff senate shirts – President Hopson announced the shirts have been ordered and will cost senators \$11 each as Dr. Stanton has agreed to supplement the cost.
 - D. President Hopson announced that Georgia Dover will fill the vacancy on the Student Health Service Committee.
- VIII. New Business
 - A. President Hopson announced that a staff representative was needed for Technology Access Fee Committee. Pat Myrick volunteered to fill the position.
 - B. President Hopson announced that Dr. Stanton was establishing a Veterans Affairs standing committee and would like to have three staff personnel who are veterans on the committee. Terry Nelson volunteered for a position. Senators were asked to think of two other veterans who might be interested in serving and e-mail names to her.
 - C. President Hopson announced an opening on a committee to establish a long distance telephone call policy. Bonnie Burchett volunteered for this position.

- D. Senators discussed whether to continue the use of the suggestion box located at the physical plant. President Hopson had researched the issue and found no one who knows the history on when or how the box was established nor who has keys. Staff senate would have to pay to have the box re-keyed. Also, someone would need to check the box on a weekly basis and forward the contents to the staff senate president. Motion was made to keep the box for one year and have the president check the box on a weekly basis. Reevaluation of leaving the box would be done in a year. Motion was seconded and approved.
- E. President Hopson distributed an agenda list asking for suggestions for future agenda items.
- F. Senator Hauk announced the student health clinic does have not the flu vaccine; however, the meningitis vaccine is available. Notifications will be sent out to campus when the flu vaccine if available.

IX. Motion made and seconded and approved to adjourn.

X. Meeting was adjourned at 4:00 p.m.

Respectfully submitted,
Sue Taylor, Secretary