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2002 May 13 - Staff Senate Agenda and Minutes

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EAST TENNESSEE STATE UNIVERSITY

STAFF SENATE

AGENDA

May 13, 2002

1. ✓ Call to Order
2. ✓ Guest: Dr. Tom Coates – Emergency Response Proposal
3. ✓ Approval of Minutes – April 8, 2002 Meeting
4. ✓ Treasurer Report *2,664.50 - General Fund*
157.50 - Tickets Sold
7,000.00 - Staff Awards
5. Committee Reports
 - ✓ A. Staff Development and Evaluations
 - ✓ B. Staff Concerns and Grievances
 - ✓ C. Committee on Committee
 - ✓ D. Elections
6. Old Business
 - ✓ A. Picnic Committee Report
 - ✓ B. Door Prize Committee
7. New Business
 - ✓ A. Blood Bank Committee Report
 - ✓ B. Reminder of sign up for Sick Leave Bank

Next Meeting - Monday, June 3, 2002

(Note the meeting is not the regular meeting day of the month)

EAST TENNESSEE STATE UNIVERSITY

Staff Senate

Minutes

May 13, 2002

PRESENT: Carolyn Bond, Bonnie Burchett, Sharon Chandler, Eric Crigger, Kim Denton, Tim Dills, Debbie Fanning, JoAnn Fitzgerald, Linda Fore, Charles Forrester, Betty Grice, Donna Hauk, Steve Honaker, Carolyn Hopson, David Jones, Jane Jones, Billie Lancaster, Chris Loveday, Pam Murray, Terry Nelson, Betty Ann Proffitt, Cindy Proffitt, Kathy Smith, Andre Stevens, Sue Taylor, Carla Warner, Shirley White, and Valerie Whitson.

ABSENT: Constance Alexander (excused), Mary Duncan (excused), Judy Harrell, Karen Hughes (excused), Mary Jordan (excused), Judy Lawson (excused), Pat Myrick (excused), Sue Speer (excused), Reed Sturdivant (excused), and Kathy Thacker (excused).

- I. President Hopson called the meeting to order at 2:30 p.m.
- II. President Hopson welcomed senators and thanked Dr. Tom Coates and Ms. Joyce Duncan for their presentation on the Emergency Response Program. The program is referred to as ETSU Response and is a volunteer program for students to assist during disasters. The students would assist in distributing food and water, assisting in shelters, etc. The program is focused on the student but requires faculty and staff support. The student government association and faculty senate have already provided letters of support for the program.
- III. A motion was made by Terry Nelson and seconded by Jane Jones to provide the letter of support. Motion carried.
- IV. A motion was made by Tim Dills and seconded by Donna Hauk to approve the April 8, 2002 minutes. Motion carried.
- V. Treasurer Charles Forrester presented the treasurer's report with a balance in the operating account of \$2,664. The food basket, staff shirt account, and picnic fees account has a balance of \$88.02. The staff awards account remains unchanged \$7,000. A motion was made by Billie Jo Lancaster and seconded by Kathy Smith to approve the motion. Motion carried.
- VI. Committee Reports
 - A. Staff Development and Evaluations Committee – Kathy Smith reported the graduate assistant that was established through the Staff Development Center proposal is working with Chris Carter on several staff programs. Funding for Staff Development Center is on hold until current programs are established. The committee is working on getting e-mail and internet access for physical plant employees. The committee will be updating the Staff Handbook.
 - B. Staff Concerns & Grievances – No report.
 - C. Committee on Committees – Kathy Smith volunteered for the vacancy on the Parking and Traffic committee. A vacancy also exists on the Safety Committee.
 - D. Election Committee – Tim Dills reported that nomination forms would be mailed in May and returned in June. Ballots will be mailed and returned in July. Results would be tabulated in August.

- E. Picnic Committee – Senator Steve Honaker reported the picnic rain plan would allow the picnic to be held in the physical activity center. Reserving a parking lot for off campus employees has been approved. A shuttle is planned for employees on the VA grounds. All Senators need to sign up to work at the picnic. A blood drive table will be available. The letter from President Stanton and the flyer have been mailed.
- F. Door Prize Committee – Pam Murray reported that 20 – 25 door prizes have been obtained. They are very pleased with the quality of the donations this year.

VII. New Business

- A. President Hopson announced that now is the time to sign up to participate in the sick leave bank.
- B. Senator Sue Taylor asked if anyone had any knowledge of the legislative proposal to change the law that currently requires the state to pay at least 60% of employee health insurance premiums to 80% that the state is currently paying. Carolyn Bond, President of the area chapter of The Tennessee State Employees Association, indicated the proposal had been tabled until the budget issues are resolved.
- C. Terry Nelson asked for assistance with physical plant employees who have returned to school. Some classes are only offered during the day and requests are being denied. President Hopson asked the Committee on Staff Concerns and Grievances to review.
- D. President Hopson announced that the next meeting will be **June 3, 2002, the first Monday in June.**

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

Respectfully submitted,
Sue Taylor, Secretary

Staff Development and Evaluation Committee

Minutes and Report of March 15, 2002 Meeting

The member of the Staff Development Committee met on March 15, 2002 with staff from Human Resources Dept. to discuss the status of the Graduate Assistant Position that Staff Senate funded.

Attendees: Mary Jordan, Donna Hauk, Kathy Smith, Bonnie Burchett, Pat Myrick
(From HR) Mr. Bill Coleman, Ms. Diana McClay, and Mr. Chris Carter.

1) Up date on Staff Development & Graduate Assistantship

- a. Mr. Carter presented the Employee Training & Development Plan that they have in process. Attached is a copy of the plan.
- b. Mr. Coleman talked about the Staff Development Plan and how the GA position has freed up Mr. Carter to be able to develop more programs for staff.
- c. There is a department orientation going on now. As a pilot program in the Physical Plant.
- d. Staff Senate request- When a policy is updated we would like to be notified by email.
- e. Ms. Jordan mentioned Diversity Training and Ms. McClay stated that diversity training would be mandatory and that it will have to be tracked by a database system.
- f. Ms. Jordan suggested that an online training course with blackboard and web based program be designed.
- g. HR representatives stated that they would get back to us after the new budget year for further up date on staff development.

2) Email for Physical Plant Employees

- a. Mr. Coleman and Ms. McClay stated their concerns about email and Internet access for the Physical Plant employees.
- b. Ms. Smith suggested setting up some refurbished computers in the Physical Plant so they can have access to their email and the ETSU Web site.

April 18th
(Supervisor Level)

Employee Training & Development
Sponsored by Office of Human Resources

Mr. William Coleman, Associate V.P. and Director
Diana McClay, Assistant Director
Chris Carter, Training Coordinator
March 15, 2002

- Categories of Training Requested by Staff Senate**
1. New Employee Orientation
 2. Policies and Procedures
 3. Training for the Evaluation Process
 4. Job Specific Responsibilities
 5. Computer Training
 6. Safety/Health Issues
 7. Supervisory Training
 8. Connections Training
 9. Sexual Harassment
 10. Communication Skills

- Programs Sponsored by HR**
- New Employee Orientation
 - Career Skills (CSEP)
 - EAP workshops
 - WOW
 - Performance Evaluation
 - Tuition waiver program
 - On-the-Job (OJT) program for Physical Plant employees
 - Supervisor Training (Beginning and Advanced) - *Role playing*
 - OSHA - Health and Safety program
 - "Integrating Technology in the Office" - MS Office training course
- 8 Hours of training!*
Chris did this one by dept!
2-1/2 days

- Other Programs Discussed or Proposed**
- Non-supervisor PPP training
 - Department specific needs - technologies, procedures, knowledge, skills, abilities specific to a department requiring employees to attend formal training
 - Connections - Customer Service - *There is an advanced program*
- Human Resources (Employee Center)*

- Major Training Programs Offered by Other Departments**
- ✓ Technology Training (OIT)
 - ✓ Sexual Harassment
 - Professional Development
 - ✓ Comptroller's Office training

- T&D Focus Groups**
- Conducted in late August 2001
 - Assisted in prioritizing programs for updates
 - Supervisor Training
 - New Employee Orientation
 - Connections Program
 - Technology Training
 - Communication and marketing of programs
- Decreed*
Women Resources meet!

update (email campus)

(Dept Orientation) going on now!

1/15/02 Focus Group - Report (Role Playing) - Diana will send us a copy!

EMERGENCY

RESPONSE

EAST TENNESSEE STATE UNIVERSITY

DEVELOPING RESPONSIBLE CITIZENS THROUGH SERVICE

EMERGENCY
RESPONSE
EAST TENNESSEE STATE UNIVERSITY

(RESPONSE – ETSU)

MISSION STATEMENT: Emergencies and disasters are part of everyday life and occur at local, state, regional, national and international levels. While various governmental agencies and community support organizations have been designated to respond to such emergencies and disasters, there is a constant need for trained and prepared volunteers to assist these agencies and organizations in accomplishing their objectives. The purpose of **RESPONSE – ETSU** is to provide an opportunity for university students to learn basic skills that will enable them to function as trained and prepared volunteers and leaders who can respond to the call for help in a time of need. The ultimate goal of this program is to foster an enhanced sense of responsible citizenship in students choosing to become part of **RESPONSE – ETSU**.

RESPONSE – ETSU: This program will consist of three phases: 1) Completion of an academic course at ETSU identified as emphasizing basic elements essential to disaster response; 2) Volunteering to become a member of the **RESPONSE – ETSU** Cadre of students; and 3) Volunteering to be part of **RESPONSE—ETSU** team.

❖ Courses emphasizing basic elements of disaster response:
Courses identified as emphasizing basic elements of disaster response will be selected through a review of catalog descriptions and contact with department chairs and course instructors. Once identified, these courses will be added to the following list and will serve as “feeder” courses for entry into the **RESPONSE – ETSU** Cadre.

❖ Courses currently identified:

PEXS 2950	Disaster Response Training
SALM 3115	Wilderness First Responder
ENVH 3040	Environmental Sanitation
ENVH 3500	Environmental Safety
ENVH 4100	Shelter Environments
ENVH 4207/5207	Radiological Health
ENVH 4956/5956	OSHA Hazardous Waste Operations

HUMT 2000	Advanced Service-Learning
PUBH 2030	First Aid and Emergency Care
SOAA 2020	Social Problems
SOWK 4517/5517	Crisis Intervention

- ❖ **The RESPONSE – ETSU Cadre:** Students who complete an academic course at ETSU, identified as emphasizing basic elements essential to disaster response, will be given an opportunity to become part of the **RESPONSE – ETSU Cadre**. Membership in this group is strictly voluntary. It is estimated that the **RESPONSE – ETSU Cadre** will consist of 30-50 students in addition to faculty and staff who choose to become members. During the academic year, students choosing to become part of the **RESPONSE – ETSU Cadre** will participate in scheduled service projects designed to enhance the quality of life in the surrounding community, apply leadership skills in practical situations, hone skills through updated training in disaster response, and have opportunities, if the need should arise, to respond to emergencies and disasters in the surrounding region. Procedures will be established to involve ETSU faculty and staff volunteers in the **RESPONSE – ETSU Cadre** in supervisory and support roles.
- ❖ **The RESPONSE – ETSU Team:** In the event of a local, state or regional emergency or disaster, members of the **RESPONSE – ETSU Cadre** will be called on to volunteer for service. The decision to serve as a member of the **RESPONSE – ETSU Team** will be strictly voluntary. Students choosing to volunteer as team members will travel to the site of need, provide assistance within their training and ability levels, journal their experiences for relevance to academic courses and majors at ETSU, and return to class. ETSU faculty and/or staff members will travel with all **RESPONSE – ETSU Teams** and provide supervision and support in the field.
- ❖ **Student Absences:** Students will be absent from class no more than five (5) consecutive or non-consecutive days per semester. When a student has served for even one day, that student's name will be moved to the bottom of the call list. Thus, even with a consecutive maximum assignment, the most days one student can miss in a Monday-Wednesday-Friday class is three (3) or two (2) classes on Tuesday-Thursday. It is recommended that the absences be treated in the same manner as any other university-sponsored event.
- ❖ **Communication with Faculty:** Each student who enters the Cadre will be required to furnish a class roster for that semester and an update for each successive semester. This schedule of courses will include the names and contact information of all instructors that will be maintained in the Cadre files. When students volunteer for Team

assignments, instructors will be notified immediately by e-mail and informed of the approximate duration of the assignment. Students will be required to make up all missed work and will endeavor to maintain contact with professors during their absence. If a scheduled test or presentation cannot be made up, hopefully, professors will notify Cadre members at the beginning of the term in order for students not to commit to field assignments on those dates. A list of RESPONSE – ETSU Cadre members will be supplied to professors at the beginning of each term and updated, as needed.

- ❖ Liability: Each person who enters the Cadre will be required to furnish proof of individual insurance as well as emergency contact information and medical forms. Records will be maintained and updated as needed. Each person will be required to sign a Waiver of Liability for ETSU, approved by the Office of Legal Affairs. Partnering agencies, such as the American Red Cross, FEMA and others, will provide on-site accident insurance for any Cadre member in the field. These insurance plans will be offered to the Office of Legal Affairs for review prior to confirming those partnerships.
- ❖ Supporting Agencies: Partnerships with emergency/disaster response agencies will be established on local, regional and national levels and will involve both state and federal agencies. These partnerships may include but are not limited to such organizations and agencies as the American Red Cross and the Federal Emergency Management Agency (FEMA).
- ❖ Funding: Grant funding will be actively sought.