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Staff Senate Agendas and Minutes

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6-3-2002

### 2002 June 3 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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# **EAST TENNESSEE STATE UNIVERSITY**

## **STAFF SENATE**

### **AGENDA**

**June 3, 2002**

1. Call to Order
2. Guest: Dr. Norma McRae – Chair – ETSU Reorganization Committee
3. Approval of Minutes – May 13, 2002 Meeting
4. Treasurer Report
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
  - C. Blood Drive Committee Report
7. New Business

**Next Meeting - Monday, July 8, 2002**

EAST TENNESSEE STATE UNIVERSITY

Staff Senate

Minutes

June 3, 2002

**PRESENT:** Constance Alexander, Carolyn Bond, Bonnie Burchett, Sharon Chandler, Kim Denton, Tim Dills, Mary Duncan, Debbie Fanning, Linda Fore, Charles Forrester, Betty Grice, Donna Hauk, Steve Honaker, Carolyn Hopson, Karen Hughes, David Jones, Billie Lancaster, Judy Lawson, Chris Loveday, Pam Murray, Cindy Proffitt, Kathy Smith, Reed Sturdivant, Sue Taylor, Kathy Thacker, Carla Warner, and Valerie Whitson.

**ABSENT:** Eric Crigger (excused), JoAnn Fitzgerald, Judy Harrell, Jane Jones (excused), Mary Jordan (excused), Pat Myrick (excused), Terry Nelson (excused), Betty Ann Proffitt (excused), Sue Speer (excused), Andre Stevens, and Shirley White.

**GUEST:** Dr. Norma McRae, Dr. David Logan and Dr. Linda Garceau – ETSU Restructure Committee Members

- I. President Hopson called the meeting to order at 2:30 p.m.
- II. President Hopson welcomed senators and Dr. Norma McRae, Dr. David Logan, and Dr. Linda Garceau. Their presentation was to obtain input from the Staff Senate on the Reorganization of Academic Affairs and Student Support Services. The project has broad boundaries to include all of ETSU except the College of Medicine. The committee thanked the senate for their suggestions and ideas. President Hopson thanked the committee for coming and allowing Staff Senate the opportunity to contribute to the project.
- III. A motion was made by Donna Hauk and seconded by Billie Lancaster to approve the May 13, 2002 minutes. Motion carried.
- IV. 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 \$770. The staff awards account has a balance of \$1,000. A motion was made by Mary Duncan and seconded by Kathy Smith to approve the motion. Motion carried.
- V. Committee Reports
  - A. Staff Development and Evaluations Committee – No Report.
  - B. Staff Concerns & Grievances – Billie Lancaster notified the senators that the committee had met and would have a report at a later date.
  - C. Committee on Committees – David Jones reported that all positions are filled.
  - D. Election Committee – Carla Warner reported that nomination forms have been mailed.
- VI. Old Business
  - A. Picnic Committee - Senator Steve Honaker reported everything is set. All senators are needed to work at the picnic. President Hopson reported that employees have asked if a ticket must be purchased to participate in the door prize drawing if they will not be eating lunch. After discussions, a motion was made by Donna Hauk and seconded by Tim Dills that a ticket must be purchased to participate in door prize drawings. Motion carried by a majority vote of 11 to 10. The question was then asked if it was illegal to sell tickets for the door prizes since they are donated. Tim Dills made a motion that President Hopson should

inquire into the legality of selling tickets for door prizes. If it were illegal, a separate ticket for door prizes would be available to employees wishing to participate in the door prizes. Billie Lancaster seconded the motion. Motion carried.

- B. Door Prize Committee – Pam Murray reported that most door prizes have been picked up. David Jones reported he had some to deliver to the committee.
- C. Cindy Proffitt asked for assistance in putting up posters for the blood drive.

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

Respectfully submitted,  
Sue Taylor, Secretary





# Staff Picnic



**Friday, June 7, 2002 - 2:00 - 4:00 p.m.**

## Catered Menu:

**hamburgers, hot dogs, potato salad, potato chips, baked beans, fruit, cole slaw, desserts!!**



## TICKETS

**\$2.50 (if purchased before May 31)**

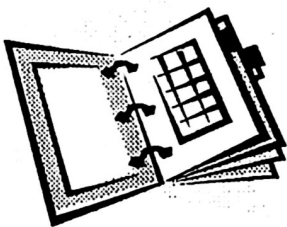
**No charge for children 6 years old and younger.**

**Purchase tickets at ID Office on 2<sup>nd</sup> level, Culp Center.**

**Mail orders accepted until May 31 - mail checks to**

**Charlie Forrester, Box 70611.**

**Tickets will be \$3.00 after May 31 and must be picked up at the ID Office or at the picnic.**



**Mark your calendars now and come join in the fun, food, games, and fellowship!!**

## Staff Awards Picnic Menu

Hamburgers, Hot Dogs, with Trimmings  
Baked Beans,  
Potato Salad  
Potato Chips  
Slaw  
Fresh Fruit

Tea/Lemonade/Water/Coke

Carrot Cake  
Apple Pie  
Cherry Pie  
Brownies  
Cookies

Cost: \$2.50, per person prior to May 31<sup>st</sup>; \$3.00 after May 31<sup>st</sup>.

Children 6 years old and younger are free. Adults and children over 6 years old, will pay full price.

Each ticket sold will be entered in the door prize drawing.

Senators are encouraged to collect for individuals in your building/area and take money to Charlie.

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Senators will have to help with distribution of food. We will need to cook burgers and hot dogs as in the past.

DRAFT

DRAFT

DRAFT

DRAFT

Dear Fellow Staff Members:

Staff Senate will be hosting the Annual Staff Awards Picnic this year on Friday, June 7, 2002 from 2:00 – 4:00 p.m. We are changing our format this year. Based on the survey we sent out during last year’s election, the majority said that they would like to have the picnic catered. This year we will be having the picnic catered by ARA.

The menu will consist of Hot Dogs, Hamburgers with all of the trimmings, potato salad, potato chips, baked beans, fruit, cole slaw, and several desserts.

The cost for the event will be \$2.50 per person if purchased in advance. Tickets can be purchased at the Campus ID Office on the second level of the Culp Center or checks/cash mailed to Charlie Forrester in the ID office. No mail orders will be accepted after May 31, 2002. After May 31<sup>st</sup>, tickets will cost \$3.00 and must be picked up at the ID Ticket Office or the day of the event. **SO GET YOUR TICKETS EARLY.** Children 6 and under will be free.

It is very important that you purchase your tickets in advance, as we need to know how many to prepare for. Mark this on your calendar now and come be a part of a fun afternoon around good food, games and fellowship.

Sincerely,

Staff Senate

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**FORM MUST ACCOMPANY PAYMENT  
EACH TICKET SOLD WILL BE ENTERED IN THE DOOR PRIZE DRAWINGS**

NAME: \_\_\_\_\_

DEPT. NAME: \_\_\_\_\_

**MAKE CHECKS PAYABLE TO:  
STAFF SENATE**

CAMPUS BOX: \_\_\_\_\_

**CIRCLE ONE:  
CASH/CHECK**

CAMPUS PHONE NUMBER: \_\_\_\_\_

# OF TICKETS PURCHASED \_\_\_\_\_ @2.50 \_\_\_\_\_ # OF CHILDREN UNDER 6 ATTENDING \_\_\_\_\_  
Amount

Mail this form to Campus ID Service Office, Box 70611 or dropoff to ID office on 2<sup>nd</sup> level of Culp Center.

Office Hours are: Monday-Thursday 8-7 Friday 8-4:30.



Dear Fellow Staff Members:

Staff Senate will be hosting the Annual Staff Awards Picnic this year on Friday, June 7, 2002 from 2:00 – 4:00 p.m. We are changing our format this year. Based on the survey we sent out during last year's election, the majority said that they would like to have the picnic catered. This year we will be having the picnic catered by ARA.

The menu will consist of Hot Dogs, Hamburgers with all of the trimmings, potato salad, baked beans, and several desserts.

The cost for the event will be \$2.50 per person if purchased in advance, ~~or \$3.00 at the table~~. Tickets can be purchased at the Campus ID Office on the second level of the Culp Center. ~~Deadline for purchase is Thursday, June 6, 2002 at noon.~~ After that time, it will cost \$3.00. SO GET YOUR TICKETS EARLY. Children 6 and under will be free.

It is very important that you purchased your tickets in advance, as we need to know how many to prepare for. Mark this on your calendar now and come be a part of a fun afternoon around good food, games and fellowship.

Sincerely,

Staff Senate

STAFF SENATE – STAFF PICNIC

JUNE 7<sup>TH</sup>

2 TO 4 PM

BOOTHS – Debbie Fanning 9-4683  
Carolyn Bond 9-4238

✓ Tony DeLusia - Family Medicine

✓ Mike Orr – Public Safety

Ruth Verhegge – WOW Program

Matt Phillips – Athletics

✓ PSA – Kathy Smith

✓ Blood Drive

✓ TSEA – Lisa Moffett

✓ Relay For Life – Kathy Smith

STAR THE CLOWN & DECORATIONS – Mary Duncan & Judy Lawson

TABLE & CHAIRS - Terry Nelson

FOOD & TICKETS – Charles Forrester

Backup in case of rain - Ctr. For Physical Activity

# STAFF SENATE PICNIC

	Sold by Unit	Price per Unit	Unit Serves	Units Needed	Serves	Cost per Item
Potato Salad	Gallon	\$9.00	21	24	504	\$216.00
Baked Beans	120 lbs.	\$69.78	500	1	500	\$69.78
Potato Chips	10 lbs.	\$39.90	250	2	500	\$79.80
Fresh Fruit Salad	120 lbs.	\$130.87	500	1	500	\$130.87
Cole Slaw	96 lbs.	\$80.52	500	1	500	\$80.52
Brownies (Petite)	Doz.	\$2.31	12	20	240	\$46.20
Cookies (Small)	Doz.	\$1.75	12	25	300	\$43.75
Carrot Cake	Cake	\$7.15	12	15	180	\$107.25
Apple Pie	Pie	\$6.80	8	20	160	\$136.00
Cherry Pie	Pie	\$6.80	8	20	160	\$136.00
<b>TOTAL COST</b>						<b>\$1,046.17</b>
<b>Cost per Person</b>						<b>\$2.09</b>
<b>ESTIMATED TICKET SALES</b>						
				Tickets Sold	Price	TOTALS
<b>PRE-TICKET SALES</b>				300	\$2.50	\$750.00
<b>DAY OF THE EVENT</b>				100	\$3.00	\$300.00
<b>TOTAL FOR ALL SALES</b>						<b>\$1,050.00</b>
<i>Children 6 Years Old and Younger Eat FREE</i>						
<i>Adults and Children Over 6, Pay Full Price</i>						
<b>Each Ticket Sold Will Entered in the Door Prize Drawing</b>						



# SPECIAL FUNCTION DETAIL

UNIT NAME: ETSU  
UNIT NUMBER: 1848

SERVICE DATE: \_\_\_\_\_  
REFERENCE NUMBER  
11419

## SERVICE INFORMATION

Day \_\_\_\_\_ Date \_\_\_\_\_  
Time 2pm  
Approx. No. 500 Guarantee \_\_\_\_\_  
Type of Service \_\_\_\_\_  
Person Placing Order \_\_\_\_\_  
Date Order Placed \_\_\_\_\_  
Phone Number \_\_\_\_\_

## BILLING INFORMATION

Function Title \_\_\_\_\_  
Company Name Staff Senate  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Attn: 2-60800

Actual Number Served \_\_\_\_\_  
Number Charged for \_\_\_\_\_  
Price per Person \_\_\_\_\_ Tax \_\_\_\_\_  
Other Charge \_\_\_\_\_  
Total Due \_\_\_\_\_  
Tax Exempt Number \_\_\_\_\_  
Purchase Order Number \_\_\_\_\_

## Special Instructions

Amphitheater  
Cave Patio  
Gas Grill

Confirmation Sent: \_\_\_\_\_

Linen Color \_\_\_\_\_  
Placemats \_\_\_\_\_  
Candle Holders \_\_\_\_\_  
Paper Plates \_\_\_\_\_  
Napkin Color \_\_\_\_\_  
Paper Nap. \_\_\_\_\_  
Plastic Utin. \_\_\_\_\_  
Paper Cups \_\_\_\_\_

## - MENU -

500 Raw Hotdogs, Buns  
500 Raw Hamburgers, Buns  
Eqal. Chili  
Mayo, Mustard, Ketchup, Salt and pepper  
Lettuce, Tomato, Onion, Pickles, Cheese  
Plates, Napkins, Plastic ware

Total 1000.00

Lemonade  
Tea + Coke - donated

INVOICE NUMBER: \_\_\_\_\_

### DISTRIBUTION:

1. WHITE COPY — ATTACH TO CUSTOMER'S INVOICE
2. YELLOW COPY — UNIT FILE/WITH INVOICE
3. PINK COPY — CLIENT'S FOLDER
4. GOLD COPY — CATERING SUPERVISOR

### RECEIPT OF SERVICES

SIGNATURE OF PERSON RECEIVING SERVICES \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF PERSON APPROVING SERVICES \_\_\_\_\_ DATE \_\_\_\_\_

Steve 9-7441

Potato Chips	20 lbs	79.80	
Baked Beans	96 lbs	47.78	
Fruit Salad	90 lbs	102.20	
Cole Slaw	<del>88</del> 84 lbs	102.78	
		<u>332.56</u>	

Petite Brownies \$2.31 doz. X <sup>240 brownies</sup> 20 = 46.20

Apple Pie 20 pies x \$6.76 <sup>160 slices</sup> 135.20 8 slices per pie

Carrot Cake 15 cakes x \$7.14 <sup>240 slices</sup> 107.10 16 slices per ca

~~Cheese Cake~~ 15 pies 17.16 <sup>180 slices</sup> 257.40 12 slices per p.

~~Lemon Meringue Pie~~ 15 pies 8.19 <sup>120 slices</sup> 122.85 8 slices per pi

700 slices 668.75  
plus 240 Brownies

332.56  
668.75  
1,001.31

Cherry Pie  
Cookies



# SPECIAL FUNCTION DETAIL

UNIT NAME: ETSUUNIT NUMBER: 1848

SERVICE DATE: \_\_\_\_\_

REFERENCE NUMBER

11419

## SERVICE INFORMATION

Day \_\_\_\_\_ Date \_\_\_\_\_

Time 2pmApprox. No. 500 Guarantee \_\_\_\_\_

Type of Service \_\_\_\_\_

Person Placing Order \_\_\_\_\_

Date Order Placed \_\_\_\_\_

Phone Number \_\_\_\_\_

## BILLING INFORMATION

Function Title \_\_\_\_\_

Company Name staff donate

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Attn: 2-60800

Actual Number Served \_\_\_\_\_

Number Charged for \_\_\_\_\_

Price per Person \_\_\_\_\_ Tax \_\_\_\_\_

Other Charge \_\_\_\_\_

Total Due \_\_\_\_\_

Tax Exempt Number \_\_\_\_\_

Purchase Order Number \_\_\_\_\_

## Special Instructions

Amphitheatre  
Cave Patio

Confirmation Sent: \_\_\_\_\_

Linen Color \_\_\_\_\_

Placemats \_\_\_\_\_

Candle Holders \_\_\_\_\_

Paper Plates \_\_\_\_\_

Napkin Color \_\_\_\_\_

Paper Nap. \_\_\_\_\_

Plastic Utin. \_\_\_\_\_

Paper Cups \_\_\_\_\_

- MENU - 20/65

Potato Chips 10lb 39.90

2x Baked Beans 48lb 23.89

2x fruit Salad 45lb 51.10

~~2x Pasta Salad 20lb 25.31~~

3x Cole Slaw 28lb 34.26

3x Corn on the cob 8lb 30.87

Petite Brownies 45 doz 103.95  $2.31 \text{ doz.}$ 5 slices Apple Pie 31 pies 209.56  $6.75 \text{ per Pie} \div 8 = 0.85$ 5 slices Carrot Cake 31 pies 221.27  $7.14 \text{ per Cake} \div 16 = 0.45$ 5 slices ~~Cheese~~ Cake 31 pies ~~531.89~~  $17.16 \text{ per cake} \div 12 = 1.43$ 5 slices ~~Lemon Meringue~~ Pie 31 pies ~~253.88~~  $8.19 \text{ per Pie} \div 8 = 1.02$ 

Potato Salad 1 gal \$10.00 serves 20

INVOICE NUMBER: \_\_\_\_\_

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SIGNATURE OF PERSON APPROVING SERVICES \_\_\_\_\_ DATE \_\_\_\_\_

# STAFF SENATE PICNIC

	Sold by Unit	Price per Unit	Unit Serves	Units Needed	Serves	Cost per Item
Potato Salad	Gallon	\$9.00	30	17	510	\$153.00
Baked Beans	48 lbs	\$23.89	250	2	500	\$47.78
Potato Chips	10 lbs.	\$39.90	250	2	500	\$79.80
Fresh Fruit Salad	45 lbs.	\$51.10	250	2	500	\$102.20
Cole Slaw	28 lbs.	\$34.26	167	3	501	\$102.78
Brownies (Petite)	Doz.	\$2.31	12	20	240	\$46.20
Cookies (Small)	Doz.	\$1.49	12	25	300	\$37.25
Carrot Cake	Cake	\$7.14	12	15	180	\$107.10
Apple Pie	Pie	\$6.76	8	20	160	\$135.20
Cherry Pie	Pie	\$6.76	8	20	160	\$135.20
<b>TOTAL COST</b>						<b>\$946.51</b>
<b>Cost per Person</b>						<b>\$1.89</b>
<b>ESTIMATED TICKET SALES</b>						
				Tickets Sold	Price	TOTALS
<b>PRE-TICKET SALES</b>				300	\$2.50	\$750.00
<b>DAY OF THE EVENT</b>				100	\$3.00	\$300.00
<b>TOTAL FOR ALL SALES</b>						<b>\$1,050.00</b>
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<i>Adults and Children Over 6, Pay Full Price</i>						
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