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7-8-2002

### 2002 July 8 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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# EAST TENNESSEE STATE UNIVERSITY

## STAFF SENATE

AGENDA

July 8, 2002

1. Call to Order
2. Guest: Ms. Lisa Moffitt – TSEA Representative
3. Approval of Meeting Minutes – June 3, 2002
4. Treasurer Report #3,000    \$2500-                        \$58.20 -Shirts  
    \$7000 - Staff Award
5. Committee Reports
  - A. Staff Development and Evaluations - no report
  - B. Staff Concerns and Grievances - no report
  - C. Committee on Committee
  - D. Elections - process - made copies of ballot - campus mail - Thursday -
6. Old Business
  - A. Picnic Committee Report
  - B. Blood Drive Committee Report
7. New Business
  - A. New Financial Procedures

Next Meeting - Monday, August 12, 2002

EAST TENNESSEE STATE UNIVERSITY

Staff Senate

Minutes

July 8, 2002

PRESENT: Constance Alexander, Carolyn Bond, Bonnie Burchett, Eric Crigger, Tim Dills, JoAnn Fitzgerald, Linda Fore, Charles Forrester, Betty Grice, Steve Honaker, Carolyn Hopson, Jane Jones, Terry Nelson, Betty Ann Proffitt, Kathy Smith, Sue Taylor, Kathy Thacker, and Carla Warner.

ABSENT: Sharon Chandler, Kim Denton (excused), Mary Duncan, Debbie Fanning (excused), Judy Harrell, Donna Hauk, Karen Hughes (excused), David Jones (excused), Mary Jordan (excused), Billie Lancaster (excused), Judy Lawson, Chris Loveday, Pam Murray (excused), Pat Myrick (excused), Cindy Proffitt (excused), Sue Speer (excused), Andre Stevens, Reed Sturdivant, and Shirley White.

GUEST: Dr. Wayne Andrews

Lisa Moffitt, Tennessee State Employees Association

- I. President Hopson called the meeting to order at 2:30 p.m.
- II. President Hopson welcomed senators and Ms Moffitt who gave an overview of the Tennessee legislative happenings for the 2002-2003 budget. President Hopson thanked the Ms. Moffitt for her presentation.
- III. A motion was made by Tim Dills and seconded by Terry Nelson to approve the June 3, 2002 minutes. Motion carried.
- IV. Treasurer Charles Forrester presented the treasurer's report with a balance in the operating account of \$3,000 for the 2002 – 2003 fiscal year. A final report for 2001 – 2002 will be forth coming when the fiscal year is closed out and final reports received.
- V. Committee Reports
  - A. Staff Development and Evaluations Committee – No Report.
  - B. Staff Concerns & Grievances – No Report.
  - C. Committee on Committees – No Report.
  - D. Election Committee – Carla Warner reported that ballots will be mailed out in a few days.
- VI. Old Business
  - A. Picnic Committee – Steve Honaker issued a special thanks to Charles Forrester, Terry Nelson, David Jones and his staff for their hard work during the staff picnic. Feedback received indicated very positive comments about the picnic being catered. Charles Forrester reported that 390 people paid and staff senate supplemented only \$52.00 toward the picnic. It was noted that few employees from the physical plant attended. Some employees had indicated they did not attend because they had a problem with buying a ticket. Other employees did not want to eat but did want to attend for the door prizes. Steve and Charles recommended that ETSU administration fund an additional amount of approximately \$1,000.00 for next year's picnic so that everyone might attend without buying a ticket. It was also recommended that the menu consider food for vegetarians. It was also discussed moving the time frame up closer to lunch time but not so early as to exclude second shift employees from attending.

Dr. Andrews agreed it would be great if ETSU could pay the additional funds but is not sure it is feasible from a budgetary standpoint. He encouraged continuing to cater the picnic and selling tickets for food but not for door prizes. He indicated that this year had been a learning experience in which to make next years picnic better.

President Hopson felt the picnic was a success and thanked the picnic committee, door prize committee, and everyone who had worked during the picnic to make it successful.
  - B. President Hopson thanked the awards selection committee for their efforts. Committee members came to meetings well prepared and worked very hard allowing the process to go smoothly.

- C. Kathy Smith reported that the blood drive resulted in 58 units being collected with a goal of 60 units. It was noted that Cindy Proffitt worked especially hard during the drive.
- D. Bonnie Burchett reported that Human Resources is offering some great programs in supervisory training. If Senators have topics they are interested in contact Chris Carter in Human Resources.
- E. Dr. Andrews addressed questions concerning the state shutdown. ETSU is waiting on definitive information from TBR that is expected to indicate that use of annual leave during the shutdown would not be required. It is also believed that compensatory time would be given to employees who worked and that longevity would not be affected. Tentative information also indicates a 2% salary increase for higher education employees that would be effective January 1, 2003.
- F. The next meeting will be August 12, 2002.

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

Respectfully submitted,  
Sue Taylor, Secretary

# East Tennessee State University

## Financial Procedures

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FP - 19

### TELECOMMUNICATIONS POLICY

Contents:

I. LONG DISTANCE TELEPHONE CALLS

II. CREDIT CARDS

III. CELLULAR TELEPHONES

IV. PRIVATE RESIDENCES

V. REQUEST FOR SERVICES

LINKS TO EXHIBITS

#### I. LONG DISTANCE TELEPHONE CALLS

ETSU communication facilities are provided for University business purposes. Personal use of these facilities should be limited to emergencies only and must be approved by the budgetary unit head for each departmental account. Only University business related calls and faxes are chargeable to University accounts. Any personal long distance calls on ETSU phones must be reimbursed to the University.

Employees who have a need to make personal long distance calls are encouraged to use a personal calling card. Employees may receive a Qwest card through ETSU. The ETSU phones have been programmed to make the use of the Qwest card convenient. Employees only need to dial "5" and they will be connected to the Qwest network.

The budgetary unit head is responsible for controlling personal use of ETSU communication facilities for their unit as well as ensuring that all employees in the unit are aware of this policy. They are also responsible for reviewing the monthly billable Calls Reports for accuracy to determine compliance with this policy.

Employees must report and reimburse the University for all personal calls billed to the university on the Billable Calls Report. Reimbursement shall be made at the Cashier's window in the Office of the Comptroller and will include the cost of the call(s) plus state tax. **No exceptions shall be made to this requirement.**

#### II. CREDIT CARDS

By the nature of the job assignment some University employees and budgetary unit heads need ETSU telephone credit cards. Request for these cards, with approval of the Vice President for the Division or designee (except when the individual reports to the President), should be submitted to Telecommunications. The card will be issued against the budget account to which the employee is assigned or the budget account designated by the budgetary unit head.

Actual Usage – No Fixed Monthly Fees
Employee must reimburse actual costs incurred through personal use of services as indicated on the billing.
Fixed Monthly Base Fee – All Usage is Pay-As-You-Go
Employee must reimburse actual costs incurred through personal use of services as indicated on the billing.
Fixed Monthly Base Fee That Includes A Specified Amount of Usage – Actual Usage Above Allowance is Pay-As-You-Go
If amount of service plan usage allowance is NOT exceeded, no reimbursement is required. If amount of service plan usage allowance IS exceeded, reimbursement is equal to the total amount of the bill less the total amount of the bill had there been no personal usage.

#### IV. PRIVATE RESIDENCES

By nature of the position, some budgetary unit heads need state-owned telephones in private residences. These state-owned telephones will be issued and installed upon written request with documented justification to Telecommunications from the budgetary unit head and approval of the President. These telephones will be charged to the budget account to which the employee is assigned or the budget account designated by the budgetary unit head.

Only University business related calls are chargeable to the state owned telephones. Personal usage is discouraged; however, should the personal usage be unavoidable any cost related to the call will be reimbursed to the University.

It is the responsibility of each employee to identify personal calls on the Miscellaneous Detail Reports and reimburse the University at the Cashiers' windows in the Office of the Comptroller. This reimbursement will include the cost of the call(s) plus state tax. The Miscellaneous Detail Reports will be distributed to all employees with state owned telephones in private residences by the budgetary unit head or their designee.

Telecommunications will maintain a list of all employees issued state-owned telephones. The list will have the name of the employee, the address of the residence, the location of the telephone in the residence, the date of installation, and the budget account to be charged. It is the responsibility of the budgetary unit head to notify Telecommunications of terminations, retirements, or reassignments to another budget account.

#### V. REQUEST FOR SERVICES

University departments may request telecommunications services using the "Telecommunications Requisition Form" available for the Office of Telecommunications. This form covers the addition of a telephone, the move of a telephone, or the change in software features on the instrument.

The "Telecommunications Requisition" must be properly completed and signed by the department head and dean/director before it will be processed by the Office of Telecommunications. Requisitions without proper signatures will be returned.

The Director of Budget must sign the requisition if additional monies will be used (adding a telephone, change in software, etc). The cost for various services are shown in Exhibit 19.B.

Voice Mail request may be initiated via a departmental memo listing the user's name and telephone number.

All questions concerning the requisition of services should be directed to extension 94281.

### **LINKS TO EXHIBITS AND FORMS**

[Exhibit 19 A - Sample Memorandum of Understanding - Telephone Calling Cards](#)

[Exhibit 19 B - Telecommunications Service Charges](#)

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Original effective date: April 1, 1992  
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