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2002 November 11 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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EAST TENNESSEE STATE UNIVERSITY STAFF SENATE

AGENDA November 11, 2002

1. Call to Order
 2. Guest: Carl Dury & Mark Bragg - Exchange Email and Calendar Migration
 3. Approval of Meeting Minutes – October 14, 2002
 4. Treasurer Report
 5. Committee Reports
 - a. Staff Development and Evaluations
 - b. Staff Concerns and Grievances
 - c. Committee on Committees
 - d. Elections
 - e. Thanksgiving Basket Committee
 6. Old Business
 - a. Physical Plant Suggestion Box now belongs to Physical Plant
 7. New Business
 - a. Agenda Suggestions Sheet
- Announcements

Next Meeting – Monday, December 9, 2002 in the Forum.

EAST TENNESSEE STATE UNIVERSITY

Staff Senate

Minutes

November 11, 2002

PRESENT: Constance Alexander, Carolyn Bond, Bonnie Burchett, Sharon Chandler, Eric Crigger, Kim Denton, Tim Dills, Corintha Duncan, Mary Duncan, JoAnn Fitzgerald, Charles Forrester, Betty Grice, Judy Harrell, Steve Honaker, Suzy Hooven, Carolyn Hopson, Karen Hughes, David Jones, Jane Jones, Billie Lancaster, Judy Lawson, Chris Loveday, Bobbie Lewis, Pat Myrick, Terry Nelson, Judy Oaks, BettyAnn Proffitt, Kathy Smith, Andre Stevens, Reed Sturdivant, Valerie Swartz, Kathy Thacker, and Carla Warner.

ABSENT: Renee Couch (excused), Debbie Fanning (excused), Linda Fore (excused), Clifford Hudson (excused), Mary Jordan (excused), Cindy Proffitt, Sue Speer, Sue Taylor (excused), and Shirley White (excused).


- I. President Thacker called the meeting to order at 2:30 p.m. and welcomed senators.**
- II. President Thacker introduced Mark Bragg, who discussed the exchange email and calendar migration. Mr. Bragg discussed present problems such as: multiple servers, multiple email protocols, multiple email clients, remote email setup difficult, support and training. He also mentioned ETSU's future plans such as: a single server, two email protocols (Outlook/MAPI and Web Browser/OWA), standards (to make it simpler and easier), single email clients, calendar client integrated, remote email simplified, support, training, additional features, group functionality, security, and concerns expressed. The Migration Plans include: migration process to MAPI, training, new computers, outside vendor assisting, ETSU (OIT) will contact other colleges/schools/departments to schedule the migration process.**
- III. Senator Kathy Smith made a motion to approve the October 14, 2002 minutes. Senator Karen Hughes seconded the motion. Motion carried.**
- IV. Treasurer Charles Forrester presented the treasurer's report with the operating account having a balance of \$2,758.20. The staff awards account has a balance of \$7,000. Thanksgiving Basket Fund now has a balance of \$495.00 and Staff Senate Shirt account has \$91.02 balance.**
- V. Committee Reports**
 - A. Staff Development and Evaluations Committee – Thanked the committee and they will set up a meeting soon.**
 - B. Staff Concerns & Grievances – No Report.**
 - C. Committee on Committees – No Report.**
 - D. Elections Committee – No Report.**
 - E. Thanksgiving Basket Committee – Senator Myrick started a sign up sheet for senators to donate two hours of their time to help with the collecting/sorting the food. Inland Containers has donated 100 boxes and they are already glued. They will be picked up tomorrow. Dr. Kerley will get three to four faculty members to help out with this project. We will call White's Food Store Thursday 21st with the number of turkeys that we will need. The University School student organization, Chi Sigma Chi, will donate their student's time to help out with the sorting food items. If you know of families that is in need email Senator Myrick with that information. If you have questions after November 14th give Senator Kathy**

Smith a call at 9-4211. Haven of Mercy was recommended to receive food if there is excess left.

- VI. Old Business – The Physical Plant suggestion box has been resolved.
- VII. New Business – What would you like to suggest for future staff senate meetings? The following was areas of suggestions: Feedback on Reorganization Committee, Staff Development Center and the Veterans Affairs is planning a memorial for veterans.
- VIII. The next meeting is scheduled for December 9, 2002 in the Forum Room of the Culp Center.
- IX. Meeting was adjourned at 3:22 p.m.

Respectfully submitted - BettyAnn Proffitt, Secretary

Carolyn Bond

om
To: Pat Myrick [myrick@ACCESS.ETSU.EDU]
Tuesday, October 15, 2002 8:46 AM
Betty Ann Proffit; Betty Grice; Carolyn Bond; Charles Forrester; Chris Loveday; Corintha Duncan; Judy Oaks; Kathy Smith; Kathy Thacker; Officer Clifford Hudson; Steve Honaker; Suzy Hooven
Subject: Thanksgiving Basket Committee
Importance: High

HUGE thanks to each of you for your availability and willingness to participate in this wonderful event! The Thanksgiving Basket Committee will meet on this Thursday, October 17 in the Human Resources Conference Room (rm 306-A) located on the third floor of Dossett Hall, beginning at 10:00 am. We will receive final confirmations of our drop-off/pick-up points, establish dates and locations for various activities including pick-ups and deliveries.

Additionally, Officer Hudson is contacting the coordinator for the Chi Sigma Chi Honors students at University School on our behalf. I have asked that (1)the high schoolers spearhead the campus-wide mailing effort, and (2) be available to help with packing the boxes and trucks/cars on the day of distribution. We will (hopefully) have the labels by Thursday.

Kudoes to our illustrious President for the delivery of one-half of the aper we need for this mailing! Thanks, Kathy! Hope to see each of you is Thursday!

Pat W. Myrick

Carolyn Bond

From: Pat Myrick [myrick@ACCESS.ETSU.EDU]
Sent: Tuesday, October 22, 2002 9:32 AM
To: Suzy Hooven; Steve Honaker; Officer Clifford Hudson; Kathy Thacker; Kathy Smith; Judy Oaks; Corintha Duncan; Chris Loveday; Charles Forrester; Carolyn Bond; Betty Grice; Betty Ann Proffit
Subject: MEETING ANNOUNCEMENT
Importance: High

The Thanksgiving Basket Committee meeting previously scheduled for today has been RESCHEDULED. We will not meet today.

The meeting is currently scheduled for next Tuesday, October 29, 2002 from 1:00 -2:00 in the 2nd floor multipurpose room, at the Center for Physical Activity (CPA). I am hopeful that this schedule will allow most of the committee members to attend. In the meanwhile allow me to offer each of you and update....

Linda Bearfield (University School) and the Chi Sigma Chi group have volunteered to not only fold and affix labels to the campus mail, but they will do the copying as well.

Per Steve, Mr. Wilson has approved the use of the CPA Equipment Room as a drop-off/pick-up location . The CPA has additionally been added to the list as a student donation area. Steve Honaker will be the contact person.
(Thanks, Steve!)

Mr. Charles Harvey has verbally agreed to pick-up large boxes from campus locations and deliver them to the CPA Equipment room. He asks that I send over a work order with an account number. I will do a workorder and memo, but I feel that under the circumstances, an account number should not be issued (for charges) since this is a benevolent / campus-wide event. I will take the work order to the Physical Plant to meet with Mr. Rasnick to explain what we are doing. Wish me luck!

Kathy Smith and I will finalize the list and memo for Dr. Stanton to sign in the meanwhile.

Hope to see everyone next Tuesday!

Pat W. Myrick, CIP, CCRP
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Sponsored Programs
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FAX 423/232-5650
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MEMORANDUM

TO: Kristi Smith, Sherry Renfro, Kathy Martin, Shirley White, Steve Honaker, Kathi Lecroy-Smith, Lisa Blackburn, Cathy Chapman, Corintha Duncan, Kathy Smith, Linda Greenwell, Cathy McGinnis, Trillis McKee, Kim Blevins, Betty Grice, Patty Marlow, Karen Hughes, Dru Smith, Harriett Masters, Terry Nelson, Kim Denton, Debbie Bays, Sarah Wilson, Carolyn Hopson, Rana Jones, Sue Taylor, Betty Ann Proffitt, Judi Taylor, Janice Brigman, Maria Costa, Jeff Burleson, Judy Oaks, Mary Duncan, Judy Lawson, Carolyn Bond and Cathy Salyer

FROM: Pat Myrick, Betty Ann Proffitt, Judy Oaks

SUBJECT: Collecting Thanksgiving Food Donations

DATE: November 6, 2002

We would like to thank each of you for your help with collecting food for this year's Thanksgiving Food Drive. The **donated foods will be accepted** at the equipment room in the Center for Physical Activity (CPA) located on the west end of camp near the intramural fields on **Thursday, November 21 and Friday November 22. *Please make every effort to insure that someone in your drop-off area will be available to deliver the food items to the CPA.*** If you need assistance in getting the foods to the CPA, please call one of us at 9-4430 (Betty Ann Proffitt), 9-6809 (Judy Oaks), 9-7988 (Steve Honaker) or 439-6134 (Pat myrick) to make arrangements to have the items picked up.

If you need assistance between Friday, November 15 and Thursday, November 21, please contact Kathy Smith in the Office of the President by calling 9-4211.

Thanks again for all your help!

HAPPY THANKSGIVING!



Thanksgiving Food Drive

Sponsored by: Staff Senate and Faculty Senate

Thank you for helping to make this holiday an enjoyable one!

Building	Room	Name
Alexander Hall (University School)	110	Kristi Smith
Ball Hall (Art Building)	201	Sherry Renfro
Brooks Gym (Memorial Hall)	206	Kathy Martin
Brown Hall	473	Shirley White
Center for Physical Activity	Lobby	Steve Honaker
College of Medicine (Campus)	211	Kathi Lecroy-Smith
Culp Center	2 nd floor	Lisa Blackburn
Dossett Hall	Basement	Cathy Chapman
Dossett Hall	1 st floor	Corintha Duncan
Dossett Hall (Second Floor)	206	Kathy Smith
Dossett Hall (Third Floor)	309	Linda Greenwell
Gilbreath Hall	213	Cathy McGinnis
Hutcheson Hall	102	Trillis McKee
Lamb Hall (Nursing)	360	Kim Blevins
Lamb Hall (Public & Allied Health)	104	Betty Grice
Mathes Hall	017	Patty Marlow
Mini Dome (East Side)	E30	Karen Hughes
Nave Center	145	Dru Smith
Panhellenic Hall	Suite 2 (basement)	Harriett Masters
Physical Plant	HVAC Shop	Terry Nelson
Public Safety	Lobby	Kim Denton
Rogers-Stout Hall	308	Debbie Bays
Sam Wilson Hall	213	Sarah Wilson
VA Building #1	243	Carolyn Hopson
VA Building #2	216	Rana Jones
VA Building #178	Lobby	Sue Taylor
Warf-Pickel Hall	319	Betty Ann Proffitt
Wilson Wallis Hall	213	Judi Taylor
Yoakley Hall	100	Janice Brigman
	1 st floor entrance-	Maria Costa; Basement floor - Jeff Burleson
Tree Streets	Continuing Studies	Judy Oaks
	Graduate School -	Mary Duncan / Judy Lawson
Library	226	Carolyn Bond

Please donate the following items:

Evaporated / Powdered Milk

Green Beans

Corn

Peas

Cranberry Sauce

Boxed Desserts

Sweet Potatoes

5 lb. Bag White Potatoes

SORRY - No home-canned foods can be accepted

Deadline for donations is

Monday, November 18, 2002.

Monetary donations will be used to purchase meat and other fresh food items for the food baskets.

Please mail checks (made payable to ETSU) to Charles Forrester, Box 70611

Staff Senate Treasurer, or stop by the ID Systems window located on the 2nd floor of the D.P. Culp University Center