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Staff Senate Agendas and Minutes

Agendas and Minutes

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3-10-2003

### 2003 March 10 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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# EAST TENNESSEE STATE UNIVERSITY STAFF SENATE

## AGENDA March 10, 2003

1. Call to Order
2. Guest:
  - a. Dale Neuman –Senator in SGA
  - b. Mr. Chris Carter, Human Resources Training Coordinator.
3. Approval of Meeting Minutes – February 10, 2003
4. Treasurer Report
5. Committee Reports
  - a. Staff Development and Evaluations - Kathy Smith, Chair-
  - b. Staff Concerns and Grievances - Karen Hughes, Chair - *no report*
  - c. Committee on Committees - Bobbie Lewis, Chair -
  - d. Elections - Tim Dills, Chair - *no report*
  - e. Picnic Committee-Corintha Duncan & Steve Honaker, Co Chairs -
  - f. Blood Drive Committee – Betty Grice, Chair *June 10th - Blood Drive*
6. Old Business
  - a. Submitted the Educational Rewards Recommendation to Mr. Bill Coleman
7. New Business

### Announcements

Please use the survey to submit your proposal or suggestion.

<http://www.etsu.edu/president/survey/>

**Next Meeting – Monday, April 14 in the Forum**

**EAST TENNESSEE STATE UNIVERSITY**  
**Staff Senate Minutes**  
**March 10, 2003**

**PRESENT:** Carolyn Bond, Bonnie Burchett, Sharon Chandler, Renee Couch, Eric Crigger, Tim Dills, Mary Duncan, JoAnn Fitzgerald, Linda Fore, Steve Honaker, Carolyn Hopson, Karen Hughes, Jane Jones, Judy Lawson, Chris Loveday, Patricia Markland, Judy Oaks, BettyAnn Proffitt, Kathy Smith, Andre Stevens, Kathy Thacker, Carla Warner.

**ABSENT:** Constance Alexander, Kim Denton, Coriatha Duncan, Debbie Fanning (excused), Charles Forrester (excused), Betty Grice (excused), Suzy Hooven, Clifford Hudson, David Jones (excused), Pat Myrick (excused), Mary Jordan, Billie Lancaster (excused), Bobbie Lewis, Terry Nelson, Sue Speer (sick leave), Reed Sturdivant, Valerie Swartz, and Shirley White (excused).

1. President Thacker called the meeting to order at 2:30 p.m. and welcomed senators.

2. Guest:

a. Dale Neuman, Senator from the Student Government Association (SGA) wants the staff senate's approval for a resolution for a wall in order to support our troops in Iraq. This resolution is not in support for or against the war. It is just to let the community/families know that we support their loved ones while they are away during the potential war. Presently there are 12-14 students and four staff and faculty members who have been called into active duty and others are waiting to be called. This is to let these folks know that we are standing behind them. This includes Upper East Tennessee and Southwest Virginia. The cost is unknown at this time until a committee can assemble and decide upon what is to be decided. The cost could come from 606 funds, physical plant, art department and other ETSU resources and outside funding is a possibility. Discussion took place and it was decided to wait to see if it is passed at the student and faculty level when more facts are known as to the cost etc.

b. Chris Carter, Human Resources Training Coordinator. Mr. Carter passed out the new "Employee Development Center (EDC)" Newsletter and functions, objections and the location of the new EDC.

- E207/209 Mini-dome (expansion soon) – see handout

- Managed by Training Coordinator (Chris Carter) and one GA (20 hours/wk) (Kristen Carter)

- Operated by Office of Human Resources

- Website: <http://www.etsu.edu/edc> Please use this site for useful information such as class schedules and check on your status leading toward the LEAD certification. This Leadership: Excellence and Achievement through Development (LEAD) Program was established to assist university employees in developing their skills in supervision and leadership. A reception with university administrators will be conducted twice a year to honor those obtaining the LEAD certification. If you have suggestions please email us, also we will be adding to the list of classes. We are operating at little or no additional cost, we have the following people who help with our classes: staff, alumnus, and Employee Assistance Program (state supported EAP).

Our mission includes:

1. Improve individual and organizational performance

2. Reduce employee turnover

3. Enhance workplace harmony and communication

4. Enhance overall well-being of employees

Our objection (summary) is to function as a clearinghouse for marketing, conducting, coordinating, recording, and evaluating employee training and development programs.

Initial Objectives 1. Implementing a new certification program for supervisors

–LEAD Certification –Working with OIT on a technology training plan for staff.

2. Creating an electronic training tracking system to document individual employee training records and produce transcripts.

3. Expanding the number and variety of courses sponsored and co-sponsored by the Office of Human Resources.

4. Other Current Issues is to:

How to Communicate/Advertise Courses? It was determined that mass email was the best way.

Expansion Proposal, Present to Senior Staff, Suggestions for Training Courses?, Partnerships – Who and How?

3. Senator Sharon Chandler made a motion to approve the February 10th minutes. Senator Karen Hughes seconded the motion. Motion carried.
4. Treasurer – No Report.
5. Committee Reports
  - A. Staff Development and Evaluations Committee - Kathy Smith–We met on February 20<sup>th</sup>. There were grammatical errors in the handbook on the website those have already been corrected. We also suggested that Chris Carter from the Employee Development Center come and speak to the Staff Senate (which took place today).
  - B. Staff Concerns & Grievances - Karen Hughes–No Activity to Report.
  - C. Committee on Committees - Bobbie Lewis–No Activity to Report.
  - D. Elections Committee - Tim Dills–No Activity to Report.
  - E. Picnic Committee – Corintha Duncan and Steve Honaker. Senator Honaker said that we plan on meeting after today’s meeting and he suggested that Senator Dr. Jane Jones and Senator Dills join them.
  - F. Blood Drive Committee – Betty Grice, Chair – The blood drive will take place on Tuesday, June 10<sup>th</sup>.
6. Old Business – President Thacker submitted the Staff Concerns & Grievances recommendation on educational rewards to Mr. Bill Coleman who plans on taking the recommendation to President Stanton.
7. New Business – Senator Tim Dills passed out a resolution and it reads as follows:

## RESOLUTION

WHEREAS, the East Tennessee State University Men’s Basketball Team was successful during the Southern Conference Tournament in Charleston, South Carolina, and

WHEREAS, the “Bucs” have brought wonderful exposure to our university, pride throughout our community, and a needed boost in morale on our campus,

BE IT RESOLVED:

1. That the Staff Senate of ETSU proudly salutes Coach Ed. DeChellis, his excellent assistant coaches, and the marvelous student-athletes of the Men’s Basketball team on their Southern Conference Tournament Championship, and
2. That the Staff Senate of ETSU wishes the Buccaneers great success on their upcoming appearance in the NCAA Basketball Tournament.

GO BUCS!

Sponsored by Senator Tim Dills

The resolution was discussed and Senator Steve Honaker made a motion to pass the resolution, Senator Kathy Smith seconded the motion. Motion passed.

Senator Honaker passed out a memo suggesting that we present to President Stanton letting him know that he has the full support of the Staff Senate. It was decided that the memo be made into a resolution. Senator Honaker is going to email everyone the resolution for his or her approval. Senator Bonnie Burchett made the motion that the resolution be passed on principal and Senator Tim Dills seconded. Motion passed. The resolution reads as follows:

## RESOLUTION

WHEREAS, the President of East Tennessee State University has been dealing with major budget impoundments and has been very open to the entire campus about how the senior staff is addressing this impoundment, and

**WHEREAS, the President has not only allowed but encouraged suggestions and input from the entire campus, as well as his willingness to speak to the entire campus,**

**IT RESOLVED:**

- 1. That the Staff Senate of ETSU wishes to inform Dr. Paul Stanton that we offer our support as he faces many decisions surrounding the budget and**
- 2. That the Staff Senate of ETSU pledges to Dr. Paul Stanton that we will do everything in our power to help save money where we can and to boost morale when the opportunity presents itself and**
- 3. That the Staff Senate of ETSU will keep the well-being of each student, faculty and staff first and foremost in all decisions in this time of crisis.**

**Sponsored by Senator Steve Honaker**

**President Thacker suggested that we use the following website survey to submit your proposal and suggestions on how the University can save money <http://www.etsu.edu/president/survey/>. These are being looked at and passed on to the different areas to see if it is a feasible request. Senior Staff are working as hard as they can to review all suggestions.**

**The next meeting is scheduled for April 14, 2003 in the forum room (Culp Center).**

**Meeting was adjourned at 4:00 p.m. Respectfully submitted - BettyAnn Proffitt, Secretary**

# Staff Senate

3-10-03

1. Kathy Shacker called mtg. to order

2. Guest:

A. Dale Neuman - SGA Senator

1. Resolution from SGA to build a Prayer + Support Wall for all of the groups (Students, Staff + Faculty)

2. SGA - reading of resolution on Tues. (3-11-03) - voting on it in two weeks

3. Wants to get entire campus involved

B. Chris Carter - Human Resources Training Coordinator -  
Kristen Carter - HA.

3. Approval of Minutes

4. Treasurers Report - NO report

5. Committee Reports

A. Staff Development - Kathy Smith reported about mtg.

B. Staff Concerns - NO report

C. Committee on Committees - NO report

D. Elections - NO report

E. Picnic Committee - Short mtg. afterwards with Dr. Jones + Jim Dills present.

F. Blood Drive - Date (June 10<sup>th</sup>)

## 6. Old Business

Kathy Thacker, President submitted the resolution from Staff Senate to Bill Coleman. He said that he would send it on up the ladder.

## 7. New Business:

1. Jim Dills presented a resolution concerning the Basketball win - Resolution was voted on and approved.
2. Steve Nonacker presented a letter to Dr. Stanton stating that the Staff Senate supports him in his efforts concerning the budget. To be turned into a resolution and e-mailed to all senators for approval.



**East Tennessee State University**  
Staff Senate • Box 23042 • Johnson City, Tennessee 37614

**RESOLUTION**

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**WHEREAS, the "Bucs" have brought wonderful exposure to our university, pride throughout our community, and a needed boost in morale on our campus,**

**BE IT RESOLVED:**

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**2. That the Staff Senate of ETSU wishes the Buccaneers great success on their upcoming appearance in the NCAA Basketball Tournament.**

**GO BUCS!**

**Sponsored by Senator Tim Dills**

**Approved on Monday, March 10, 2003**

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**Kathy Thacker, President of Staff Senate**

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**Betty Ann Proffitt, Secretary of Staff Senate**



# Memo

**To:** Dr. Paul Stanton, President

**From:** Staff Senate

**Date:** 3/10/2003

**Re:** Support

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We, the members of the Staff Senate would like to inform you that we stand behind you with our full support as you face many decisions surrounding the budget. We each pledge to you that we will do everything in our power to help save money where we can and to boost morale when the opportunity presents itself.

We trust that you will keep the well-being of each student, faculty and staff first and foremost in all decisions in this time of crisis.

Thank you for your continued support of the Staff Senate and you have our full support!!!

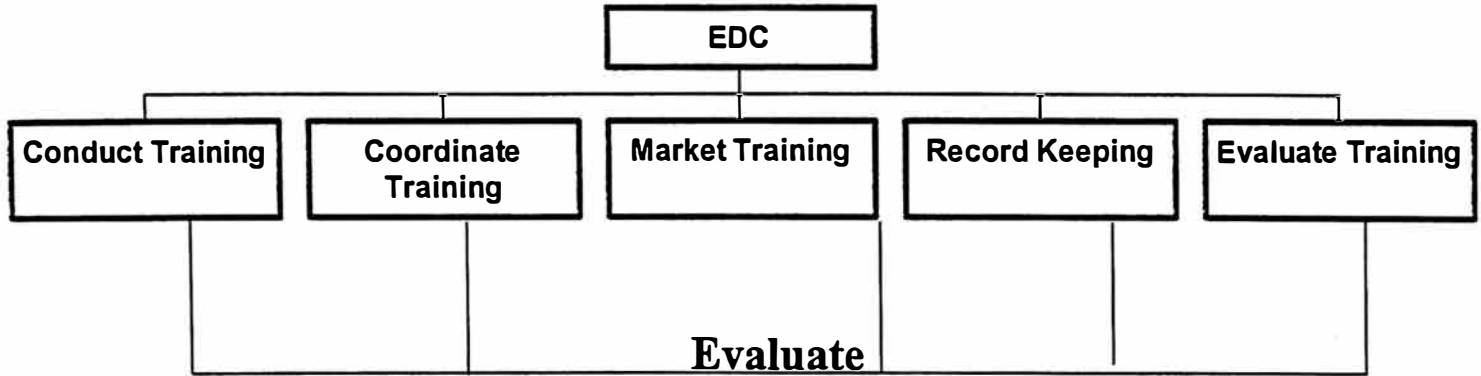


ETSU Employee Development Center  
Staff Senate  
March 10, 2003

## Functions

Act as a clearinghouse for conducting, coordinating, marketing, recording, and evaluating employee training and development programs (see diagram below)

# Employee Development Center Functions



**Conduct Training:** EDC/HR staff will continue to conduct/coordinate training programs such as Orientation, CSEP, Supervisory Training, and EAP.

**Coordinate Training:** Maintain relationships with other departments and providers to assist in designing, developing, and managing training programs.

**Market Training:** Provide central point of communication about training and development opportunities to all employees. Assist all providers in promoting their services to employees.

**Record Keeping:** Provide central point of record keeping for documenting employee training including registration, attendance, transcripts, and program evaluations.

**Evaluate Training:** Monitor and Evaluate employee training courses

**Evaluate EDC Functions:** Monitor and Evaluate the EDC and apply continuous improvement practices to all functions

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# Employee Development Center Initial Phase Objectives

## **Specific emphasis will be placed on implementing a new certification program for supervisors**

- LEAD Certification
- Working with OIT on a technology training plan for staff

## **Creating an electronic training tracking system to document individual employee training records and produce transcripts**

- Currently maintained in Access on a local PC
- Moving towards internet access for employees

## **Expanding the number and variety of courses sponsored and co-sponsored by the Office of Human Resources**

- Disability Services
- Office of Financial Aid
- Physical Plant
- EAP

## **Future Partnerships**

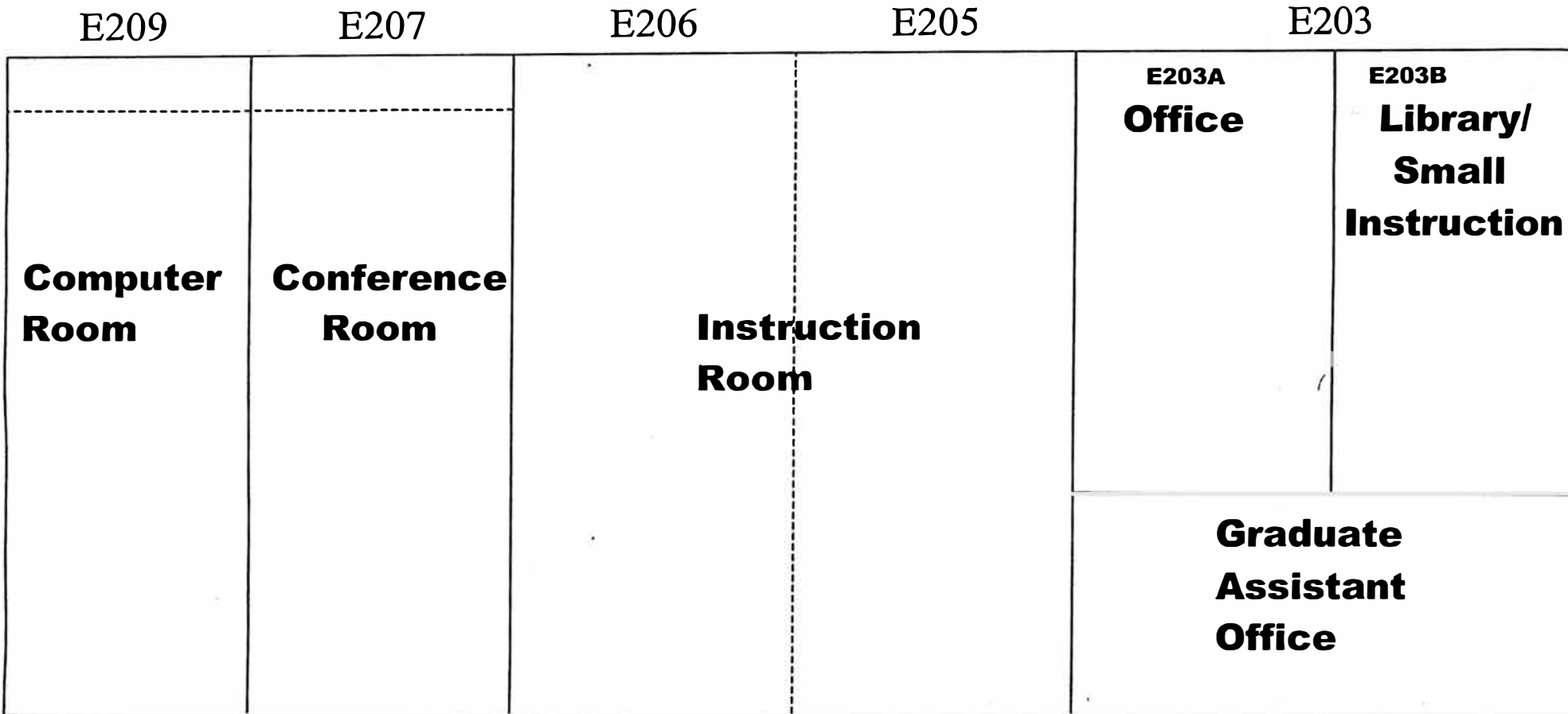
- OIT
- School of Graduate Studies
- Comptroller's Office
- Professional Development

Memorial Center  
 East Side - 2<sup>nd</sup> Floor  
 Proposal for Employee Development Center  
 Office of Human Resources

Room	Function	Needed
<b>E203A Office</b>	<ul style="list-style-type: none"> <li>• Serve as an office for Training Coordinator</li> <li>• Storage for training files</li> </ul>	<ul style="list-style-type: none"> <li>• Room Sign- <u>Training Coordinator</u></li> <li>• Paint/ - White Walls, Navy Blue Trim</li> <li>• New Carpet</li> <li>• Wall Shelves</li> <li>• 1 network connection</li> <li>• White Board/Markers</li> <li>• One Key for all of 203</li> </ul>
<b>E203B Library/Small Instruction Room</b>	<ul style="list-style-type: none"> <li>• Library containing books related to career development and other instructional tools</li> <li>• To be used for one-on-one/small group instruction and study area</li> <li>• Instructional video viewing area</li> </ul>	<ul style="list-style-type: none"> <li>• Room Sign- <u>Library/Instruction Room</u></li> <li>• Paint/ White Walls, Navy Trim</li> <li>• New Carpet</li> <li>• White Boards/ Markers</li> <li>• 2 network connections</li> </ul>
<b>E203 Graduate Assistant Office</b>	<ul style="list-style-type: none"> <li>• To serve as an office space for GA</li> <li>• To welcome all employees to the office</li> </ul>	<ul style="list-style-type: none"> <li>• Room Sign- <u>Employee Development Center, with Logo</u></li> <li>• Paint/ White Walls, Navy Trim</li> <li>• New Carpet</li> <li>• Poster Frames/ Pictures</li> <li>• Brochure Holders</li> <li>• Computer</li> <li>• Copier</li> <li>• Fax machine</li> <li>• Letter folder</li> </ul>
<b>E205-206 Large Instruction Room</b>  <b>Remove Wall Between 205 and 206 to make one large room</b>	<ul style="list-style-type: none"> <li>• Training room for soft skill classes including supervisory and related courses</li> <li>• To facilitate large group of CSEP participants</li> </ul>	<ul style="list-style-type: none"> <li>• Room Sign- <u>Employee Development Center Instruction Room,</u></li> <li>• Paint/ - White Walls, Navy Trim</li> <li>• New Carpet</li> <li>• Wooden shelves to be reinstalled-</li> <li>• White Boards/markers</li> <li>• 2 network connections</li> <li>• Separate Key</li> </ul>

<p><b>E207 HR Conference Room</b></p> <p><b>Remove Wall Between 207 and 207A to make one large room</b></p>	<ul style="list-style-type: none"> <li>• To serve as conference/meeting space for HR</li> </ul>	<ul style="list-style-type: none"> <li>• Room/Sign- Employee Development Center Conference Room</li> <li>• Paint/ White Walls, Navy Trim</li> <li>• New Carpet</li> <li>• 1 Large Table</li> <li>• Chairs</li> <li>• 1 network connection</li> <li>• 2 White Board/Markers</li> <li>• Separate Key</li> </ul>
<p><b>E209/Computer Room</b></p> <p><b>Remove Wall Between 209 and 209A</b></p>	<ul style="list-style-type: none"> <li>• To serve as a computer lab for instruction</li> <li>• 5 network connections in place</li> </ul>	<ul style="list-style-type: none"> <li>• Room Sign-EDC Computer Room, Navy Blue Sign, White Letters</li> <li>• Paint/ Carpet Cleaned</li> <li>• 5 Network Connections</li> <li>• White Boards/Markers</li> <li>• Document Stands</li> <li>• Separate Key</li> </ul>
<p><b>Exterior Additions</b></p>	<ul style="list-style-type: none"> <li>• Employee Development Center signage on front lawn</li> <li>• Signage on 3 exterior door entrances to Memorial Center, east side – 2<sup>nd</sup> floor</li> </ul>	

Memorial Center  
East Side - 2<sup>nd</sup> Floor  
Proposal for Employee Development Center  
Office of Human Resources



Front entrance from hallway

Dotted lines represent removal of walls

# EDC NEWSLETTER

February 2003

Vol. 1 No. 1



## **EAST TENNESSEE STATE UNIVERSITY EMPLOYEE DEVELOPMENT CENTER (EDC)**

The Office of Human Resources is pleased to announce the establishment of the new Employee Development Center (EDC). Located in Room E209 of the Memorial Center, the EDC is supervised by the Office of Human Resources' Training Coordinator Chris Carter, M.Ed., PHR.

The Office of Human Resources is committed to the value and necessity of employee training, education, and development in maintaining a productive workforce. Employee training and development programs improve individual and organizational performance and assist the university in achieving its overall institutional goals.

### **Mission of the Employee Development Center (EDC)**

- (1) Improve individual and organizational performance.
- (2) Reduce employee turnover.
- (3) Enhance workplace harmony and communication.
- (4) Enhance overall well-being of employees.

### **Objectives of ETSU's Employee Development Center (EDC)**

- (1) Build and refine employee knowledge and skills for effective performance of duties and responsibilities.
- (2) Provide leadership in initiating, developing, coordinating and sponsoring employee training and development activities.
- (3) Prepare employees for evolving basic technological job duties and responsibilities.
- (4) Assist employees by providing a training and education forum for self-improvement, personal wellness and work/family needs.

- (5) Create a sense of community by offering comprehensive orientation programs for new employees.
- (6) Assist employees in furthering their educational goals and career development.
- (7) Improve supervisory and leadership skills to manage employees for peak performance.
- (8) Provide adult basic education classes for employees to improve basic reading, writing, and math skills, and/or prepare for their GED certificate.
- (9) Provide consultation services and specialized training to individual departments.
- (10) Provide a training and development resource library for employee use.
- (11) Create and manage a training web site and database for training registration, tracking and transcript generation.
- (12) Provide a collaborative, cross-campus web site to centralize access to a wide range of university training information/events.

During the EDC's initial phase of operation, specific emphasis will be placed on implementing a new certification program for supervisors (see page 2); creating an electronic training tracking system to document individual employee training records and produce transcripts; and expanding the number and variety of courses sponsored and co-sponsored by the Office of Human Resources.

To learn more about the Employee Development Center, visit the EDC web site at <http://www.etsu.edu/edc>, call extension 9-6130, or visit Room E209 in the Memorial Center. We look forward to working with you.



# Learning to LEAD at ETSU!

## Leadership: Excellence and Achievement through Development

A certification in leadership and supervision is now available to all university employees through the Office of Human Resources. The LEAD Certification (Leadership: Excellence and Achievement through Development) Program was established to assist university employees in developing their skills in supervision and leadership. By obtaining LEAD certification, you demonstrate a commitment to improving and maintaining your ability to manage and lead others.

The LEAD program is a structured curriculum that includes courses on topics from a variety of subject areas. The courses are facilitated by both university administrators and off-campus professionals, and will be conducted multiple times throughout the year. The classes will be interactive sessions designed to make the most efficient use of your time.

Several training courses previously offered on campus have been incorporated into the LEAD certification including the Introduction to Supervisory Training program, now called *Supervisor Survival Skills*. Many employees have already attended this 5-part course and credit toward LEAD certification will be given to all of those employees.

To obtain LEAD certification, each employee must complete the *Supervisor Survival Skills* course plus one course from each of the four different categories. In addition to those requirements, the employee will be required to complete a short narrative describing his or her position and specifically how attending this training will assist them as leaders, including their current job duties and training needs and a proposed course schedule.

A reception with university administrators will be conducted twice a year to honor those obtaining LEAD certification.

To obtain certification, complete *Supervisor Survival Skills* plus one course from each category. Then complete additional courses as the need arises and your schedule permits.

two

## *Supervisor Survival Skills*

### **Part 1:** Leadership Training for Supervisors

- 4 Stages of Growth
- Techniques for Effective Communication
- 4 Basic Behavioral Styles
- Work Styles Inventory (DISC Style Analysis)

### **Part 2:** Supervisor's Role in the Vision, Mission, and Values of ETSU

### **Part 3:** Personnel Policies & Procedures – Leave Policies, FMLA, and other policies

### **Part 4:** Employee Grievance Procedures

### **Part 5:** Ergonomics in the Office

## *Include one course from each category*

### **IMPROVE YOURSELF**

- Time Management
- Project Management
- Business Communication
- Effective Presentation Skills
- Conducting Effective Meetings
- Employment Law
- Getting Organized
- The Power of Listening

### **IMPROVE YOUR RELATIONSHIPS**

- Managing Conflict at Work
- When Generations Collide
- Feedback With Documentation
- Setting Departmental & Organizational Goals
- Building Teams

### **IMPROVE YOUR APPROACH**

- Training New Employees
- Managing Difficult Employees
- Guidelines for Filling Vacancies
- Conducting an Effective Interview
- Conducting Performance Evaluations
- Motivating Employees
- Managing Change

### **SPECIAL TOPICS**

- Supervising Student Workers
- Supervising Graduate Assistants
- Discipline & Discharge
- University Compensation Plan
- Understanding ETSU Departmental Budgeting
- Disability Awareness: Your Role, Rights, and Responsibilities
- Worker's Compensation
- Educational Benefits
- Retirement

(Initial course listing. Courses to be revised or updated annually.)

# 2003 Spring Schedule

Training Course	Sponsor	Instructor	Date/Time/Location
Motivating Employees**	Office of Human Resources	Wayne Anderson, HR Consultant	February 4 - 9 a.m.-11 a.m. Sherrod Library, Room 309
Conducting an Effective Interview**	Office of Human Resources	Wayne Anderson	February 19 - 9 a.m.-11 a.m. Culp Center, Mtg. Room 3
Telephone Training*	Office of Human Resources	Jan Jones, Coordinator College of Medicine	February 20 - 1 p.m.-2:30 p.m. Sherrod Library, Room 309
ETSU Supervisor Survival Skills: Introduction to Supervisory Training**	Office of Human Resources	Dr. Wayne Andrews, William A. Coleman, Patsy Leach, Pete Gregg, Margaret Kellogg	February 25 & 26 8:15 a.m. - Noon Sherrod Library, Room 309
Managing Difficult Employees**	Office of Human Resources	Wayne Anderson	March 4 - 9 a.m.-11 a.m. Culp Center, Forum
Conducting Performance Evaluations**	Office of Human Resources	Wayne Anderson	March 12 - 9 a.m.-11 a.m. Sherrod Library, Room 309
What? Me Worry!	Employee Assistance Program	Margaret Kellogg, L.C.S.W., United Behavioral Health	March 24 - Noon -1 p.m. Culp Center, Mtg. Room 2
Conflict Resolution**	Employee Assistance Program & Office of Human Resources	Margaret Kellogg	March 24 - 2 p.m.-3:30 p.m. Culp Center, Mtg. Room 3
The Power of Listening**	Office of Human Resources	Chris Carter	March 25 - 10 a.m.-11 a.m. Sherrod Library, Room 309
Disability Awareness: Your Rights, Roles, and Responsibilities**	Disability Services & Office of Human Resources	Holly Yarborough, TN Protection and Advocacy Group	March 25 1 - 3 p.m. & 6 - 8 p.m. Sherrod Library, Room 309
When Generations Collide**	Office of Human Resources	Chris Carter	April 2 - 2 p.m.-3:30 p.m. Sherrod Library, Room 309
Conducting an Effective Interview**	Office of Human Resources	Wayne Anderson	April 8 - 9 a.m.-11 a.m. Culp Center, Forum
Motivating Employees**	Office of Human Resources	Wayne Anderson	April 23 - 9 a.m.-11 a.m. Culp Center, Forum
Career Skills Enhancement Program (CSEP) classes	Office of Human Resources	Chris Carter Kristen Carter, GA	M-F 10:30 a.m.-11:30 a.m. or M-W 3:45 p.m.-4:45 p.m. E209 Memorial Center
Building Coordinator Training	Physical Plant		COMING SOON
Business Grammar*	Office of Human Resources	Chris Carter	Housing Office employees only

\* Course is closed but will be offered again.

\*\* Applies to LEAD Certification

New courses are added monthly. To check the schedule or to register, please visit [www.etsu.edu/edc](http://www.etsu.edu/edc) or call Chris Carter at x96130.

If you are interested in the **LEAD** certification or would like to check your certification status, please contact Chris Carter at x96130 or visit <http://www.etsu.edu/edc>.



<http://www.etsu.edu/edc>  
Office of Human Resources  
ETSU Box 70564  
Johnson City, TN 37614-1707

*Try not to become a man of success, but rather try to become a man of value. -Albert Einstein*

## **EDC TRAINING PARTNERSHIPS**

The Office of Human Resources has been encouraged by the success of partnerships formed with various university departments. Through training partnerships we can increase the efficient use of university personnel, knowledge, funds and facilities. During the past year, our office has worked with the Physical Plant, the Office of Health and Safety, the Office of Financial Aid and the Office of Disability Services to provide co-sponsored training to the university community.

If your department would like to develop a partnership with the EDC, please contact Chris Carter at extension 9-6130. By co-sponsoring training courses, the staff of the EDC can assist your department with the planning, advertising, registration, and presentation of training. Chris can also provide train-the-trainer workshops for department personnel needing assistance with adult education techniques and presentation skills.

## **CAREER SKILLS ENHANCEMENT PROGRAM**

The **Career Skills Enhancement Program** is administered by the Office of Human Resources as part of the employee development program at East Tennessee State University. The program is designed to assist university employees in improving job and lifelong learning skills, i.e., reading, writing, math, keyboarding, computer literacy, etc. The program is open to all regular full-time and part-time employees. Employees are allowed three hours per week of class time and can join a class at any time. **Contact Chris Carter at Ext. 96130, e-mail: [carter@etsu.edu](mailto:carter@etsu.edu), or visit the Career Skills Enhancement Program home page at <http://faculty.etsu.edu/carter/>**

The EDC Newsletter is published quarterly by the Office of Human Resources. Advisor: Chris Carter, Training Coordinator; Designer: Donna Williams, Personnel Records Supervisor