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### 2003 April 15 - Staff Senate Minutes

Staff Senate, East Tennessee State University

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**EAST TENNESSEE STATE UNIVERSITY**  
**Staff Senate Minutes**  
**April 15, 2003**

**PRESENT:** Constance Alexander, Bonnie Burchett, Renee Couch, Eric Crigger, Kim Denton, Tim Dills, Debbie Fanning, Linda Fore, Charles Forrester, Betty Grice, Steve Honaker, Suzy Hooven (Kim Blevins), Carolyn Hopson, Clifford Hudson, Bobbie Lewis, Pat Myrick, Terry Nelson, Judy Oaks, BettyAnn Proffitt, Kathy Smith, Andre Stevens, Reed Sturdivant, Valerie Swartz, Kathy Thacker, and Carla Warner.

**ABSENT:** Carolyn Bond, Sharon Chandler, Corintha Duncan, Mary Duncan, JoAnn Fitzgerald, Karen Hughes (excused), David Jones (excused), Jane Jones, Mary Jordan, Billie Lancaster, Judy Lawson, Chris Loveday, Patricia Markland, Sue Speer (sick leave), Sue Taylor (excused), and Shirley White (excused).

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

2. Guest:

A: Ahaz Armstrong mentioned, I am a senior here at ETSU and I am doing an internship with Northwestern Mutual. I work with specialist that succeeds with IRA's, mutual funds, stocks and bonds, retirement and college planning. If I can help you make recommendations regarding your finances please sign the sign up form and I will be in touch with you soon. Thank you for letting me have a few minutes of your time today.

B: Mr. Bill Coleman discussed the guidelines for Reduction in Force (RIF). The policies can be found on the internet at East Tennessee State University, from the Human Resource home page using Personnel Policies and Procedures and they are PPP-63 Reduction-in-Force of Non-Tenured Employees and PPP-64 Implementation of Modified Fiscal Year Appointments. Please read both policies and if you see something that needs changed please give us a call. The final report is due to TBR this week, Developmental Studies department will be cut and 93 positions has been effected with 27-30 jobs at high risk for RIF, and 24 positions for reassignment to crucial vacancies (these are made by the Human Resource Office). All of these suggestions are subject to TBR's approval. Also we have eleven (11) Modified Fiscal Year (MODFY) appointment positions. A MODFY appointment is an alternative employment base for University non-academic personnel. Appointments of 9, 10 or 11 months based upon workload and the fluctuations in the academic calendar. No annual and/or sick leave will accrue during off months.

I am pleased to announce that we have already collected \$6000.00 for phase 1 for the veterans' memorial construction. A local artist and sculptor, Ms. Catherine Murray has volunteered to sculpture the memorial at no cost. Also, she can be seen sculpting at the monument site when the work begins. The sculptor will be 3x3x4 feet and will display a replication of the United States flag and a helmet. Also, a plaque will inscribe names of former ETSU ROTC officers and graduates who sacrificed their lives in service to their country. The memorial will be constructed in front of Memorial Hall (Brooks Gym). Completion date has been scheduled for Veterans' Day (November 11, 2003). Phase II will consist of a brick walk in the same location. Bricks will be sold to honor all ETSU students, alumni, faculty and staff who are veterans.

3. Senator Kim Denton made a motion to approve the March 10th minutes. Senator Judy Oaks seconded the motion. Motion carried.

4. Treasurer, Charles Forrester – presented the treasurer’s report with the operating account having a balance of \$2,664.74. The staff awards account has a balance of \$7,000. Staff Senate Shirt account has \$91.02 balance.
5. Committee Reports
  - A. Staff Development and Evaluations Committee - Kathy Smith– No Activity to Report.
  - B. Staff Concerns & Grievances - Karen Hughes–No Activity to Report.
  - C. Committee on Committees - Bobbie Lewis– the committee members are Senator Chandler, Senator Jones, Senator Oaks, Senator Lancaster, Senator Swartz, and Senator Dr. Warner and our meeting took place on Thursday, April 3<sup>rd</sup> for the purpose of identifying ETSU staff to serve on University Standing Committees for 2003-04. The following staff members volunteered to serve on the subsequent committees should they be selected by President Stanton: Disability Issues: Kathy Brooks, Patti Davison; Employee and Retiree Benefits: Susan Burkey, Margaret Pate, Patti Davison; ETSU Commission for Women: Kim Blevins, Dr Carla Warner; Parking, Traffic and Security: Chris Hicks, Jeannie Livingston; Safety: Joy Fulkerson, Corintha Duncan; University Wellness: Tammy Hamm, Amy Nelms; and Race Relations: Lee Brown, Diana McClay, Karen Sullivan.
  - D. Elections Committee - Tim Dills–We need to appoint a committee to discuss how the changes in combining departments effects the number of positions elected to serve on staff senate.
  - E. Picnic Committee – Corintha Duncan and Steve Honaker. Senator Honaker said that we plan on meeting briefly after today’s meeting. The picnic date has been set for June 6<sup>th</sup>. The location is to be announced. The menu has been set. During May 5<sup>th</sup> through May 30<sup>th</sup> tickets will sell for \$2.00, after June 1<sup>st</sup> tickets will sell for \$3.00 up to the picnic date. Also, vegetarian issues have been address.
  - F. Blood Drive Committee – Betty Grice, Chair – The blood drive will take place on Tuesday, June 10<sup>th</sup>. I haven’t received the promotion material from the American Red Cross but I expect to receive them later this month.
6. Old Business –none.
7. New Business –
  - a. Senator Steve Honaker passed out a memo regarding, “ETSU Army ROTC Veterans’ Memorial Construction.”
  - b. President Thacker talked about signing up for the Door Prize Committee to be used for the Staff Senate Picnic.
  - c. President Thacker mentioned that Dr. Linda Kurley from Faculty Senate has ask Staff Senate if we wanted to partner with them in visiting faculty and staff who are homebound and/or in a nursing home each month. After discussion it was decided to table the idea until President Thacker checked with Diana McClay regarding the number of staff members who are retired versus faculty retirement.
  - d. President Thacker discussed the nomination forms for the Distinguished Staff Awards and the Career Award. Also, I’ve appointed a committee to review the nominations to make those decisions.
  - e. President Thacker read thank you cards from President Paul Stanton for the resolution that was presented to him from staff senate and Bill Rasnick for Thanksgiving/Christmas baskets for physical plant employees.

The next meeting is scheduled for May 12, 2003 in the forum room (Culp Center).

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