

East Tennessee State University

## Digital Commons @ East Tennessee State University

---

Staff Senate Agendas and Minutes

Agendas and Minutes

---

7-14-2003

### 2003 July 14 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

Follow this and additional works at: <https://dc.etsu.edu/staff-senate-minutes>



Part of the [Higher Education Commons](#)

---

#### Recommended Citation

Staff Senate, East Tennessee State University, "2003 July 14 - Staff Senate Agenda and Minutes" (2003).  
*Staff Senate Agendas and Minutes*. 76.  
<https://dc.etsu.edu/staff-senate-minutes/76>

This Agendas and Minutes is brought to you for free and open access by the Agendas and Minutes at Digital Commons @ East Tennessee State University. It has been accepted for inclusion in Staff Senate Agendas and Minutes by an authorized administrator of Digital Commons @ East Tennessee State University. For more information, please contact [digilib@etsu.edu](mailto:digilib@etsu.edu).

# EAST TENNESSEE STATE UNIVERSITY STAFF SENATE

## AGENDA July 14, 2003

1. Call to Order
2. Introduction of Ruth Verhegge, University WOW Program
3. Approval of Meeting Minutes - June 9, 2003
4. Treasurer Report
5. Committee Reports
  - a. Staff Development and Evaluations - Kathy Smith, Chair
  - b. Staff Concerns and Grievances - Karen Hughes, Chair
  - c. Committee on Committees - Bobbie Lewis, Chair
  - d. Elections - Tim Dills, Chair
  - e. Blood Drive Committee – Betty Grice, Chair
6. Old Business: Feedback from Senator Betty Grice and Senator Kathy Smith regarding their visit with Faculty Senate to determine if we should join them in the effort to visit shut-ins.
7. New Business

### Announcements

Anyone that would like to give money on the flowers that was sent to Charlie Forrester please give to Steve. Kathy is out sick today. Thanks

**Next Meeting – Monday, Aug. 11 in the Forum**

**EAST TENNESSEE STATE UNIVERSITY**  
**Staff Senate Minutes**  
**July 14, 2003**

**PRESENT:** Carolyn Bond, Bonnie Burchett, Sharon Chandler, Renee Couch, Eric Crigger, Mary Duncan, Betty Grice, Steve Honaker, Suzy Hooven, Carolyn Hopson, Clifford Hudson, Karen Hughes, Jane Jones, Judy Lawson, Chris Loveday, Bobbie Lewis, Judy Oaks, BettyAnn Proffitt, Kathy Smith, Sue Speer (sick leave), Andre Stevens, Carla Warner and Dr. Wayne Andrews.

**ABSENT:** Constance Alexander (excused), Kim Denton (excused), Tim Dills (excused), Corintha Duncan, Debbie Fanning (excused), JoAnn Fitzgerald, Linda Fore (excused), Charles Forrester (excused), David Jones (excused), Mary Jordan, Billie Lancaster, Pat Myrick (excused), Terry Nelson, Kathy Smith (excused), Reed Sturdivant, Valerie Swartz, Sue Taylor (excused), Kathy Thacker (excused), and Shirley White.

1. Vice President Steve Honaker presided during President Thacker's (sick leave) absence and he called the meeting to order at 2:30 p.m. and welcomed senators.
2. Ruth Verhegge from the University WOW (well on the way) Program. WOW promotes ways to a healthier and happier lifestyle for faculty and staff of East Tennessee State University. The WOW wellness competition has grown to include all of the university. Three years ago a pilot wellness program began where points (get credit for healthy lifestyle) were earned toward individual and team awards. Participants challenged themselves and other faculty/staff units across campus in friendly competitions. The goal of this program is to encourage and support life-style choices that can help prevent diseases such as heart disease, stroke, cancer, lung disease and diabetes. Points were awarded for individual actions and for team efforts. Complaints about our Point Log forms were a problem. We think this is now fixed, plus it is much easier to use, and will be on-line beginning this fall (2003) semester (Dr. Verhegge demonstrated the online form), as a result the point log points can be submitted daily. Also our goal is to track positive health changes. It will not track you specifically but overall. There are four health areas where points may routinely be earned they are: nutrition and weight control, exercise and physical fitness, stress management, and tobacco control. We also want to add educational programs and faculty/staff to become a mentor/support for others. In addition, we are working to develop links on the web page for health related issues/seminars so there is a central point using many departments across campus. Hopefully, later on we would like to get commercial sponsorship. I got \$168,00 grant funds to include other academic schools.
3. Senator Karen Hughes made a motion to approve the June 9th minutes. Senator Carolyn Bond seconded the motion. Motion carried.
4. Treasurer, Charles Forrester – no report.
5. Committee Reports
  - A. Staff Development and Evaluations Committee – no report
  - B. Staff Concerns & Grievances - Karen Hughes– There have been six members terminated because of their excessive absences we had one to appeal, Debbie Fanning. Discussion took place and it was approved that Senator Fanning be reinstated because her absences should have been excused.
  - C. Committee on Committees – no report

- D. Elections Committee – ballots have been mailed out.
  - E. Blood Drive Committee – Betty Grice, Chair – A copy of the letter from American Red Cross was distributed. We had a good turn out we reached 83% of our goal. Most of our volunteers were walk-ins. Participation from senators was not representative well. We may want to look at changing the date because summer is hard to get people although I think summer was chosen because American Red Cross has less blood donated during the summer months. ARC done the computer work and we did not need as many volunteers as expected. One volunteer to sign in participates and one for refreshments was plenty.
6. Old Business – Senator Betty Grice distributed a draft from Faculty Senate regarding visiting with shut-ins. Discussion took place regarding the draft. Senator Grice made a motion to table the idea for a year and at that time take another look after Faculty Senate have the program completely established. Senator Carla Warner seconded the motion. Motion carried.
7. New Business – Senator Carolyn Hopson wanted to know about staff audit possibilities in light of the financial/budget cuts. Dr. Wayne Andrews said the departments have to fund dollars for staff. Money is no longer pooled for salaries. Reviews will start again after fall enrollments.

Senator Jane Jones told us of Mr. Ed Kelly's (ETSU's lawyer) brain tumor he is in the hospital and had emergency surgery Sunday night.

The next meeting is scheduled for August 11, 2003 in the Forum Room in the D.P. Culp Center.

Meeting was adjourned at 3:30 p.m. Respectfully submitted - BettyAnn Proffitt, Secretary



**American  
Red Cross**

Carolinas Blood Services Region

Carolinas Blood Services Region  
Johnson City Center  
1 Professional Park Drive, Suite 14  
Johnson City, TN 37604  
Tel: 423-928-7541

June 18, 2003

Betty Grice  
ETSU  
Staff Senate  
Boundary Road  
Johnson City, TN 37614



College of Public and  
Allied Health - ETSU

Dear Betty:

I want to thank you and the ETSU Staff Senate for sponsoring an American Red Cross blood drive on June 17, 2003. Everyone who volunteered their time and efforts to ensure an adequate blood supply for our community of friends, family, and neighbors is truly appreciated. The final results from your blood drive were as follows:

Goal:	60
Total Donors Presenting:	56
Deferred Donors:	5
First-Time Donors:	9
Total Donations Collected:	50

Percent of Goal: 83%

Every day the American Red Cross depends on the volunteer efforts of individuals within the community to maintain our blood supply. Without the commitment of people such as yourself, the blood needs of patients in our area would not be met. Your contribution to our efforts is greatly appreciated.

Sincerely,

Sherrie Greenwell  
Donor Recruitment Representative  
Donor Resources Development

SG/rp

**FACULTY SENATE**  
**Committee on the Retiree Outreach Program**  
**DRAFT THREE Approved 4/21/03**

The name of the Faculty Senate Standing Committee shall be the Committee on the Retiree Outreach Program.

The committee shall be composed of an appointed chair/program coordinator who is an elected member of the Faculty Senate, at least 3 additional Faculty Senate members, and ETSU associates (faculty, staff, and students) who volunteer to participate.

Participation in this program is voluntary on the part of participants and service providers.

The committee participants shall be responsible for:

1. Maintaining an outreach program to retired university personnel and/or spouses, as appropriate, who are confined to a nursing home, homebound due to health problems or disability, or have identified special needs and who wish to participate. For each retired person who wishes to participate in the program, the committee member assigned to the retiree shall consider the following:
  1. A card and/or small personal gift on the person's birthday;
  2. A card and/or small personal gift on selected holidays/special occasions, including New Year's Day, Valentine's Day, Easter, July 4, Thanksgiving, and Christmas;
  3. A personal visit once a month;
  4. Periodic telephone calls;
  5. A remembrance at death; and
  6. Other items as appropriate.
2. Working with Faculty Senators; the ETSU Retirees Association, especially the Board of Directors; the ETSU Staff Senate; other ETSU offices; and long-term care facilities, as needed and as appropriate, for information, record keeping, and review of outreach situations.
3. Obtaining and maintaining enrollee information for each retiree in the program—name, address, telephone number, birthday, special diet, activity limitation, visitation hours, etc.
4. Reporting to the Committee chair each month the number and types of contacts; pertinent situational items; and any change in status of the retiree, including any hospitalizations or significant changes in health. All information will be kept confidential.
5. Keeping records and reporting to the Faculty Senate on a regular basis regarding the number of enrollees, number of contacts, special needs of enrollees, etc. All records will be kept confidential.

The committee chair shall be responsible for:

1. Obtaining and updating the list of potential enrollees from the ETSU Retirees Association.

Funds for the program including stamps, cards, and personal items shall be provided through the Faculty Senate treasury.

EAST TENNESSEE STATE UNIVERSITY  
FACULTY SENATE  
Retiree Outreach Program

ALL INFORMATION WILL BE KEPT CONFIDENTIAL

The East Tennessee State University Faculty Senate would like to invite retirees who are in a nursing home, homebound, or have special needs to request services from our Retiree Outreach Program. This program includes a visit from an ETSU employee about once a month, attention to selected special needs, periodic phone calls, and remembrances by card on special occasions. The program will not include transportation, social services, or other situations that might involve legal responsibility. If you would like to be a part of this program, please complete the information below.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_

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

Home/Room Telephone Number \_\_\_\_\_ Birthday \_\_\_\_\_ Age \_\_\_\_\_

Special Diet including Likes and Dislikes \_\_\_\_\_

Any Activity Restrictions including Need for Wheelchair, Walker, etc. \_\_\_\_\_

Best Visitation Hours \_\_\_\_\_

List of any Special Needs (getting groceries, writing cards, making calls, etc.)

(no transportation or social services will be included)

Spouse's Name, if appropriate \_\_\_\_\_

Spouse's Address if different from above \_\_\_\_\_

Spouse's Telephone if different from above \_\_\_\_\_

Family members in this area? Yes \_\_\_\_\_ No \_\_\_\_\_ Name \_\_\_\_\_

Contact person or caregiver \_\_\_\_\_ Telephone \_\_\_\_\_



7-14-03

Speaker: Ruth Verhegge

Program: WOW

ETSU. EDU/WOW

3 minutes - approved

4 No Treasurers Report

5. Committee

A. no report

B. Appeal of Debbie Janning - reinstated

C. no report

D.

e.

6. Old Business

7. New Business:

Staff Senate ~~prop~~