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12-8-2003

2003 December 8 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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Staff Senate

Executive Committee

Mr. David L. Jones
PRESIDENT

Ms. Kathryn Smith
PRESIDENT ELECT

Ms. Sue Taylor
SECRETARY

Mr. Charles Forrester
TREASURER

Ms. Kathy Thacker
IMMEDIATE PAST
PRESIDENT

Dr. Jane Jones
MEMBER AT LARGE

STAFF SENATE
P.O. BOX 23,042
JOHNSON CITY, TN
37614

jonesdl@etsu.edu

EAST TENNESSEE STATE UNIVERSITY

STAFF SENATE

AGENDA

December 8,
~~October 13,~~ 2003, 2:30 P.M.

In the Forum

1. Call to Order
2. Guest: Dr. David Collins and Staff
3. Approval of Meeting Minutes—November 10, 2003
4. Treasurer's Report
5. Committee Reports
 - Staff Development and Evaluations - *no report*
 - Staff Concerns and Grievances - *no report*
 - Committee on Committees - *no report*
 - Elections - *two new Senators*
 - Thanksgiving Basket - *107 baskets*
6. Old Business
7. New Business
 - Constitution and By Laws—Discussion
 - Amendment 1 to Constitution & By Laws—Discussion
8. Adjournment

Tuesday 20
Next Meeting - ~~Monday,~~ January 12, 2004 in the Forum.

EAST TENNESSEE STATE UNIVERSITY
Staff Senate Minutes
December 8, 2003

PRESENT: Constance Alexander, Carolyn Bond, Judy Branson, Kathy Brooks, Sharon Chandler, Kim Denton, Tim Dills, Corintha Duncan, Mary Duncan, Charles Forrester, Thomas Hill, Suzy Hooven, Clifford Hudson, David Jones, Judy Lawson, Bobbie Lewis, Trillis McKee, Donna Murphy, Pat Myrick, Terry Nelson, Betty Ann Proffitt, Kathy Smith, Andre Stevens, Rita Taylor, Sue Taylor, Kathy Thacker, and Carla Warner.

ABSENT: Renee Couch (excused), Eric Crigger, Joy Fulkerson, Betty Grice (excused), Carolyn Hopson (excused), Jane Jones (excused), Chris Loveday (excused), Darcy Martin, Judy Oaks (excused), Cindy Proffitt (excused), and Joe Webb (excused).

1. President Jones called the meeting to order at 2:30 p.m., welcomed senators, and introduced Dr. David Collins and staff.
2. Guests: Dr. David Collins, Mr. Dwight Taylor, Mr. Greg Wilgocki, Mr. Pete Gregg, and Mr. Bill Rasnick. Dr. Collins introduced his staff and noted they were there to answer any questions from staff senate.

A financial procedure change will be forthcoming concerning the use of state funds to entertain ourselves.

The Legislature now requires a quarterly report on all contracts that are for \$2,000 or more. Contracts have the same bid requirements as requisitions. The Fiscal Review Committee from the Legislature is also looking at contracts that process after the effective date. If a contract is for \$250,000 or more, it must be approved by the Fiscal Review Committee before the effective date. A minimum of 90 days is required for the approval process. The total amount of a contract is the annual amount times the number of years the contract is effective.

The multi-part travel authorization will not be electronic before the administrative software system change scheduled in the next couple of years.

Currently, no additional impoundment of states fund for 2003-2004 is expected. The news is reporting a possible 5% impoundment for 2004-2005.

Lottery funds are for scholarships. There is no provision by the state to increase funding for the additional operational costs associated with the anticipated increase in enrollment due to the lottery scholarships.

Capital maintenance projects that are continuing are the underground electrical system and the steam line replacement. The fire alarm system is obsolete and funds have not been appropriated to replace the system.

Apartments and dorms continue to be renovated as time and funds permit. Buc Ridge 2 with 112 beds is in process.

Federal Transportation funds have been awarded to build a museum and rest area at the Gray fossil site.

The top floor of VA building #2 is being renovated for family medicine. VA building #6 is planned to be renovated for toxicology and forensic pathology.

Clinical Education Building #2 is in the planning process.

Zone maintenance has greatly reduced the number of physical plant work orders requested by departments. Problems are often repaired before they are reported.

Jeff Deel has been hired in Health and Safety to perform inspections of sprinkler systems, fire extinguishers, ventilation hoods in laboratories, etc.

The emergency preparedness plan has been updated and presented to building coordinators changes which affect them. The revised plan is now ready to be presented to the President and his staff.

3. Senator Corintha Duncan made a motion to approve the November 10, 2003 minutes. Senator Judy Lawson seconded the motion. Motion carried.
4. Treasurer Charles Forrester – The Thanksgiving basket account a balance of \$363.88. The operating account has a balance of \$4,166.95. The staff senate shirt account has \$102.02, and the staff awards account has \$7,000. A donated gift certificate is still available for use.
5. Committee Reports
 - A. Staff Development and Evaluations Committee – No report
 - B. Staff Concerns & Grievances – No report
 - C. Committee on Committees – No report.
 - D. Elections Committee – Tim Dills welcomed Judy Branson and Darcy Martin as new members replacing senators that have resigned.
 - E. Thanksgiving Basket Committee – Kathy Smith reported 107 baskets were prepared. Cindy Proffitt will provide a more detailed report later. President Jones complimented everyone for a job well done.
6. Old Business – Senator Mary Duncan made a motion to use excess funds remaining from the Thanksgiving baskets for ETSU employee needs for Christmas. Senator Tom Hill seconded. Motion passed.

Senator Kathy Brooks made a motion to include the gift certificate toward Christmas needs. Senator Corintha Duncan seconded. Motion carried.

7. New Business - President Jones encouraged everyone to read staff senate Constitution and by-laws. Senators should be familiar with the by-laws, know our mission, and what we do for the staff. He stressed how important our jobs are as senators.

Senator Tim Dills announced that the by-laws and constitution should be reviewed since we have now combined two colleges which affect the number of appointed senators. Senator Corintha Duncan made a motion to have two representatives on staff senate from the College of Business and Technology. Senator Pat Myrick seconded the motion. Motion carried.

President Jones addressed the need for a procedure on how to replace a president elect who leaves the university before the senator's term as president begins. President Jones appointed an ad hoc committee of Senators Tim Dills, Pat Myrick, and Betty Ann Proffitt to draft a proposal.

After discussion, it was decided to move the January meeting to Tuesday, January 20th due to classes starting.

Senator Carolyn Bond announced the Professional Staff Association luncheon on Thursday, December 11, 2003 in the East Tennessee Room. PSA does have an emergency fund available for use by members of the ETSU family.

Senator Kathy Brooks announced the Professional Staff Association is currently selling dish cloths as a fund raising event.

8. Meeting was adjourned at 3:50 p.m.

The next meeting is scheduled for Tuesday, January 20, 2003 with the location to be announced.

Respectfully submitted,
Sue Taylor, Secretary

12-8-03

Call to Order - David Jones

Guest - Dr. Collins + Staff (Pet. Gregg, Bill Kasnick,
Greg W)

Took questions + comments from Denators

Minutes: motion:

Sec: Judy
Approved

Treasurer Report:

2888.95 Operating

1488.00 Thanksgiving

1124.12 Expenditures

363.88 + 38.50 basket from Krogers

102.02 Shirts

7,000.00 Staff Awards

Old Business:

Mary Duncan - recommendation to use extra
money for Christmas -

New Business: