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11-10-2003

2003 November 10 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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East Tennessee State University

Staff Senate

Agenda

November 10, 2003

Staff Senate

Executive Committee

David L. Jones
President

Kathryn Smith
President Elect

Sue Taylor
Secretary

Charles Forrester
Treasurer

Kathy Thacker
Immediate Past President

Jane Jones
Member at Large

Staff Senate
PO Box 23042
Johnson City, TN 37614

Jonesdl@etsu.edu

423.439.6152

1. Call to Order
2. Approval of Meeting Minutes – October 13, 2003
3. Treasurer's Report
4. Committee Reports

Staff Development and Evaluations - *updated web sites*
Staff Concerns and Grievances

Committee on Committees - *no report*

Elections - *no report*

Thanksgiving Basket Committee - *Nov. 21st last day*
Nov. 24th - set up - Nov. 25th - make baskets rep

5. Old Business - *none*
6. New Business – 2 resignations - Linda Fore &
Debbie Fanning - *Election to work it*
7. Adjournment

Next Meeting – Monday December 8, 2003 in the Forum.

Our guest speaker will be Dr. David Collins, VP of Business &
Finance, along with members of his staff.
His office will provide refreshments for us.

EAST TENNESSEE STATE UNIVERSITY
Staff Senate Minutes
November 10, 2003

PRESENT: Carolyn Bond, Kathy Brooks, Sharon Chandler, Renee Couch, Eric Crigger, Corintha Duncan, Mary Duncan, Joy Fulkerson, Betty Grice, Carolyn Hopson, Clifford Hudson, Trillis McKee, Donna Murphy, Pat Myrick, Terry Nelson, Betty Ann Proffitt, Cindy Proffitt, Kathy Smith, Rita Taylor, and Joe Webb.

ABSENT: Constance Alexander, Kim Denton, Tim Dills (excused), Charles Forrester (excused), Thomas Hill, Suzy Hooven, David Jones (excused), Jane Jones (excused), Judy Lawson (excused), Chris Loveday, Bobbie Lewis (excused), Judy Oaks (excused), Andre Stevens, Sue Taylor (excused), Kathy Thacker (excused), and Carla Warner.

1. President Elect Kathy Smith called the meeting to order.
2. Senator Donna Murphy made a motion to approve October 13, 2003 minutes and Senator Carolyn Bond seconded the motion.
3. Treasurer's report - not available due to Senator Forrester attending an out of town meeting.
4. Committee Reports:
Staff Development and Evaluations-Kathy Smith has updated the website.
Staff Concerns and Grievances-no report
Committee on Committee-no report
Elections-no report
Thanksgiving Basket Committee-given by Senator Cindy Proffitt

Coordinators have agreed to help in campus buildings. Boxes are out.

E-mail transmission to all staff and faculty from Dr. Stanton and the Staff and Faculty Senates has been sent out.

Boxes are being donated from all across campus. OIT Computer Services has donated 50 boxes. To date we have approximately 75 boxes. Kathy Smith sent out an e-mail transmission that we need copy paper boxes.

Groups have all been contacted.

Food City will provide certificates to purchase a turkey or a ham. Certificates may be ordered the night before they are needed, then shipped to the Food City location for pick-up.

Dr. Terry Tollefson, President, Faculty Senate, has committed to agreed to ask speak with faculty and ask for their help.

Thanks to Mr. John Walker, the equipment room at the Center for Physical Activity is reserved for us to collect food and fill the boxes. A Thanksgiving Basket Committee Member will be in charge throughout the day. Coordinators have been asked to make every attempt to identify someone in their areas willing to deliver donated food items to the CPA, and if it is not possible, they have been given numbers to call for assistance. The senate contact person is Terry Nelson.

Kristi Smith at University High has asked students to donate some time to help separate donated articles and pack boxes.

The dates are as follows:

November 21 is the last day to drop off food at CPA

November 24 is the last day to sort food at the CPA. We will sort from 9:00 a.m. to 12:00 p.m.

November 25 food will be distributed at the CPA. We will distribute from 9:00 a.m. to 12:00 p.m.

5. Old Business-none

6. New Business – President Elect Kathy Smith-I have notified the elections committee of two resignations (Linda Fore and Debbie Fanning).

Dr. Wayne Andrews reminded senators of the flu shots given on November 18th for \$10 here in the Culp Center Ballroom. Also, remember tomorrow is the Veterans Memorial celebration at 11:00 a.m. Senator Terry Nelson said that a lot of work has gone into this project and it is something that ETSU can be proud of. There will be family members in attendance at the dedication of the ETSU ROTC members who will be honored tomorrow. You may consider wearing your staff senate shirts. Dr Andrews said the governor has asked higher education for possibly of a 5%/more or less reduction, at the least that will mean 3 million dollars and at the most 5.3 million dollars. Also, since ETSU has taken computer services back from Collegis in March we have saved money, which will be used for new computers. We are working on a priority list. We will probably work on getting rid of the lease computers first then replace the oldest computers. This will help the departments out somewhat because they will not have to buy all of the computers and hopefully we can replace computers over a four-year period. In addition, money has been set aside for repair/replacement. Senator Hopson expressed her approval of "building zoning" because it has been very efficient.

Meeting adjourned at 2:50 p.m.

Respectfully submitted, BettyAnn Proffitt for Sue Taylor, Secretary

11-10-03

1. Called mtg to order - Vice President Kathy Smith - in absence of President David Jones.
2. Minutes approved
motion: Mary Duncan
seconded: Carolyn
3. Treasurers Report: none
4. Committee Reports:
 - A. Staff Development + Evaluation - Updated web site
 - B. Staff Concerns + Grievances - no report
 - C. Committee on Committees - no report
 - D. Elections - no report
 - E. Thanksgiving Basket Committee - Nov. 21st - last day to accept food; Nov. 24th - Setup at CPA; Nov. 25th - making baskets up.
5. Old Business - None
6. New Business - 2 resignations - Linda Fore + Debbie Janning. Election Committee to work on it.
 2. Jerry Nelson - spoke about the Veterans Day Program. 11am on Tues. Nov. 11th in front of Brooks Gym.
 3. Dr. Andrews spoke about: budget, and other questions that was asked by other Senators

Meeting adjourned at 3pm.



Thanksgiving Food Drive

Sponsored by: Staff Senate and Faculty Senate

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

<u>Building</u>	<u>Room</u>	<u>Name</u>	<u>Phone</u>
Alexander Hall (University School)	110	Kristi Smith	94271
Ball Hall (Art Building)	201	Sherry Renfro	94247
Brown Hall	473	Tom Webster	96915
Burleson Hall	103	Deanna Bryant	94314
Center for Physical Activity	Lobby	Jon Walker	97441
College of Medicine (Campus)	211	Kathi Lecroy-Smith	97649
Culp Center	2 nd floor	Lisa Blackburn	94286
Dossett Hall	Basement	Cathy Chapman	94224
Dossett Hall	1 st floor	Corintha Duncan	97180
Dossett Hall (Second Floor)	206	Cynthia Greer	94211
Dossett Hall (Third Floor)	309	Linda Greenwell	94137
Gilbreath Hall	213	Cathy McGinnis	95332
Hutcheson Hall	102	Trillis McKee	94269
Innovation Lab	2109 W. Market	LaDonna Hilton	98500
Lamb Hall (Nursing)	360	Kim Blevins	97051
Lamb Hall (Public & Allied Health)	104	Betty Grice	94597
Mathes Hall	017	Patty Marlow	94276
Mini Dome (East Side)	E30	Karen Hughes	94362
Mini Dome (West Side)	W305	Susan Plasschaert	94207
Nave Center	145	Dru Smith	547-4902
Panhellenic Hall	Suite 2 (basement)	Harriett Masters	97847
Physical Plant	HVAC Shop	Terry Nelson	97900
Public Safety	Lobby	Kim Denton	96900
Rogers-Stout Hall	126	Sharon Chandler	94288
Sam Wilson Hall	213	Rebecca Barnes	94257
VA Building #1	243	Carolyn Hopson	96337
VA Building #2	216	Rana Jones	98793
VA Building #4	217	Kathy Brooks	92402
VA Building #52	111	Chris Loveday	92235
VA Building #178	Lobby	Sue Taylor	98032
Warf-Pickel Hall	319	Betty Ann Proffitt	94430
Wilson Wallis Hall	213	Judi Taylor	97822
Yoakley Hall	100	Janice Brigman	97737
Tree Streets	Continuing Studies	Judy Oaks	96809
Library	226	Carolyn Bond	94238

Please donate the following items:

- Stuffing
- Boxed Potatoes-Mashed/Scalloped
- Peas
- Cranberry Sauce
- Green Beans
- Corn
- Boxed Desserts
- Sweet Potatoes
- Potatoes

SORRY - No home-canned foods can

**Deadline for donations is
Friday, November 21, 2003.**

**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**