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2003 October 13 - 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
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EAST TENNESSEE STATE UNIVERSITY

STAFF SENATE

AGENDA

October 13, 2003, 2:30 P.M.
In the Forum

1. Call to Order
2. Guest: Dr. William Fisher
3. Approval of Meeting Minutes—September 8, 2003
4. Treasurer's Report
5. Committee Reports
 - Staff Development and Evaluations
 - Staff Concerns and Grievances
 - Committee on Committees
 - Elections
 - Thanksgiving Basket
6. Old Business
7. New Business
 - Constitution and By Laws—Discussion
 - Amendment 1 to Constitution & By Laws—Discussion
 - Updating of WEB Page
8. Adjournment

Next Meeting – Monday, November 10, 2003 in the Forum.

Our guest will be Dr. David Collins, Vice President of Business and Finance, along with members of his staff.

EAST TENNESSEE STATE UNIVERSITY
Staff Senate Minutes
October 13, 2003

PRESENT: Carolyn Bond, Kathy Brooks, Sharon Chandler, Renee Couch, Eric Crigger, Corintha Duncan, Charles Forrester, Betty Grice, Thomas Hill, Suzy Hooven, David Jones, Chris Loveday, Donna Murphy, Terry Nelson, Judy Oaks, Betty Ann Proffitt, Cindy Proffitt, Kathy Smith, Andre Stevens, Sue Taylor, Kathy Thacker, Carla Warner, and Joe Webb.

ABSENT: Constance Alexander (excused), Tim Dills (excused), Mary Duncan (excused), Debbie Fanning (excused), Linda Fore (excused), Joy Fulkerson, Carolyn Hopson (excused), Jane Jones (excused), Judy Lawson, Bobbie Lewis (excused), Pat Myrick, Sue Speer (sick leave), and Rita Taylor.

1. President Jones called the meeting to order at 2:30 p.m., welcomed senators, and introduced Dr. Fisher.
2. Guest: Dr. William Fisher – Provided handouts on the annual benefit report for ETSU employees; insurance benefit changes and premium increases for 2004; general eligibility provisions for scholarships and grants; types of scholarships and amounts
3. Senator Terry Nelson made a motion to approve the September 8, 2003 minutes. Senator Betty Grice seconded the motion. Motion carried.
4. Treasurer Charles Forrester – After two small purchases, the operating account has a balance of \$4,085. including the APS of \$2,560. The staff senate shirt account has \$102.02 and the staff awards account has \$7,000.
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 – No Report
 - E. Thanksgiving Basket Committee – Cindy Proffitt – She has been contacting people to serve as building coordinators, finding space, and boxes. A committee meeting is planned.
6. Old Business – None
7. New Business – President Jones provided copies of the staff senate constitution and bylaws for each senator. Senators should be familiar with the bylaws, know our mission, and what we do for the staff. Discussion of Amendment 1 to the Constitution and Bylaws was tabled until next meeting.

Web updating – Kathy Smith will continue to provide this service.

President Jones - Need committee chairs for Staff Development and Evaluations; and Staff Concerns. Please consider serving in this capacity.

President Jones – ETSU United Way Campaign goal is \$75,000. A little can help lots of other people. Please consider giving and encouraging other in your departments to participate.

Terry Nelson – November 11, 2003 at 11:00 a.m. a ceremony will be held to dedicate the Veteran's Monument at Brooks Gym. Five flag poles, one for each branch of the armed services, have been ordered. Several federal and state dignitaries have been invited. U. S. Representative William Jenkins has agreed to provide a United States flag that has flown over the White House. Everyone is invited to attend. Music will be provided and refreshments will be served. The committee is also selling granite bricks for \$30 each to honor past and present members of the armed services that have a connection with ETSU faculty, staff, and students. The brick will have the name, rank, branch of service, and years served engraved of the military person being honored. Bricks can be ordered through the ETSU website at www.etsu.edu/vetaffairs. Click on "Your Contribution". This will take you to Phase I for a cash contribution and Phase II for brick purchases (page down). The information requested must be correct. If you do not know all the information required, assistance can be provided. Please provide a telephone number to contact if assistance is required and also for information verification.

8. Meeting was adjourned at 3:40 p.m.

The next meeting is scheduled for November 10, 2003 in the Forum Room in the D.P. Culp Center.

Respectfully submitted,
Sue Taylor, Secretary

Oct. 13, 2003

I. President David Jones called mtg. to Order

II. President Jones introduced the guest speaker, Dr. Bill Fisher.

Four additional bills:

- ①. Combining the UT System and TBR System into one system.
- ②. Common Calendar for all of the TBR schools.
- ③. Annual joint mtg. - UT and TBR Systems
- ④. Redesignated MTSU to the Univ. of Middle Tenn.

III. Minutes were approved as printed

IV. Treasurers Report - Charlie Forrester

4,142.05

102.00 ETSU Staff Senate

57.05 - ARA

Shirts

4,085.00

7,000 - Staff Awards

V. Committee Reports

- A. Staff Development + Evaluations - No report
- B. Staff Concerns + Grievances - No Report
- C. Committee on Committees -
- D. Elections
- E. Thanksgiving Basket - Cindy Proffitt -
Contacted last year's coordinators

VI. Old Business

VII. New Business

- A. Constitution & Bylaws - Handout - ~~She Do~~
we can be familiar should we
be asked about Staff Senate
- B. Amendment I - Postpond discussion
- C. Updating of WEB Page - Kathy Smith will
still manage.

Dr. David Collins will be guest speaker at the
December mtg. He will provide refreshments
for the mtg.

President Jones promoted United Way. Sally
Lee is chairman for ETSU. Goal - \$75,000.

Jerry Nelson - mentioned about the dedication
of the Veterans Memorial will be Nov. 11 at
11am in front of Brooks Gym. Price of truck will
be \$30 each. As long as staff^{member} - family member
can be placed in walkway.