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### 2005 February 14 - Staff Senate Minutes

Staff Senate, East Tennessee State University

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## **Staff Senate Minutes**

**February 14, 2005**

**PRESENT:** Mark Bragg, Kathy Brooks, Robert Calkins, Jeanine Carroll, Kim Denton, Tim Dills, Marcia Donnelson, Corintha Duncan, Joanne Flowers, Charles Forrester, Linda Greenwell, Thomas Hill, Clifford Hudson, Diana McClay, Trillis McKee, Donna Murphy, Judy Oaks, Betty Ann Proffitt, Wanda Richardson, Kathy Smith, Andre Stevens, Karen Sullivan, Rita Taylor, Michael Vaughn, Carla Warner

**ABSENT:** Constance Alexander (excused), Pat Barnett, Carolyn Bond (excused), Amy Bower (excused), Sharon Chandler (excused), Laura Cooper (excused), Renee Couch (excused), Mary Duncan, Joy Fulkerson, Betty Grice (excused), Darcy Martin, Terry Nelson (excused), Sherri Renfro (excused), Joe Webb (excused).

President Kathy Smith called the meeting to order at 2:30 p.m.

Dr. Dorman Stout represented the ETSU Retirees Association and informed the group of the start up of a volunteer program. ETSU retirees can express their interest in volunteering; and when a department needs assistance during a time of special need; i.e., illness, vacation, mass mailing, etc., they would contact Human Resources for a list of potential volunteers they could contact to help.

Rich Ashley, Training Coordinator with Human Resources, explained the Employee Development Center is available to individuals to improve their performance on their job and for future jobs. The center has several programs available: 1) Career Skills Enhancement Program (CSEP) which provides assistance to employees in GED preparation, English grammar, math, pre-algebra, keyboarding, reading and basic computer skills; 2) LEAD Program which assists employees in developing their skills in supervision and leadership; 3) New Employee Orientation which educates the new employee on the benefits available and an overview of the university; 4) FISH program which assists departments in improving leadership team building, customer services and self improvement. More information on these programs can be found at the center's website [www.etsu.edu/edu](http://www.etsu.edu/edu).

Senator Kathy Brooks moved and Senator Carla Warner seconded the minutes of the January meeting be approved. The motion carried.

**Treasurer's Report – Senator Thomas Hill reported a balance in the operating account of \$2,156.39; food baskets/shirt account balance of \$357.77; and \$7,000.00 balance in the yearly operating account.**

#### **Committee Reports**

**A. Staff Development and Evaluations Committee – Senator Marsha Donaldson reported they had had a virtual meeting.**

**B. Staff Concerns and Grievances – Senator Karen Sullivan reported their group had also had a virtual meeting.**

**C. Committee on Committees – No report**

**D. Elections Committee – Senator Tim Dills reported Senator Pat Myrick had left ETSU; he welcomed Michael Vaughn as a new senator.**

#### **New Business**

**A. A report of the President's Council meeting will be postponed until next month. Senator Renee Couch was the one to give the report and had to be absent due to a death.**

**B. The following senators will serve on the ETSU Implementation of New Administrative Systems Committees: Senator Pat Barnett – SIS; Senator Cliff Hudson – HRS; Senator Renee Couch – FRS. Diana McClay is also a member of the HRS Committee.**

**The next meeting will be Monday, March 14, 2005.**

**Respectfully submitted,**

**Linda Greenwell, Acting Secretary**