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2005 June 13 - Staff Senatae Agenda and Minutes

Staff Senate, East Tennessee State University

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STAFF SENATE AGENDA

June 13, 2005

Forum - DP Culp Center

- 1. Call to Order**
2. Approval of May Meeting Minutes
3. Treasurer Report
- 4. Committee Reports**
 - A. Staff Development and Evaluations
 - B. Staff Concerns and Grievances
 - C. Committee on Committee
 - D. Elections
- 5. Old Business**
 - A. Staff Awards Picnic – Picnic Committee Comments and Process Report
 - B. Blood Drive Report – Betty Grice
 - C. Staff Grievance Committee Report – Karen Sullivan
- 6. New Business**

Next Meeting - Monday, July 11, 2005

EAST TENNESSEE STATE UNIVERSITY
Staff Senate Minutes
June 13, 2005

PRESENT: Constance Alexander, Pat Barnett, Carolyn Bond, Amy Bower, Jeanine Carroll, Laura Cooper, Renee Couch, Kim Denton, Tim Dills, Marcia Donnelson, Corintha Duncan, Charles Forrester, Joy Fulkerson, Linda Greenwell, Thomas Hill, Trillis McKee, Judy Oaks, Wanda Richardson, Kathy Smith, Karen Sullivan, Rita Taylor, Michael Vaughn, Carla Warner, Joe Webb.

ABSENT: Mark Bragg (excused), Kathy Brooks, Sharon Chandler (excused), Mary Duncan, Betty Grice (excused), Clifford Hudson, Darcy Martin, Diana McClay (excused), Donna Murphy (excused), Terry Nelson, Sherri Renfro (excused), Andre Stevens, Cindy Weaver.

1. President Kathy Smith called the meeting to order at 2:30 PM.
2. Approval of Minutes – A motion to approve the May minutes was made by Carolyn Bond and seconded by Wanda Richardson. Motion carried.
3. Treasurer Report – Balance for operating as of May 31 was \$1,323.29. Shirt income –\$495.77. Staff Awards - \$0
4. Committee Reports
 - A. Staff Development and Evaluation – No report
 - B. Staff Concerns and Grievances – Senator Karen Sullivan
Committee recommended that Staff Awards be for all permanent full and part-time staff after further investigation. Amendment was passed with no opposition. Handouts were distributed.
 - C. Committee on Committees – Senator Judy Oaks stated all positions filled.
 - D. Elections – Senator Tim Dills asked that a list of absentees be sent to him.
5. Old Business
 - A. Staff Awards Picnic – Senator Carolyn Bond
Senator Bond stated there will a children's section with face painting, fishing pond, and swimming. Lots of food and door prizes. Also, the Washington County Animal Shelter will have a booth set up with puppies and instructions on how to adopt a pet. She asked that the picnic committee meet at 10:30 AM to set up with committee members eating by 12:30 PM. Staff Awards are to be presented at 3:00 PM.

Senator Joe Webb raised the question that some employees can not attend picnic and if they have purchased tickets could they receive their monies back. President Kathy Smith stated she would contact the President's Office again to see if an e-mail would be sent allowing staff to attend.

There was some discussion of door prize tickets and meal tickets. It was stated there will be two (2) separate tickets and anyone winning a door prize did not have to be present to win, instead the prize will be held for two (2) weeks to be claimed.

B. Blood Drive Report - Senator Judy Oaks reported for Senator Grice that 42 people donated blood.

6. New Business

A. Senator Carla Warner stated that Homecoming will be October 29th and will be similar to last year.

B. Senator Carolyn Bond, Representative for TSEA, stated there will be a 3% raise effective July 1. Approval of Pharmacy School. The 401K match was raised \$10.00. Possible tuition increase of 9.7% -12%.

C. It was stated that Sheila Horn had a massive stroke. She worked in the Bookstore.

President Kathy Smith adjourned the meeting at 3:00 PM.

Respectfully submitted,
Constance Alexander, Secretary

June 13, 2005

Meeting called to order by President Smith

② Approval of the May meeting minutes was by Carolyn Bond and seconded by Wanda Richardson.

③ Treasurers Report:

Operating Budget:	1,323.29
Staff Picnic:	259.77
Staff Awards:	0

④ Committee Reports:

A. Staff Development + Evaluations - No report

B. Staff Concerns + Grievances - Submitted by Karen Sullivan. Handouts were distributed. Committee recommended that the Staff Awards be for all permanent full + part-time Staff. Approved

C. Committee on committees: Submitted by Judy Oaks. All committees have been filled

D. Elections: Submitted by Jim Diels. He asked that a list of absentees be sent to him.

⑤ Old Business

A. Staff Picnic - Will be a Children's Section with face painting, fishpond and swimming. Lots of food and door prizes. Committee needs to be at CPA at 10:30 am - will eat at 12:30 pm. Staff awards will be presented at 3 pm.

Senator Joe Webb raised a question that some employees can not attend and they wanted to

know if they could get their money back. President Smith said that she would contact the President's office to see if they would send a e-mail allowing staff to attend.

There were some discussion of door prize tickets & meal tickets. There will be two different tickets.

B. ~~Staff~~ Blood Drive: Submitted by Betty Grace.
Total units collected: 43

⑥ New Business:

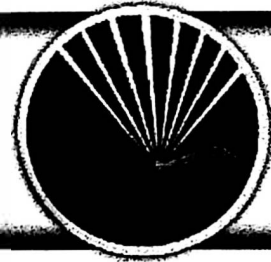
A. Carla Warner stated that Homecoming would be on October 29th and would be similar to last year.

B. Senator Bond reported that she attend the annual meeting of TSEA. She reported that we would be getting a 3% raise - July 1; Pharmacy School was approved; 401K match was raised to \$10.00; possible tuition increase of 9.7% to 12%.

C. Senator Weble mentioned that Sheila Hoine, who worked in the Bookstore, had a massive stroke and had passed away on Sunday.

The meeting was dismissed by President Smith at 3pm.

East Tennessee State University
Johnson City, TN



INTERDEPARTMENTAL COMMUNICATIONS

To: Staff Senate

From: Permanent Part-Time Classification Subcommittee

Subject: Consideration of new classification for Permanent, Part-Time Employees regarding Staff Senate Eligibility

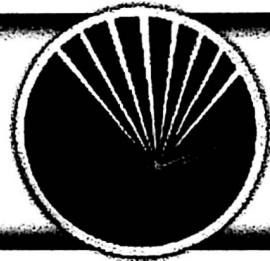
Date: June 13, 2005

The subcommittee met 5/24/04. Percentages of permanent, part-time staff workers were reviewed based upon the following data provided by Human Resources.

<u>EEOC Category</u>	<u>Full-Time total number</u>	<u>Part-Time total number</u>	<u>Total Full & Part</u>	<u>% of each category that is part-time</u>
Category 1	59	2	61	3%
Category 3	549	11	560	2%
Category 4	575	125	700	18%
Category 5	75	14	89	16%
Category 6	71	1	72	1%
Category 7	201	6	207	3%

Given the total of 1530 total permanent full-time staff members and 159 total permanent, part-time staff members, it was calculated that only about 9% of the permanent staff members at ETSU are in the part-time category. The subcommittee further decided that the current EEOC categories sufficiently represent all staff members. **The subcommittee decided that a separate category for permanent, part-time staff is not warranted.**

East Tennessee State University
Johnson City, TN



INTERDEPARTMENTAL COMMUNICATIONS

To: ETSU Staff Senate

From: Staff Concerns & Grievances Committee

Subject: Revised Recommendation-Staff Senate Membership Eligibility

Date: June 13, 2005

Per directions from the Senate, the Staff Concerns & Grievances Committee met to further discuss the issue of membership eligibility for permanent, part-time staff members and their eligibility as potential nominees for the Distinguished Staff Awards (DSA).

Committee members were provided with additional data showing that 9% of ETSU permanent staff members are currently part-time employees. In certain specific EEOC categories the percentage of permanent, part-time staff is even higher, 18% in Category 4, and 16% in Category 5.

Distinguished Staff Awards (DSA) As to the eligibility of permanent, part-time staff members as potential nominees for the DSA, the committee stands with the recommendation made in the Senate on April 11, 2005. Following is the background information and re-tendered recommendation:

Research of the Archives of Appalachia documented that the DSAs were first awarded in April of 1983 under the ETSU Presidency of Dr. Ronald Beller. Staff Senate minutes (1978-1985) made no distinction between full or part-time employee eligibility for the DSAs. Currently, according to our foundation accounting office, "Staff awards are given to full time employees at the discretion of staff awards committee." Since DSA eligibility rests within the purview of the Staff Senate and through it, the Staff Awards Committee; and since DSA eligibility is not mandated in the Staff Senate Constitution or Bylaws, but rather by Staff Senate vote, after careful discussion, the committee decided upon the following recommendation:

Recommend that eligibility for Distinguished Staff Awards be open to all permanent staff members regardless of full or part-time status.

Staff Senate Membership Eligibility: Membership eligibility changes fall under the Staff Senate Constitution, Article III, Membership, Section A., Eligibility. Constitutionally, Senate membership eligibility is open to, "Any full-time member of the university staff...." Research through the archives uncovered at least one precedent. Sue Ann Reese, who was a part-time employee at 80% employment, served as a Staff Senator (Category 5) from 1996-1998, and was an active and productive senator as reflected in the archives of the senate minutes. Statistics provided by the ETSU Office of Human Resources indicates that 9% of ETSU employees are currently employed at permanent, part-time status. Further discussion among the committee revealed the deep commitment to ETSU exhibited by many part-time employees, some of whom have been employed at part-time status for over ten years.

The committee re-considered the original recommendation made in the Senate on April 11, 2005 and decided that the issue of making the amendment retroactive to the last election has become moot, since Senate elections will be held early in the upcoming fall semester. Therefore, the Staff Concerns & Grievances Committee sends this revised recommendation to the Senate:

Recommend that the Staff Senate Constitution, Article III, Membership, Section A., Eligibility, be amended to encompass permanent part-time employees of ETSU; that if the amendment is adopted by the Senate, nomination forms and election materials be so edited.

Following is Article, III Membership, A. Eligibility, currently in place in the Staff Senate Constitution along with the highlighted recommended changes in text.

ARTICLE III MEMBERSHIP

The Staff Senate shall consist of thirty (30) elected members.

- A. Eligibility: Any *permanent* full *or part* -time member of the university staff (non-faculty component) having been employed by the University for a period of not less than one (1) year shall be eligible for election to membership. The university staff is defined as all nonacademic, non-teaching personnel employed by the University. University administrative and support personnel holding academic rank but not eligible for representation by the Faculty Senate shall be eligible for election to membership in this body.