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Staff Senate Agendas and Minutes

Agendas and Minutes

12-12-2005

2005 December 12 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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AGENDA
DECEMBER 12, 2005
Forum - DP Culp Center

1. **Call to Order**
2. **Approval of November 14 Minutes**
3. **Treasurer's Report**
 - A. Thanksgiving Food Drive Account Balance = \$971; Total donations were \$3166.04
 - B. Operating Account Balance = \$2980.11 as of 12/9/05
 - C. Picnic/Awards Account Balance = \$7000
4. **Committee Reports**
 - A. Staff Development and Evaluations
 - B. Staff Concerns and Grievances
 - C. Committee on Committee
 - D. Elections
 - E. Thanksgiving Food Drive
 - i. Summary
 - ii. Recommendations for Next Year
5. **Old Business**
 - A. Web Page Update – Mike Vaughn
 - B. Staff Appreciation & Recognition – Summary of Comments from Staff
 - C. Speaker for January Meeting – Diana McClay on Equity Compensation Plan Methodology
6. **New Business**
 - A. Report on Meeting With Jim Bitter Faculty Senate President), John Sanders, Tammy Hamm
 - B. Review of the Constitution; Add Past President officer
 - C. Relay for Life
 - D. Other

Next Meeting – January 9, 2006 (HAPPY NEW YEAR!)
In the Forum

Staff Senate Minutes

December 12, 2005

PRESENT: Carolyn Bond, Amy Bower, Mark Bragg, Kathy Brooks, Queen Brown, Jeanine Carroll, Renee Couch, Tim Dills, Marcia Donnelson, Corintha Duncan, Charles Forrester, Joy Fulkerson, Tom Hill, Linda Lett, Diana McClay, Trillis McKee, Donna Murphy, Terry Nelson, David Robinson, Kathy Smith, Trish Stafford, Vanessa Stephens, Andre Stevens, Karen Sullivan, Rita Taylor, Michael Vaughn, Carla Warner, Pam White

ABSENT: Constance Alexander (excused), Pat Barnett (excused), Kim Blevins (excused), Sharon Chandler (excused), Laura Cooper, Denise Dunn, Linda Greenwell, Betty Grice, Cindy Lybrand (excused), Betty Ann Proffitt (excused), Sherri Renfro (excused), Wanda Richardson (excused), and Regina Tucker (excused).

President Renee Couch called the meeting to order at 2:30 p.m. She welcomed everyone to the meeting. President Couch introduced our guest speaker, Mr. Dave Mullins to the meeting. He spoke on the new conference that the University is now a member of (Atlantic Sun Conference). The conference has been in existence for 27 years. ETSU looked for a conference that shared similarities in sports and sponsorship. ETSU will be hosting the Men's Basketball Conference the first week of March.

President Couch asked if there were any corrections to the October minutes. With no other corrections, President Couch asked for approval to the minutes. Senator Donna Murphy made the motion to approve and seconded by Kathy Brooks. The motion was approved.

Treasurer's Report - Senator Trillis McKee reported a balance in the Thanksgiving food drive account of \$971.00; a balance in the operating account of \$2,980.11; and a balance in the Scholarship Foundation Account of \$7,000.

Committee Reports:

- A. Staff Development and Evaluations – Senator Marcia Donnelson reported that they were still working on the Smoking Cessation class. There would be no cost to the individual.
- B. Staff Concerns and Grievances – No report
- C. Committee on Committees – No report
- D. Elections Committee – No report

Staff Senate Minutes

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December 12, 2005

E. Thanksgiving Committee – Senator Kathy Smith reported that 220 baskets were prepared. Have food leftover and that the committee would meet to decide who would get the Christmas baskets.

Old Business:

- A. President Couch reported that Senators Kathy Smith and Michael Vaughn and she met to decide about the updates to the web page. She also asked that Senators Tim Dills and Kim Blevins to review the constitution to see if it needed updating.
- B. President Couch asked about feedback from Staff concerning the Staff Convocation. Several that responded said that they got good response from their group. Senator Terry Nelson placed the motion back on the table to form a committee to look at ways to have the Convocation. Dr. Bishop suggested that maybe we could include the students in it. President Couch mentioned that when we come up with a plan that maybe Dr. Bishop would graciously help with it. Senator Carla Warner made that motion to form a committee. It was seconded by Senators Karen Sullivan and Kathy Smith.

New Business:

- 1. President Couch reported that she met with Jim Bitter, President of the Faculty Senate and John Sanders concerning the Dental Plan and the Vision Plan. On the Dental Plan the state pays nothing on the plan maybe we could get better coverage; the Vision Plan was too expensive and won't pay for itself; the Flexible Spending Plan – the IRS allows \$3600 to be sat aside each month but TBR allows only \$2400; Domestic Partner benefits included on the State insurance plan.
- 2. President Couch mentioned that she thought that the Past President position needed to be added the Constitution as an officer position.
- 3. Nothing at this time on the Relay for Life.

Staff Senate Minutes

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December 12, 2005

Senator Terry Nelson made the motion that the meeting be adjourned. The meeting was adjourned at 3:15 pm. The next meeting will be Monday, January 9, 2006, in the Forum Room.

Respectfully submitted,

Carolyn Bond, Secretary

12-12-05

Called mtg. to order at 2:30 pm - President Couch

Guest Speaker: Dave Mullins -

Atlantic Sun Conference

27 yrs SC - Conference sports + Sponsorship

Shared similarities with different conferences

~~one year from~~ July 1st -

25 yrs - Atlantic Sun Trans Amer. Conf
10 yrs 26 yrs

Hosting Men's Basketball Conf - just week of March

Minutes:

approved

Motion - Donna Murphy

Seconded - Kathy Brooks

Treasurers:

4. Committee Reports

A. Staff Developments: Marcia Donnelson

Smoking Cessations Classes - no cost - NR +

Family -

B. Staff Concerns - no Report - Amy Bowers

C. no Report

D. no Report

E. 220 baskets - leftover food - Christmas

5. Old Business

A. Renee; Kathy + Michael meet last year -
updated membership rosters;
Jim O'Leary + Kim Belmans renewed const -
place suggestion box for comments

B. President Couch - response from Staff -
feedback from ones not present -
positive comments - support to have
convocation - Courtney Duncan why

Jerry Nelson -
~~put~~ place motion back on the table
to form committee to look at ways
to have convocation - Staff/Student
De Bishop has graciously - help us
input -

Marketing Dept - Introductory UB logo -
just convocation

approved - Carla Warner to form committee
Karen Sullivan
Kathy Smith

new Business

A. Faculty Senate looking into Dental Plan
eye plan - Jim Bitter - John Sanders -

~~too coverage of eye care~~ - Capacity

Flexible Spending Plan - 2400 TBR

IRS - 3600

Dental Plan - revisit with TBR -
changed - contribution by employees -

Eye Care - expensive - won't pay for
itself -

Faculty Senate Plan equity - full + part time -
Domestic Partner ^{Benefit} - Insurance

add
B. Past President officer position to const.

C. Nothing

motion of adjourn - Jerry Nelson -

3:15 pm -

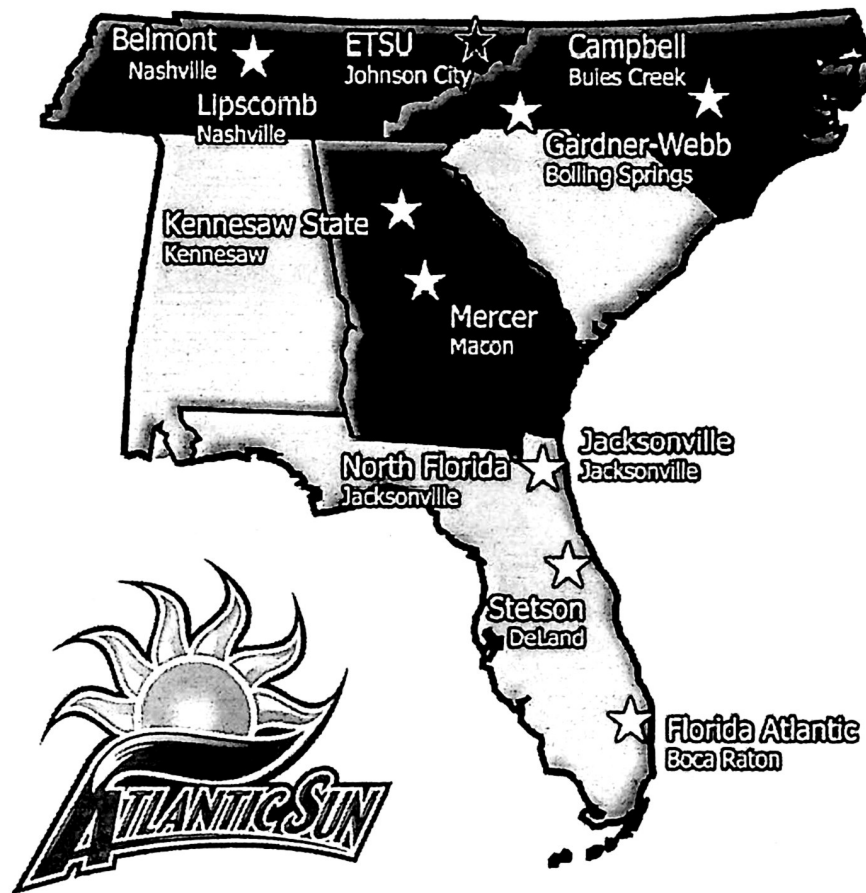
MEMBERSHIP ROSTER

December 12, 2005

| NAME | SIGNATURE |
|----------------------|-------------------|
| Alexander, Constance | Excused |
| Barnett, Pat | Excused |
| Blevins, Kim | Excused |
| Bond, Carolyn | Carolyn Bond |
| Bower, Amy | Amy Bower |
| Bragg, Mark | Excused |
| Brooks, Kathy | Kathy Brooks |
| Brown, Queen | Queen Brown |
| Carroll, Jeanine | Jeanine Carroll |
| Chandler, Sharon | Excused |
| Cooper, Laura | |
| Couch, Renee | Renee Couch |
| Dills, Tim | Tim Dills |
| Donnelson, Marcia | Marcia |
| Duncan, Corintha | Corintha Duncan |
| Dunn, Denise | |
| Forrester, Charles | Chas Forrester |
| Fulkerson, Joy | Joy Fulkerson |
| Greenwell, Linda | Excused |
| Grice, Betty | |
| Hill, Thomas | Tom Hill Jr |
| Lett, Linda | Linda Lett |
| Lybrand, Cindy | Excused |

| | |
|--|-------------------|
| McClay, Diana | Diana McClay |
| McKee, Trillis | Trillis McKee |
| Murphy, Donna | Donna Murphy |
| Nelson, Terry | Terry Nelson |
| Proffitt, Betty Ann | Excused |
| Renfro, Sherri | Excused |
| Richardson, Wanda | Excused |
| Robinson, David | David Robinson |
| Smith, Kathy | Kathy Smith |
| Stafford, Patricia | Patricia Stafford |
| Stephens, Vanessa | Vanessa Stephens |
| Stevens, Andre | Andre Stevens |
| Sullivan, Karen | Karen Sullivan |
| Taylor, Rita | Rita Taylor |
| Tucker, Regina | Excused |
| Vaughn, Michael | Michael Vaughn |
| Warner, Carla | Carla Warner |
| White, Pam | Pam White |
| Sanders, John Director of Human Resources | |
| Bishop, Wilsie Dr. | |

Atlantic Sun Conference



Bond, Carolyn Ann

From: McKee, Trillis Hampton
Date: Friday, December 09, 2005 3:51 PM
To: Couch, Evelyn Renee; Bond, Carolyn Ann; Richardson, Wanda Jean
Subject: Staff Senate Account Balances

Total donations to the Staff Senate Thanksgiving Basket Donation Account 080842 were \$3,166.04
Today the balance is \$971 in this account.

The Staff Senate Operating Account available balance is \$2,980.11

The Staff Senate Scholarship Foundation Account has a balance of \$7,000

Trillis McKee
Trillis Hampton McKee, Executive Aide
Family and Consumer Sciences
College of Business and Technology
ETSU Box 70671
Johnson City, Tennessee 37614
(423) 439-7532
mckee@etsu.edu

Carolyn Bond

023 Transactions by Account

Screen: Acct: 080842

Fiscal Year: 06
STAFF SENATE DONATIO
12-12-05 10:24:27

| Sub | TC | Ref 1 | Date | Description | Amount | I | Batch | Offset | Acct |
|------|-----|---------|-------|----------------------|----------|----|--------|--------------|------|
| 2540 | 030 | 3110601 | 11/08 | ETSU STAFF SENATE | 305.00 | -C | ONE625 | | |
| 2540 | 030 | 3140602 | 11/11 | ETSU STAFF SENATE | 485.00 | -C | ONE631 | | |
| 2540 | 030 | 3190101 | 11/15 | STAFF SENATE | 264.00 | -C | ONE635 | | |
| 2540 | 030 | 3190601 | 11/15 | ETSU STAFF SENATE | 1,137.00 | -C | ONE635 | | |
| 2540 | 030 | 3190601 | 11/15 | ETSU STAFF SENATE | 100.00 | -C | ONE635 | | |
| 2540 | 048 | | 11/16 | RICHARDSON WANDA | 1,200.00 | | APC554 | | |
| 2540 | 048 | | 11/16 | RICHARDSON WANDA | 1,000.00 | | APC554 | | |
| 2540 | 030 | 3210601 | 11/18 | ETSU STAFF SENATE | 730.00 | -C | ONE644 | | |
| 2540 | 060 | 3150101 | 11/30 | CRT BISHOP, TINA | 20.00 | - | MSC047 | 0-80153-2540 | |
| 2540 | 060 | 3140602 | 11/30 | CRT HAGERTY, PATRICI | 30.00 | - | MSC047 | 0-80153-2540 | |
| 2540 | 060 | 3150601 | 11/30 | CRT SMITH, LINDA | 45.04 | - | MSC047 | 0-80153-2540 | |
| 2540 | 060 | 3190601 | 11/30 | CRT SYMES, NANCY | 50.00 | - | MSC047 | 0-80153-2540 | |

Total Pages: 1 This Page: 1 Next Page:

Shows activity in November
Balance Remaining \$971

DATE RUN 11/08/05
TIME RUN 00:37:57
FY=06
FBM091

EAST TENNESSEE STATE UNIVERSITY
FINANCIAL RECORDS SYSTEM

REPORT PAGE 2202
PROGRAM ID FBM091

REPORT OF TRANSACTIONS FOR 10/31/05

ACCOUNT PAGE 1

ACCT: 0-80842
DEPT: 20100

STAFF SENATE DONATIONS FOR FOOD BASKETS

TO: MCKEE TRILLIS
70671

| ACCT CTL | DESCRIPTION | DATE | TC | REF. | 2ND REF. | J.E. OFFSET ACCOUNT | PREVIOUS BALANCE | CURRENT MONTH | TOTAL TO DATE | BATCH REF. DATE |
|-------------|-------------------------------|------|----|------|-------------|------------------------|---------------------|------------------|------------------|--------------------|
| 1100 | CM TOTAL CLAIM ON CASH | | | | | | 4.96 | | 4.96 | |
| 2540 | CM TOTAL OTHER DEPOSITS-INFLO | | | | | | 4.96- | | 4.96- | |

FUND BALANCE CHANGE

DATE RUN 11/08/05
TIME RUN 00:39:11
FY=06
FBM090 - A1

EAST TENNESSEE STATE UNIVERSITY
FINANCIAL RECORDS SYSTEM

REPORT PAGE 1232
PROGRAM ID FBM092

ACCOUNT STATEMENT FOR 10/31/05

ACCOUNT PAGE 1

ACCT: 2-60800
REPT DIST: 326

DEPT: 20100

STAFF SENATE

TO: MCKEE TRILLIS
70671

| OBJ CODE DESCRIPTION | -----BUDGETS----- | | -----ACTUALS----- | | OPEN COMMITMENTS | BALANCE AVAILABLE | PERC USED |
|---------------------------|-------------------|-----------|-------------------|-------------|---------------------|----------------------|--------------|
| | ORIGINAL | REVISED | CURRENT MONTH | FISCAL YEAR | | | |
| 4000 OPERATING EXPENSES | 3,000.00 | 2,980.11 | | | | 2,980.11 | 0 |
| 4570 PROCUREMENT CARD SUP | | 19.89 | | 19.89 | | | 100 |
| 4710 SCHOLARSHIPS-APS | 2,560.00 | 2,560.00 | | | | 2,560.00 | 0 |
| 5311 PROF/ADM SUPPORT | 130.00- | 130.00- | | | | 130.00- | 0 |
| 5312 PROF/ADM SUPP-COM/FP | 1,420.00- | 1,420.00- | | | | 1,420.00- | 0 |
| 5313 PROF/ADM SUPP-UN SCH | 10.00- | 10.00- | | | | 10.00- | 0 |
| OPERATING SUPPLIES | 4,000.00 | 4,000.00 | | 19.89 | | 3,980.11 | 0 |
| TOTAL EXPENSES | 4,000.00 | 4,000.00 | | 19.89 | | 3,980.11 | 0 |
| ACCOUNT TOTAL | 4,000.00 | 4,000.00 | | 19.89 | | 3,980.11 | 0 |

THIS IS A SUMMARY OF YOUR ACCOUNT. THE DETAIL IS ON FBM 091. PLEASE
CALL EXT 4316 FOR UNIV ACCTS OR 6102 FOR FDN ACCTS WITH QUESTIONS.

DATE RUN 11/08/05
TIME RUN 00:42:30
FY=06
FBM090 - A1

EAST TENNESSEE STATE UNIVERSITY
FINANCIAL RECORDS SYSTEM

REPORT PAGE 30
PROGRAM ID FBM092

ACCOUNT STATEMENT FOR 10/31/05

ACCOUNT PAGE 1

ACCT: 9-91480
REPT DIST: 298

DEPT: 20100

STAFF AWARDS

TO: DILLS TIM
70699

| OBJ CODE DESCRIPTION | -----BUDGETS----- | | -----ACTUALS----- | | OPEN COMMITMENTS | BALANCE AVAILABLE | PERC USED |
|-------------------------|-------------------|----------|-------------------|-------------|---------------------|----------------------|--------------|
| | ORIGINAL | REVISED | CURRENT MONTH | FISCAL YEAR | | | |
| 4000 OPERATING EXPENSES | 7,000.00 | 7,000.00 | | | | 7,000.00 | 0 |
| TOTAL EXPENSES | 7,000.00 | 7,000.00 | | | | 7,000.00 | 0 |
| ACCOUNT TOTAL | 7,000.00 | 7,000.00 | | | | 7,000.00 | 0 |

THIS IS A SUMMARY OF YOUR ACCOUNT. THE DETAIL IS ON FBM 091. PLEASE
CALL EXT 4316 FOR UNIV ACCTS OR 6102 FOR FDN ACCTS WITH QUESTIONS.

023 Transactions by Account

Screen: Acct: 080842

Fiscal Year: 06

STAFF SENATE DONATIO

12-06-05 09:24:46

| Sub | TC | Ref 1 | Date | Description | Amount | I | Batch | Offset | Acct |
|------|-----|---------|-------|-------------------|----------|----|--------|--------|------|
| 2540 | 030 | 3110601 | 11/08 | ETSU STAFF SENATE | 305.00 | -C | ONE625 | | |
| 2540 | 030 | 3140602 | 11/11 | ETSU STAFF SENATE | 485.00 | -C | ONE631 | | |
| 2540 | 030 | 3190101 | 11/15 | STAFF SENATE | 261.00 | -C | ONE635 | | |
| 2540 | 030 | 3190601 | 11/15 | ETSU STAFF SENATE | 1,137.00 | -C | ONE635 | | |
| 2540 | 030 | 3190601 | 11/15 | ETSU STAFF SENATE | 100.00 | -C | ONE635 | | |
| 2540 | 048 | | 11/16 | RICHARDSON WANDA | 1,200.00 | | APC554 | | |
| 2540 | 048 | | 11/16 | RICHARDSON WANDA | 1,000.00 | | APC554 | | |
| 2540 | 030 | 3210601 | 11/18 | ETSU STAFF SENATE | 730.00 | -C | ONE644 | | |

Total Pages: 1 This Page: 1 Next Page:

Steve Campbell 080153

\$ 145.⁰⁴

I am going to ask for
transfer

*I-20304 -MULTIPLE MESSAGES HAVE BEEN DISPLAYED - PRESS PF3 TO REVIEW MESSAGES
019 SL Account Summary

STAFF SENATE
Fiscal Year: 06

Screen: Acct: 260800

12-06-05 09:33:23

Department: 20100
Map Code: 10000

Resp Person: MCKEE TRILLIS
Flags: Del Frz Rvw Drp Sup ABR
0 0 0 0 0 1

| Obj | Description | Budget | Actual | Encumb | Avail |
|------|--------------------|--------|--------|--------|-----------|
| 4000 | OPERATING EXPENS | 2,980 | 0.00 | 0.00 | 2,980.11 |
| 4570 | PROCUREMENT CARD | 20 | 19.89 | 0.00 | 0.00 |
| 4710 | SCHOLARSHIPS-APS | 2,560 | 0.00 | 0.00 | 2,560.00 |
| | OPERATING SUPPLIES | 5,560 | 19.89 | 0.00 | 5,540.11 |
| 5311 | PROF/ADM SUPPORT | 130- | 0.00 | 0.00 | 130.00- |
| 5312 | PROF/ADM SUPP-CO | 1,340- | 0.00 | 0.00 | 1,340.00- |
| 5313 | PROF/ADM SUPP-UN | 10- | 0.00 | 0.00 | 10.00- |
| | ALLOCATED CHARGES | 1,480- | 0.00 | 0.00 | 1,480.00- |
| | OTHER DIRECT COSTS | 4,080 | 19.89 | 0.00 | 4,060.11 |
| | TOTAL EXPENSES | 4,080 | 19.89 | 0.00 | 4,060.11 |
| | ACCOUNT TOTAL | 4,080 | 19.89 | 0.00 | 4,060.11 |

No transactions for Staff Awards
991480