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Agendas and Minutes

5-8-2006

2006 May 8 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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AGENDA
May 8, 2006
Meeting Room #2 - DP Culp Center

- 1. Call to Order - President Renee Couch**
- 2. Presentation from Lisa Moffett-Hogue, Field Rep. - TSEA**
- 3. Approval of April 10th Minutes**
- 4. Treasurer's Report**
 - A. Thanksgiving Food Drive Account Balance
 - B. Operating Account Balance
 - C. Picnic/Awards Account Balance
- 5. Committee Reports**
 - A. Staff Development and Evaluations
 - B. Staff Concerns and Grievances
 - C. Committee on Committees
 - D. Elections
- 6. Old Business**
 - A. Picnic Committee – Sign up sheet
 - B. Blood Drive – Sign up sheet
- 7. New Business**

Next Meeting – June 12, 2006
In the Forum Room

Staff Senate Minutes

May 8, 2006

PRESENT: Lisa Blackburn, Kim Blevins, Carolyn Bond, Amy Bower, Jeanine Carroll, Renee Couch, Tim Dills, Marcia Donnelson, Joy Fulkerson, Betty Grice, Tom Hill, Diana McClay, Trillis McKee, Donna Murphy, Terry Nelson, Wanda Richardson, David Robinson, Trish Stafford, Vanessa Stephens, Andre Stevens, Karen Sullivan, Rita Taylor, Carla Warner, Pam White

ABSENT: Constance Alexander (excused), Pat Barnett, Mark Bragg, Kathy Brooks (excused), Queen Brown (excused), Sharon Chandler (excused), Corintha Duncan, Denise Dunn, Charles Forrester (excused), Linda Greenwell (excused), Linda Lett, Cindy Lybrand (excused), Betty Ann Proffitt (excused), Sherri Renfro, Kathy Smith (excused), Michael Vaughn

President Renee Couch called the meeting to order at 2:30 p.m. and welcomed everyone to the meeting. President Couch introduced our guest speaker, Lisa Hogue-Moffett, Tennessee State Employees Association Field Representative. She spoke on the things that were taking place in Nashville with the Legislature: the budget revenues; 2% pay raise which includes 1% from the state & 1% from the university. She also encouraged us to contact our legislators. Senator Carolyn Bond mentioned that she would email each of the senators a list of the area legislators.

MINUTES: President Couch asked for approval to the minutes from the March meeting. With one correction to the minutes, Senator Kim Blevins made the motion to approve and it was seconded by Terry Nelson. The minutes were approved.

TREASURER'S REPORT: Senator Trillis McKee reported a balance in the Thanksgiving food drive account of \$71.00; a balance in the operating account of \$1,768.00; and a balance in the Staff Awards Account of \$7,000.

COMMITTEE REPORTS:

- A. Staff Development and Evaluations: No report
- B. Staff Concerns and Grievances: No report
- C. Committee on Committees: No report
- D. Elections Committee: No report

STAFF SENATE MINUTES

May 8, 2006

Page 2

OLD BUSINESS:

- A. Senator Carolyn Bond, Chairman of the Staff Picnic reminded the Senators that the Staff Picnic was just one week away and if they had not signed up to work to please do so**
- B. Senator Betty Grice, Chairman of the Blood Drive mentioned the date for the Blood Drive was May 11th. The goal of 50 units. The place for the Blood Drive would be the right side of the ballroom.**

New Business:

- A. Senator Terry Nelson mentioned that he had talked with Mike Bettis, Representative from the Balfour Company about designing a Faculty & Staff ring. They would just have to design one. President Couch asked him if he would contact him to see if he would speak to the Senate.**

Senator Joy Fulkerson made the motion that the meeting be adjourned. The meeting was adjourned at 3:05 pm. The next meeting will be Monday, June 12, 2006, in Forum Room.

Respectfully submitted,

Carolyn Bond, Secretary

MEMBERSHIP ROSTER

May 8, 2006

NAME	SIGNATURE
Alexander, Constance	Excused
Barnett, Pat	
Blackburn, Lisa	<i>Lisa Blackburn</i>
Blevins, Kim	<i>Kim Blevins</i>
Bond, Carolyn	<i>Carolyn Bond</i>
Bower, Amy	<i>Amy Bower</i>
Bragg, Mark	
Brooks, Kathy	<i>Excused</i>
Brown, Queen	
Carroll, Jeanine	<i>Jeanine Carroll</i>
Chandler, Sharon	Excused
Couch, Renee	<i>Renee Couch cs</i>
Dills, Tim	<i>Tim Dills</i>
Donnelson, Marcia	<i>Marcia</i>
Duncan, Corintha	
Dunn, Denise	
Forrester, Charles	Excused
Fulkerson, Joy	<i>Joy Fulkerson</i>
Greenwell, Linda	Excused
Grice, Betty	<i>Betty Grice</i>
Hill, Thomas	<i>Thomas Hill</i>
Lett, Linda	
Lybrand, Cindy	<i>Excused</i>

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

5-8-06

Called to order: 2:30pm -

Guest speaker: Lisa Moffett - TSEA Rep.

Contact your legislators; budget revenues
up; 2% pay raise: 1% State 1% University -

Send email list of legislators ^{alert} - Staff Senate

Cost of living increase

fund retiree insurance suppl -

Minutes: Motion Kim Blevens

Jerry Nelson

Expenses

1,768.00

137.00

Committee - no reports

Old Business:

1 Picnic Comm

2. Blood Drive - 5/11

right side ballroom - goal of 50

New Business

Jerry Nelson - Faculty + Staff ring -

Mike Bettis Balfour - design one

Donna Murphy - hour per hour sick leave
toward ~~sick~~ retirement -

Motion - Joy Fulkerson motion
Kim Blevins second
3:05 pm

Carolyn Boud

DATE RUN 04/13/06
TIME RUN 00:02:14
FY=06
FBM091

EAST TENNESSEE STATE UNIVERSITY
FINANCIAL RECORDS SYSTEM

REPORT PAGE 2246
PROGRAM ID FBM091

REPORT OF TRANSACTIONS FOR 03/31/06

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						71.00		71.00	
2540	CM TOTAL OTHER DEPOSITS-INFLO						71.00-		71.00-	

FUND BALANCE CHANGE

*I-Z0304 -MULTIPLE MESSAGES HAVE BEEN DISPLAYED - PRESS PF3 TO REVIEW MESSAGES
 018 GL Account Summary STAFF SENATE DONATIO
 Fiscal Year: 06

Screen: Acct: 080842

05-05-06 15:12:15

Dept: 20100

Resp Person: MCKEE TRILLIS
 Flags: Del Frz Rvw Drp
 0 0 0 0

Ctl	Description	Beg Bal	YTD Actual	Current Bal
1100	CLAIM ON CASH	1.04-	138.04	137.00
2540	OTHER DEPOSITS-INFLO	1.04	138.04-	137.00-

023 Transactions by Account

Fiscal Year: 06
STAFF SENATE DONATIO
05-05-06 14:31:11

Screen: Acct: 080842

Sub	TC	Ref 1	Date	Description	Amount	I Batch	Offset	Acct
2540	030	1160601	04/27	ETSU STAFF SENATE	66.00	-C		ONE900

Total Pages: 1 This Page: 1 Next Page:

*I-Z0304 -MULTIPLE MESSAGES HAVE BEEN DISPLAYED - PRESS PF3 TO REVIEW MESSAGES
 019 SL Account Summary STAFF SENATE
 Fiscal Year: 06

Screen: Acct: 260800

05-05-06 14:32:43

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	1,768	0.00	0.00	1,768.20
4110	PRINT SUPPLIES-I	112	111.91	0.00	0.00
4551	FOOD-ARAMARK	67	67.00	0.00	0.00
4570	PROCUREMENT CARD	53	52.89	0.00	0.00
4640	RENT/LEASE-OTH E	1,000	0.00	1,000.00	0.00
4710	SCHOLARSHIPS-APS	2,560	0.00	0.00	2,560.00
	OPERATING SUPPLIES	5,560	231.80	1,000.00	4,328.20
5311	PROF/ADM SUPPORT	130-	130.00-	0.00	0.00
5312	PROF/ADM SUPP-CO	1,340-	1,340.00-	0.00	0.00
5313	PROF/ADM SUPP-UN	10-	10.00-	0.00	0.00
	ALLOCATED CHARGES	1,480-	1,480.00-	0.00	0.00
	OTHER DIRECT COSTS	4,080	1,248.20-	1,000.00	4,328.20
	TOTAL EXPENSES	4,080	1,248.20-	1,000.00	4,328.20
	ACCOUNT TOTAL	4,080	1,248.20-	1,000.00	4,328.20

021 Open Commitments by Account

STAFF SENATE
Fiscal Year: 06

Screen: Acct: 260800

05-05-06 14:32:28

Department: 20100

Resp Person: MCKEE TRILLIS

Flags: Del Frz Rvw Drp Sup ABR
0 0 0 0 0 1

Obj	PO Ref	Tran Dt	Original	Liquidated	Adjustments	Current
Vendor No.	Lst Actv	Description				
4640	P081832	05/01	1,000.00	0.00	0.00	1,000.00
	V0000286000	05/01	EAST TENN RENT-ALLS			
4640	R026458	04/28	1,000.00	0.00	1,000.00-	0.00
	V0000286000	05/01	EAST TENN RENT-ALLS			
Account Total			2,000.00	0.00	1,000.00-	1,000.00

DATE RUN 04/13/06
 TIME RUN 00:03:29
 FY=06
 FBM090 - A1

EAST TENNESSEE STATE UNIVERSITY
 FINANCIAL RECORDS SYSTEM

REPORT PAGE 1317
 PROGRAM ID FBM092

ACCOUNT STATEMENT FOR 03/31/06

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	2,868.11				2,868.11	0
4110 PRINT SUPPLIES-INST		12.00		12.00			100
4551 FOOD-ARAMARK		67.00		67.00			100
4570 PROCUREMENT CARD SUP		52.89		52.89			100
4710 SCHOLARSHIPS-APS	2,560.00	2,560.00				2,560.00	0
5311 PROF/ADM SUPPORT	130.00-	130.00-		130.00-			100
5312 PROF/ADM SUPP-COM/FP	1,420.00-	1,340.00-		1,340.00-			100
5313 PROF/ADM SUPP-UN SCH	10.00-	10.00-		10.00-			100
OPERATING SUPPLIES	4,000.00	4,080.00		1,348.11-		5,428.11	33-
TOTAL EXPENSES	4,000.00	4,080.00		1,348.11-		5,428.11	33-
ACCOUNT TOTAL	4,000.00	4,080.00		1,348.11-		5,428.11	33-

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 04/13/06
TIME RUN 00:07:38
FY=06
FBM090 - A1

EAST TENNESSEE STATE UNIVERSITY
FINANCIAL RECORDS SYSTEM

REPORT PAGE 32
PROGRAM ID FBM092

ACCOUNT STATEMENT FOR 03/31/06

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.

*I-Z0304 -MULTIPLE MESSAGES HAVE BEEN DISPLAYED - PRESS PF3 TO REVIEW MESSAGES
 019 SL Account Summary STAFF AWARDS
 Fiscal Year: 06

Screen: Acct: 991480

05-05-06 14:33:36

Department: 20100
 Map Code: 90000

Resp Person: DILLS TIM
 Flags: Del Frz Rvw Drp Sup ABR
 0 0 0 0 0 2

Obj	Description	Budget	Actual	Encumb	Avail
4000	OPERATING EXPENS	7,000	0.00	0.00	7,000.00
	OPERATING SUPPLIES	7,000	0.00	0.00	7,000.00
	OTHER DIRECT COSTS	7,000	0.00	0.00	7,000.00
	TOTAL EXPENSES	7,000	0.00	0.00	7,000.00
	ACCOUNT TOTAL	7,000	0.00	0.00	7,000.00