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6-12-2006

2006 June 12 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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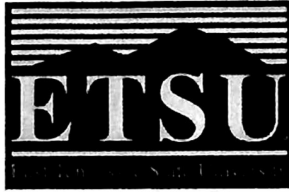


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AGENDA
June 12, 2006
Forum Room - DP Culp Center

1. Call to Order - President-Elect Karen Sullivan

2. Approval of May 8th Minutes

3. Treasurer's Report

- A. Thanksgiving Food Drive Account Balance
- B. Operating Account Balance
- C. Picnic/Awards Account Balance

4. Committee Reports

- A. Staff Development and Evaluations
- B. Staff Concerns and Grievances
- C. Committee on Committees
- D. Elections

5. Old Business

- A. Report from the Picnic Committee
- B. Report from the Blood Drive Committee
- C. Staff Senate Ring
- D. Staff Senator Training
- E. Convocation Meeting

6. New Business

- A. Staff Senate Shirts

Next Meeting - July 10, 2006
In the Forum Room

Staff Senate Minutes

June 12, 2006

PRESENT: Pat Barnett, Lisa Blackburn, Kim Blevins, Carolyn Bond, Amy Bower, Queen Brown, Sharon Chandler, Tim Dills, Corintha Duncan, Charles Forrester, Linda Greenwell, Tom Hill, Diana McClay, Trillis McKee, Donna Murphy, Terry Nelson, Betty Ann Proffitt, David Robinson, Trish Stafford, Vanessa Stephens, Karen Sullivan, Rita Taylor, Pam White

ABSENT: Constance Alexander (excused), Mark Bragg, Kathy Brooks (excused), Jeanine Carroll (excused), Renee Couch (excused), Marcia Donnelson (excused), Denise Dunn, Joy Fulkerson, Betty Grice (excused), Linda Lett (excused), Cindy Lybrand, Sherri Renfro (excused), Wanda Richardson (excused), Kathy Smith (excused), Andre Stevens, Michael Vaughn, Carla Warner (excused)

President-elect Karen Sullivan called the meeting to order at 2:30 p.m. and welcomed everyone to the meeting.

MINUTES: President-elect Sullivan asked for approval to the minutes from the May meeting. With no correction to the minutes, Senator Kim Blevins made the motion to approve and it was seconded by Tom Hill. 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 \$1,067.00; and a balance in the Staff Awards Account of \$0.

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: In process of contacting Senators whose terms are ending to see if they wanted to serve again.

OLD BUSINESS:

- A. Senator Carolyn Bond, Chairman of the Staff Picnic The picnic was a success. Total ticket sales: \$996.00 with the total number in attendance 290. Have received the invoice for the tents from East Tenn. RentAlls. Picnic committee to meet to go over any comments or improvements needed for next year. Some of the comments: need more children's activities.
- B. Senator Betty Grice, Chairman of the Blood Drive was not in attendance, but sent a final report. The total number of donations was 34.

STAFF SENATE MINUTES

June 12, 2006

Page 2

C. Senator Terry Nelson reported that he had talked with Mike Bettis, Representative from the Balfour Company. He is to have 2 or 3 designs by July 4th. Hopefully the designs will be ready by the next meeting.

D. Senator Tom Hill made a motion that the Staff Senator shirts be done away with. No one wears them. President-elect Sullivan asked the Senators how they felt about the Staff Senate Shirts. The vote was six (6) for and eight (8) against.

Senator Corintha Duncan made the motion that the meeting be adjourned. Senator Tom Hill seconded the motion. The meeting was adjourned at 3:00 pm. The next meeting will be Monday, June 12, 2006, in Forum Room.

Respectfully submitted,

Carolyn Bond, Secretary

6-12-06

Called mtg. to order - President-elect Karen Sullivan
time: 2:30pm

(fix Charlie for April) more Childrens Activities
Wed afternoon - 6/21 Picnic Committee mtg. - 2:30pm

minutes: motion - Kim Blewin
Seconded - Tom Hill

Treasurers Report:

Committee Reports:

A. no

B no

C no

D ~~no~~ in process - contact Senators terms ending

Old Business

A

B

C Jerry Nelson - Mike Bettis - Balfour design
2 or 3 designs - July 4th - next mtg -

Motion to
3pm

MEMBERSHIP ROSTER

June 12, 2006

NAME	SIGNATURE
Alexander, Constance	Excused
Barnett, Pat	<i>Pat Barnett</i>
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	Excused
Brown, Queen	<i>Queen Brown</i>
Carroll, Jeanine	Excused
Chandler, Sharon	<i>Sharon Chandler</i>
Couch, Renee	Excused
Dills, Tim	<i>Tim Dills</i>
Donnelson, Marcia	Excused
Duncan, Corintha	<i>Corintha Duncan</i>
Dunn, Denise	<i>Denise Dunn</i>
Forrester, Charles	<i>Charles Forrester</i>
Fulkerson, Joy	
Greenwell, Linda	<i>Linda Greenwell</i>
Grice, Betty	Excused
Hill, Thomas	<i>Tom Hill</i>
Lett, Linda	Excused
Lybrand, Cindy	

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

LATEST EPRINT Carolyn

DATE RUN 05/13/06
 TIME RUN 01:17:37
 FY=06
 FBM090 - A1

EAST TENNESSEE STATE UNIVERSITY
 FINANCIAL RECORDS SYSTEM

REPORT PAGE 1298
 PROGRAM ID FBM092

ACCOUNT STATEMENT FOR 04/30/06

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	1,664.80				1,664.80	0
4110 PRINT SUPPLIES-INST		111.91	99.91	111.91			100
4551 FOOD-ARAMARK		67.00		67.00			100
4570 PROCUREMENT CARD SUP		156.29	103.40	156.29			100
4640 RENT/LEASE-OTH EQUIP		1,000.00			1,000.00		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	203.31	1,144.80-	1,000.00	4,224.80	3-
TOTAL EXPENSES	4,000.00	4,080.00	203.31	1,144.80-	1,000.00	4,224.80	3-
ACCOUNT TOTAL	4,000.00	4,080.00	203.31	1,144.80-	1,000.00	4,224.80	3-

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.

OPEN COMMITMENTS STATUS

ACCOUNT	REF. NO.	DATE	DESCRIPTION	ORIGINAL AMOUNT	LIQUIDATING EXPENDITURES	ADJUST- MENTS	CURRENT AMOUNT
2-60800-4640	P081832	05/01	EAST TENN RENT-ALLS	1,000.00			1,000.00
2-60800-4640	R026458	04/28	EAST TENN RENT-ALLS	1,000.00		1,000.00-	COMPLETED
ACCOUNT TOTAL				2,000.00		1,000.00-	1,000.00

IF YOU HAVE QUESTIONS ON OUTSTANDING PURCHASE ORDERS, PLEASE CALL
 EXT 4354. FOR OTHER COMMITMENTS CALL EXTENSION 4316.

DATE RUN 05/13/06
TIME RUN 01:17:37
FY=06
FBM091

EAST TENNESSEE STATE UNIVERSITY
FINANCIAL RECORDS SYSTEM
REPORT OF TRANSACTIONS FOR 04/30/06

REPORT PAGE 1299
PROGRAM ID FBM092

ACCOUNT PAGE 1

ACCT: 2-60800
DEPT: 20100

STAFF SENATE

TO: MCKEE TRILLIS
70671

OBJ CODE	DESCRIPTION	DATE	TC	REF.	2ND REF.	J.E. OFFSET ACCOUNT	BUDGET ENTRIES	REV/EXP	COMMITMENTS	BATCH REF. DATE
4110	PRESS B05-4192	04/30		049				37.76		PRT002 043006
	PRESS B05-4168	04/30		049				62.15		PRT005 043006
4110	CM TOTAL PRINT SUPPLIES-INST							99.91		
4570	ORIENTAL TRADING CO	04/30		049		PROCARD		103.40		PRC001 043006
4570	CM TOTAL PROCUREMENT CARD SUP							103.40		
4640	EAST TENN RENT-ALLS	04/28		050		R026458			1,000.00	PUR002 042806
	EAST TENN RENT-ALLS	05/01		050		P081832 R026458			1,000.00	PUR005 050106
	EAST TENN RENT-ALLS	05/01		051		R026458 P081832			1,000.00-	PUR005 050106
4640	CM TOTAL RENT/LEASE-OTH EQUIP								1,000.00	
*** ACCOUNT TOTAL ***								203.31	1,000.00	

DATE RUN 05/13/06
TIME RUN 01:16:06
FY=06
FBM091

EAST TENNESSEE STATE UNIVERSITY
FINANCIAL RECORDS SYSTEM

REPORT PAGE 2204
PROGRAM ID FBM091

REPORT OF TRANSACTIONS FOR 04/30/06

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	66.00	137.00	
2540	ETSU STAFF SENATE	04/27	030	1160601	0000030			66.00-		ONE900 042706
2540	CM TOTAL OTHER DEPOSITS-INFLO						71.00-	66.00-	137.00-	

FUND BALANCE CHANGE

DATE RUN 05/13/06
TIME RUN 01:22:27
FY=06
FBM090 - A1

EAST TENNESSEE STATE UNIVERSITY
FINANCIAL RECORDS SYSTEM

REPORT PAGE 28
PROGRAM ID FBM092

ACCOUNT STATEMENT FOR 04/30/06

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.

Carolyn

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

Screen: Acct: 260800

06-12-06 08:38:51

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	1,421	0.00	0.00	1,420.85
4110	PRINT SUPPLIES-I	112	111.91	0.00	0.00
4551	FOOD-ARAMARK	67	67.00	0.00	0.00
4570	PROCUREMENT CARD	400	400.24	0.00	0.00
4640	RENT/LEASE-OTH E	1,000	0.00	1,000.00	0.00
	OPERATING SUPPLIES	3,000	579.15	1,000.00	1,420.85
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	1,520	900.85-	1,000.00	1,420.85
	TOTAL EXPENSES	1,520	900.85-	1,000.00	1,420.85
	ACCOUNT TOTAL	1,520	900.85-	1,000.00	1,420.85

2-60800 EP

\$1000 paid ARA

6/12/04 Current Balances

260800 Staff Senate Operations \$1,420.85
 080842 Agency Account (staff senate) \$1,067
 991480 Staff Awards

Trilled
6/12/06

021 Open Commitments by Account

STAFF SENATE
Fiscal Year: 06

Screen: Acct: 260800

06-12-06 08:38:58

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			
Account Total			1,000.00	0.00	0.00	1,000.00

023 Transactions by Account

STAFF SENATE
Fiscal Year: 06

Screen: Acct: 260800

06-12-06 08:39:12

Sub	TC	Ref 1	Date	Description	Amount	I	Batch	Offset	Acct
4570	049	PROCARD	05/31	QUALITY TROPHY & EN	243.95	D	PRC001		
4640	051	R026458	05/01	EAST TENN RENT-ALLS	1,000.00	-C	PUR005		
4640	050	P081832	05/01	EAST TENN RENT-ALLS	1,000.00	D	PUR005		
4710	021		05/31	REVISED BUDMAY	2,560.00	-C	BUD100		

Total Pages: 1 This Page: 1 Next Page:

*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

06-12-06 08:39:50

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-	1,068.04	1,067.00
2540	OTHER DEPOSITS-INFLO	1.04	1,068.04-	1,067.00-

*\$ 996 taken in for picnic
 290 individuals*

	<i>East M Rmt ALLIS</i>	<i>1025</i>
	<i>ARA</i>	<i>1000</i>
<i>VISA</i>	<i>Trophy</i>	<i>243.95</i>
<i>VISA</i>	<i>Oriental Trading</i>	<i>103.40</i>

023 Transactions by Account

Screen: Acct: 080842

Fiscal Year: 06
STAFF SENATE DONATIO
06-12-06 08:40:04

Sub	TC	Ref 1	Date	Description	Amount	I	Batch	Offset	Acct
2540	030	1280102	05/09	STAFF PICNIC	147.00	-C	ONE919		
2540	030	1350102	05/16	STAFF SENATE	243.00	-C	ONE930		
2540	030	1390301	05/22	STAFF SENATE	540.00	-C	ONE942		

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 AWARDS
 Fiscal Year: 06

Screen: Acct: 991480

06-12-06 08:40:43

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
4440	CONSULTING SERVI	7,000	7,000.00	0.00	0.00
	OPERATING SUPPLIES	7,000	7,000.00	0.00	0.00
	OTHER DIRECT COSTS	7,000	7,000.00	0.00	0.00
	TOTAL EXPENSES	7,000	7,000.00	0.00	0.00
	ACCOUNT TOTAL	7,000	7,000.00	0.00	0.00

023 Transactions by Account

STAFF AWARDS
Fiscal Year: 06

Screen: Acct: 991480

06-12-06 08:40:57

Sub	TC	Ref 1	Date	Description	Amount	I	Batch	Offset	Acct
4440	048		05/17	HENSLEY LAKIE D	1,000.00		APC698		
4440	048		05/17	WILLIAMS RAMONA MIL	1,000.00		APC698		
4440	048		05/17	FARTHING MARY I	1,000.00		APC698		
4440	048		05/17	HARVEY CHARLES	1,000.00		APC698		
4440	048		05/17	SHELL L J	1,000.00		APC698		
4440	048		05/17	HILL TRESIA	1,000.00		APC698		
4440	048		05/17	BURKEY SUSAN P	1,000.00		APC698		

Total Pages: 1 This Page: 1 Next Page:

FINAL REPORT OF THE STAFF SENATE PICNIC

June 12, 2006

The Picnic was a success.

I would like to thank each Senator that worked on the committee. They were: Kathy Smith, Kathy Brooks, Donna Murphy, Rita Taylor, Pam White, Linda Lett, Denise Dunn, Trish Stafford, Sherri Renfro, Charlie Forrester, Terry Nelson and Executive Board. Also I would like to thank each Senator who helped at the picnic.

The total ticket sales were: \$996.00. Total number of individuals: 290.

The invoice for the three tents that we rented from East Tenn Rent Alls was \$1,000.00 plus \$25.00 delivery charge. As of Friday, June 9th, no invoice or transaction has been made from ARA.

The Picnic Committee will be meeting soon to discuss the comments that was received. And also to see where we can improve for next year's event.

Submitted by: Carolyn Bond

Chairman of the 2005-06 Picnic Committee

Bond, Carolyn Ann

From: Grice, Betty Jane
Sent: Monday, June 12, 2006 1:18 PM
To: Couch, Evelyn Renee; Bond, Carolyn Ann
Subject: Staff Senate

I'm sorry but I will be unable to attend Staff Senate today. I received the final count from our Blood Drive - we had 34 donations, our goal was 50. Of course all donations are appreciated.

Betty Grice, CPS
Office Coordinator
Dean's Office
College of Public and Allied Health
423/439-4597 phone
423/439-5238 fax
grice@etsu.edu