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2006 October 9 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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AGENDA
Staff Senate Meeting
Meeting Room #6, D.P. Culp Center
October 9, 2006
2:30 p.m.

1. Call to Order
2. Guest Speaker – Dr. Wilsie Bishop
3. Approval of Minutes - September 11, 2006
4. Treasurer's Report
5. Committee Reports
 - a. Staff Development and Evaluations
 - b. Staff Concerns and Grievances
 - c. Committee on Committees
 - d. Committee on Elections
6. Selection of 2006-07 Committee Chairs/Members
7. Old Business
8. New Business

Next Meeting – November 13, 2006
Meeting Room #6

**STAFF SENATE
MINUTES
October 9, 2006**

PRESENT: Lisa Blackburn, Kim Blevins, Carolyn Bond, Robert Calkins, Cindy Canter, Jeanine Carroll, Renee Couch, Tim Dills, Linda Greenwell, Dilawar Grewal, Angela Haire, Diana McClay, Terry Nelson, Judy Oaks, Betty Ann Proffitt, Sherri Renfro, Wanda Richardson, David Robinson, Jamie Simmons, Kathy Smith, Patricia Stafford, Vanessa Stephens, Karen Sullivan, George Wagner, Pam White.

ABSENT: Constance Alexander, Pat Barnett (excused), Amy Bower (excused), Queen Brown, Sharon Chandler, Marcia Donnelson, Corintha Duncan (excused), Denise Dunn, Charles Forrester (excused), Betty Grice (excused), Linda Lett, Donna Murphy (excused), Debbie Parks (excused), Debbie Starnes, Michael Vaughn, Carla Warner.

President Karen Sullivan called the meeting to order at 2:30 p.m. She presented a plaque to Past President Renee Couch in recognition of her efforts and hard work during the past year. Everyone applauded Renee for a job well done.

GUEST SPEAKER: President Sullivan welcomed guest speaker, Dr. Wilsie Bishop. Dr. Bishop spoke about the following items:

- Staff Convocation – Due a scheduling conflict, Dr. Stanton requested that the 2006-07 Staff Convocation be rescheduled to October 31st in order for him to attend this important event.
- Football – A football task force has been formed to see if it is feasible to bring football back to the University. The task force is looking at the cost to play and the source of funds in order to develop a budget. The results of their findings are to be presented to President Stanton so he may make a decision whether or not to reinstate football.
- Governance Council – Faculty Senate has proposed the formation of a Governance Council, whereby the Staff Senate, Faculty Senate, and the Student Government Association Executive Boards meet to discuss common issues/concerns, and to try and build and maintain positive relationships between staff, faculty and students. Dr. Bishop stated that more feedback was necessary before the possible formation of a Governance Council.
- 1Point Solutions Flexible Spending Accounts – Employees participating in the FSA, which is managed by 1Point Solutions, and are experiencing problems, especially with childcare money deductions and balanced checks from the company, should contact Ms. Tammy Hamm or Ms. Joyce Willocks in the Department of Human Resources. The Tennessee Board of Regents is aware of these difficulties and is working to find another vendor to take over where 1Point

Solutions left off. There will be no loss of benefits as there is an emergency fund available.

MINUTES: The minutes of September 13, 2006, were approved with the following changes:

- The title of "Dr." was incorrectly used to identify D.J. Jesse.
- An "excused" absence should be reflected for Senator Corintha Duncan.
- The record should reflect Senator Cindy Canter as "present" at the September meeting.

Senator Tim Dills made a motion for the minutes to be approved. Motion was seconded by Senator Kim Blevins. Motion carried and the minutes were approved as amended.

TREASURER'S REPORT: Due to a scheduling conflict, Treasurer Amy Bower was unavailable to present an updated report. President Sullivan reported there was one expense for the purchase of a plaque for Past President Couch in the amount of approximately \$34.00.

COMMITTEE REPORTS:

- Staff Development and Evaluations: no report
- Staff Concerns and Grievances: no report
- Committee on Committees: no report
- Elections Committee: no report

Senator Dill introduced and welcomed Senator Angela Haire from the Department of Military Science, who replaced retiree Trillis McKee.

SELECTION of 2006-07 COMMITTEES: President Sullivan passed around a sign-up sheet for senators to select a committee they would like to serve. Chairs will be selected by President Sullivan from the sign-up list, and will be announced at the November 13th meeting.

OLD BUSINESS:

- Staff Convocation – President Sullivan reiterated that due to a scheduling conflict, Dr. Stanton requested the event be rescheduled to October 31st. President Elect Blackburn advised that since the date for the event had been pushed back, the lapel pins ordered would now be available to distribute to staff attending the event. She gave a run down of the agenda, which included recognition of Staff Award Recipients and Featured Employees of the Month. There will be a walk through rehearsal of the event on October 30th.
- Questions for President Stanton – President Sullivan reported she received several e-mails from individuals with questions they would like President Stanton to address at the November 13th Staff Senate meeting. Several written questions were presented to President Sullivan at the meeting. She will cut and paste the

questions into a document, and then forward them to President Stanton prior to the meeting in order that they may be researched.

- Staff Picnic- President Sullivan reported she will draft a memorandum to Dr. Bishop to request additional funds for the annual Staff Picnic. Dr. Bishop will in turn present the request to Dr. Stanton for his consideration.
- APS Student Worker – Melissa Metcalf has been assigned as an APS Staff Senate student worker. She is located in the Culp Center Office with President Elect Lisa Blackburn.
- Communication Issues/Facilities Management – President Sullivan requested that Senators Vanessa Stephens, Denise Dunn, and Terry Nelson work together and develop a plan that would effectively get information to Facilities Management staff in order to keep them abreast of issues, events, etc.
- Staff Ring – A sign-up sheet was distributed at the meeting for those individuals wanting to order a staff ring. Senator Terry Nelson advised that the cost for a ring will depend upon the number of orders. He plans to speak with Ms. B.J. King about getting approval to set up payments by payroll deduction.
- Absences – President Sullivan reminded senators that attendance at monthly meetings are required, and “absences may be excused by notifying the Senate Secretary prior to the meeting.” Senators accumulating more than three (3) consecutive unexcused absences or six (6) total absences in a twelve (12) month period will be terminated from membership.

NEW BUSINESS:

- Ms. Joyce Willocks, Human Resources, spoke to committee members regarding employee benefits and the annual transfer for enrollment. Employees have the opportunity to transfer their State group health insurance coverage this year during the period from October 16th through November 15th. She advised this is not an open enrollment. The options available are the PPO (BlueCross Blue Shield), POS (Cigna HealthCare), and HMO (United HealthCare). Ms. Willocks stated there will be a 2.5% increase in premiums. Individuals will receive a 2007 member handbook and provider directory of their current healthcare selection at their residence. She indicated those individuals who are currently enrolled in the HMO administered by John Deere, will automatically be moved to United HealthCare. No action will be required for these individuals to complete a change form, unless they choose to transfer to a different plan. Questions concerning the annual transfer for enrollment and/or options available should be directed to Ms. Joyce Willocks or Ms. Tammy Hamm in the Department of Human Resources.
- 2006-07 Employee Giving Campaign - Senator Kathy Smith, Chair of the 2006-07 Employee Giving Campaign “Building a Brighter Tomorrow” announced this

year's goal is \$90,000.00. She urged senators to participate as a Fair Share Giver (giving one hour of salary per month). A website through the Department of Human Resources has been set up as a way to follow the campaign's progress in reaching its goal.

- ETSU Retiree Outreach Committee – President Sullivan advised she received correspondence from a member of the ETSU Faculty Senate Retiree Outreach Committee asking if two or three members from Staff Senate would become a member of this committee to provide a better outreach to retired ETSU staff and faculty. President Sullivan stated additional information is available upon request to those interested in serving on the retiree outreach committee.

President Elect Blackburn made a motion the meeting be adjourned. Motion seconded by Senator Proffitt. The meeting adjourned at 4:00 p.m. The next meeting is Monday, November 13th at 2:30 p.m. in Meeting Room #6.

Respectfully submitted,

Pamela White, Secretary