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2006 December 11 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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**STAFF SENATE
MINUTES
December 11, 2006**

PRESENT: Lisa Blackburn, Amy Bower, Queen Brown, Robert Calkins, Cindy Canter, Renee Couch, Tim Dills, Charles Forrester, Donna Lee, Diana McClay, Donna Murphy, Judy Oaks, Betty Ann Proffitt, Sherri Renfro, Wanda Richardson, David Robinson, John Sanders, Jamie Simmons, Debbie Starnes, Vanessa Stephens, Karen Sullivan, and Pam White.

ABSENT: Constance Alexander (excused), Pat Barnett (excused), Kim Blevins (excused), Carolyn Bond (excused), Jeanine Carroll, Sharon Chandler (excused), Corintha Duncan (excused), Denise Dunn, Linda Greenwell (excused), Dilawar Grewal (excused), Betty Grice (excused), Angela Haire (excused), Linda Lett, Terry Nelson, Debbie Parks (excused), Kathy Smith (excused), Patricia Stafford, Michael Vaughn, George Wagner, Carla Warner.

The meeting was called to order by President Sullivan at 2:30 p.m. She welcomed Senator Donna Lee, College of Nursing representative, to Staff Senate.

GUEST SPEAKER: President Sullivan introduced Mr. Robert Baker, Director of Academic Services for the Athletic Department. Mr. Baker came to ETSU from the University of Tennessee on September 11, 2006. He gave a brief overview of the academic services department and items related to student athletes on campus.

Mr. Kailash Bajaj, a graduate student working for the chairman of the Wellness Committee, asked that Staff Senate complete a brief survey on the utilization of the Basler Center for Physical Activity (CPA). He explained that the survey is being conducted to better understand staff physical activity levels of utilization at the CPA. Completed surveys will be taken back to the Wellness Committee for analysis of the information.

MINUTES: Motion made to approve the November 13, 2006, minutes. Motion seconded. Minutes were approved without change.

TREASURER'S REPORT: Senator Amy Bower reported that there is currently \$1,580.00 in the operating account.

COMMITTEE REPORTS:

- **Staff Development and Evaluations:**
President Sullivan announced that Senator Dilawar Grewal agreed to chair the committee.
- **Staff Concerns and Grievances:** no report
- **Committee on Committees:** no report
- **Elections Committee:** no report

- **Thanksgiving Food Committee:**

Senators Simmons and Richardson reported that there are 23 food boxes left over from the 245 boxes, which were prepared for the Thanksgiving Food Drive. Remaining food boxes will be distributed to ETSU staff in time for the Christmas holiday. There were 225 gift cards purchased with the monetary donations in the amount of \$2,477.00. President Sullivan stated that several thank you notes for food boxes have been received from individuals, as well as from various organizations that acknowledged the efforts of Staff Senate.

NEW BUSINESS:

Staff Convocation 2007: President Sullivan and President Elect Blackburn announced that the Staff Convocation Committee (chaired by Karen Sullivan) recently met, and plans for the 2007 Staff Convocation have begun. The event will be held on Tuesday, September 25th in the Ballroom of the Culp Center. The committee is looking at several options in which to boost attendance at the 2007 event. They include:

- announce various award winners
- present "unsung heroes" awards
- present awards to departments/offices having 100% attendance
- provide live musical entertainment
- have a raffle
- a personal invitation from President Stanton mailed to each departmental supervisor and to be shared with their staff.

Awards would come in the form of verbal recognition from President Stanton or plaques. Senators are encouraged to send other ideas or suggestions to President Sullivan that may promote attendance at the next Staff Convocation.

Smoke Free Campus Initiative: President Sullivan announced that Faculty Senate has passed a resolution for a smoke free campus and asked that the resolution be presented to Staff Senate for review and endorsement. Past President Couch suggested that the resolution be changed to indicate a "tobacco free" campus as opposed to "smoke free". Senators questioned how and who would enforce the policy. It was recommended that the change of wording in the policy, concerns related to enforcement, and how designated smoking areas would be determined be passed along to Faculty Senate for their consideration. A lengthy discussion followed. Senator Richardson made the motion to endorse the resolution with the recommendation to change the policy to indicate a "tobacco free" campus. Motion seconded by Senator Stephens. A vote was taken resulting in three (3) no, four (4) abstain, and fourteen (14) yes. Motion approved.

Faculty Senate Ideas Forum: President Sullivan announced that Faculty Senate requested Staff Senate participate in the Faculty Senate Ideas Forum on February 12, 2007, from 1:00 pm – 4:00 pm in Meeting Room 6, in the Culp Center. The forum is an opportunity for faculty and staff to present ideas, concepts and proposals that may make the university more productive and effective. It was suggested that since staff is invited to participate in the forum, the name be changed to *Faculty and Staff Ideas Forum*. President Sullivan will forward the suggestion to Faculty Senate for their consideration. Proposal forms are required in advance and may be accessed at <http://www.etsu.edu/senate>.

Campus Parking Issues: Senator Renfro asked that Staff Senate address issues related to campus parking (i.e., parking fees, parking availability, usage of parking fees, future plans for campus parking). After a lengthy discussion, President Sullivan recommended that the issue be placed on the January Staff Senate agenda for further discussion, and suggested that Dr. Bishop may provide information related to future plans for campus parking.

There being no other agenda items to discuss, Senator Richardson made the motion for the meeting to adjourn. Senator Couch seconded the motion. Motion approved.

Respectively submitted,
Pamela White
Secretary



AGENDA

**Staff Senate Meeting
December 11, 2006
Meeting Room 6 - DP Culp Center
2:30 p.m.**

- 1. Call to Order**
- 2. Guest Speaker:** Mr. Robert Baker, Director of Academic Services
Dr. Priscilla Ramsey, Professor, Adult Nursing
- 3. Approval of Minutes – November 13, 2006**
- 4. Treasurer's Report**
- 5. Old Business**
 - Staff Development & Evaluation Committee Chairman
 - Thanksgiving Food Drive
- 6. New Business**
 - Staff Convocation 2007
 - Smoke Free Campus Initiative

**Next Meeting – January 8, 2007
In the DR #6**