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### 2007 January 8 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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**AGENDA**  
**Staff Senate Meeting**  
**January 8, 2007**  
**DR #2 - DP Culp Center**  
**2:30 p.m.**

1. **Call to Order**
2. **Guest Speaker:** Dr. Ronald Franks, Vice President for Health Affairs
3. **Approval of Minutes – December 11, 2006**
4. **Treasurer's Report**
5. **Committee Reports**
  - **Staff Development and Evaluations**
  - **Staff concerns and Grievances**
  - **Committee on Committees**
  - **Committee on Elections**
6. **Old Business**
  - **Thanksgiving Food Drive Committee**
7. **New Business**
  - **Picnic Committee – Carolyn Bond**
  - **Parking Issues – Overview by Dr. Bishop**
8. **Open Floor for New Agenda Items/Concerns**

**Staff Senate Constitution**  
**Article II Purposes and Functions**

The purposes and functions of the Staff Senate of East Tennessee State University shall be the following:

- A. To provide a means for assuring formal, systematic, and continual channels of communication through which the non-faculty and non-student components of this University participate meaningfully in the study and discussion of problems, situations, and opportunities relating to them.
- B. To offer appropriate recommendations to the President on matters pertaining to the staff of the University.
- C. To interact with other groups within the University (i.e., faculty, students, and administration) on matters pertaining to the University as a whole.

Next Meeting – February 12, 2007 – DR #1

**MINUTES**  
**STAFF SENATE MEETING**  
January 8, 2007

**PRESENT:** Constance Alexander, Pat Barnett, Lisa Blackburn, Kim Blevins, Carolyn Bond, Amy Bower, Queen Brown, Robert Calkins, Cindy Canter, Jeanine Carroll, Renee Couch, Tim Dills, Corintha Duncan, Denise Dunn, Charles Forrester, Dilawar Grewal, Betty Grice, Angela Haire, Donna Lee, Diana McClay, Donna Murphy, Terry Nelson, Judy Oaks, Debbie Parks, Sheri Renfro, Wanda Richardson, David Robinson, Jamie Simmons, Kathy Smith, Vanessa Stephens, Karen Sullivan, Dr. Wilsie Bishop, Mr. John Sanders, and Pam White

**ABSENT:** Sharon Chandler (excused), Linda Greenwell (excused), Linda Lett, Betty Ann Proffitt (excused), Patricia Stafford, Debbie Starnes (excused), George Wagner, Carla Warner

The meeting was called to order by President Karen Sullivan at 2:30 pm.

**GUEST SPEAKER:** President Sullivan welcomed Dr. Ronald Franks, Vice President for Health Affairs, who addressed Pandemic Influenza and its impact on campus and the community.

Since it is likely there will be a major flu epidemic, and it would have a profound impact on both campus and community, Dr. Franks stated that the Tennessee Board of Regents asked for the university's help in gathering information to prepare in the planning of business operation continuity in the event of a pandemic. He indicated that the university has formed a Task Force to prepare contingency plans in case the ETSU campus must be shut down. As background information, he presented a slide presentation entitled "*The Department of Health Pandemic Influenza Planning*", which reviewed past antigenic shifts, phases of a pandemic, and objectives of pandemic planning. He indicated that it would appear that every 20-30 years an outbreak occurs, and the next pandemic could last up to two years. He suggested that perhaps the greatest challenge of a pandemic response is healthcare planning as there would likely be 25% more patients hospitalized than normal, and as much as 40% absenteeism among employees. He explained that symptoms of pandemic influenza are similar to that of common flu and include pneumonia-like symptoms such as difficulty breathing and tightness in chest. He shared some assumptions about the disease transmission, and mentioned precautions individuals may take to reduce their risks of getting sick (i.e., wash hands regularly with sanitizer soap, social distancing, and stay home if sick).

In the event of a pandemic, Dr. Bishop stated that information, (i.e. emergency situations, class closings, announcements, etc.) could be disseminated to the campus via the ETSU Alert, which may be accessed on the ETSU homepage.

For additional information, individuals may visit the following web site, which has several links to other informative sites that include:

- 1- Pandemic Influenza Planning – A Guide for Individuals and Families
- 2- ETSU's Pandemic Influenza Preparedness Plan
- 3- ETSU's Proposed Guidelines for Constructing a University/College-wide Pandemic Influenza Preparedness Plan.

[Http://www.etsu.edu/pandemicflu/index.jsp](http://www.etsu.edu/pandemicflu/index.jsp)

**MINUTES:** For the purpose of clarification, Senator Renfro asked that the December 11, 2006, minutes reflect that a parking concern was given to her by a staff employee, and she brought the concern to the Senate for discussion on behalf of the employee. Senator Blevins made the motion to approve the minutes as amended, and Senator Duncan seconded the motion. Motion approved.

**TREASURER'S REPORT:** Senator Bower reported that there is \$1,580.00 in the Operating Account and \$7,000.00 in the Picnic Account.

**COMMITTEE REPORTS:**

- **Staff Development and Evaluations:** no report
- **Staff Concerns and Grievances:** no report
- **Committee on Committees:** no report
- **Elections Committee:** no report
- **Thanksgiving Food Committee:**  
Senator Simmons reported that just before the Christmas holiday, food boxes left over from the Thanksgiving Food Drive were distributed to several Physical Plant employees and others in the community. There were also nine Food City food cards left over, and these were given to students.
- **Picnic Committee:**  
Senator Bond announced that the 2007 Staff Picnic is scheduled May 11<sup>th</sup>, and has been placed on President Stanton's calendar. The event is to be held at the Center for Physical Activities (CPA), and the swimming pool will be available for use during the picnic. She will contact those serving on the picnic committee and set a time to meet so plans for the event may begin.

On a related note, President Sullivan stated that the memorandum sent to Dr. Bishop, which requested additional funding for the 2007 Staff Picnic, has been taken under advisement. She reported that in the future it will be necessary to build funding into the budget for picnics, and a formal request for additional funding must be made for each event.

## **NEW BUSINESS:**

### **Parking Issues:**

Dr. Bishop presented an overview of how the university is addressing parking concerns on campus. She stated that the university is aware that there are parking issues, and that in the Fall of 2006 the university invited Carl Walker, Inc. (a parking consultant group) which conducted a broad review of parking spaces at the ETSU campus. The consultants looked at the cost for parking garages, as well as zoned parking, tiered parking, and the cost to built new spaces. They conducted a brief review of several peer schools with respect to permit options, parking allocations, and management. From that review, Dr. Bishop shared the following:

- *Marshall University*- Parking permit fee per year: faculty/staff/students pay \$135 to \$235
- *East Carolina University* – Parking permit prices based on user groups: faculty/staff/students pay \$72 to \$144; motorcycle (designated M/C spaces) pay \$25
- *Appalachian State* – Parking permit prices per year: faculty/staff/students pay \$204 per year; evening permits cost \$102; reserved parking permits cost \$504 for faculty/staff/students
- *East Kentucky University* – Faculty/staff parking permits are \$0; student resident parking permits cost \$30
- *University of Arkansas Little Rock* – Student parking permit cost is calculated as part of tuition; faculty/staff parking permits cost \$0; reserved parking \$120

The current parking permit rates for students at ETSU are below ECU and ASU, but higher than EKU. Not including the University of Arkansas, Little Rock, the average student parking permit rate is approximately \$138 per year. Current ETSU faculty/staff parking rates are also lower than the peer institution average of \$96 per year; although two peer institutions provide faculty/staff parking at no charge. She reported that the consultants found the parking/student ratio at ETSU good.

### **Parking Questions/Proposals from Senators:**

- **Senator Calkins –**  
Proposal: For employees that own and drive more than one vehicle to work on campus on a regular basis, Senator Calkins proposed that the university provide a second decal for the other vehicle.  
*-Per Dr. Bishop – The proposal will be taken under advisement.*
- **Senator Carroll –**  
Question: Could there be parking spaces allocated or parking permits issued to employees who need to pick up or deliver on campus?  
*-Per Dr. Bishop – The request will be taken under advisement.*

- Senator Duncan –  
Question: Is the university considering parking garages in the future as one way to alleviate the parking situation on campus?  
*-Per Dr. Bishop – The campus master plan has included four parking garage; however, cost is a major concern, and there is concern as to whether employees would utilize the parking garages.*
- Question: For the convenience of visitors/families, could parking spaces be designated for campus tours?  
*-Per Dr. Bishop – She will check on the status of this concern.*
- Question: How are parking fees used?  
*-Per Dr. Bishop – Parking fees go back to support parking. However, during past fiscal difficulties, funds from parking fees were moved to help alleviate this situation.*

Senators were encouraged to submit other parking questions they may have to Dr. Bishop or President Sullivan.

**Open Floor for New Agenda Items/Concerns:** Open Floor for New Agenda Items/Concerns (a new standing agenda item) will be added to future Staff Senate agendas that will allow Senators the opportunity to bring up new items/concerns for discussion.

**Staff Senate Constitution:** At the last Staff Senate Executive Board meeting, President Sullivan suggested that *Article II Purposes and Functions* of the Staff Senate Constitution be added to the January Staff Senate agenda for the purpose of review. Article II defines the purposes and functions of the Staff Senate.

**Staff Senate Web Site:** President Sullivan indicated that since Senator Michael Vaughn has left the university, an individual now needs to be assigned in his place to update the Staff Senate web site. She asked that Senators visit the web site and bring their suggestions and recommendations for improving the web site to the February Staff Senate meeting. It was also suggested that Ms. Karen King, Assistant Vice President for Information Technology, be invited to a future meeting to explain how to go about setting up a web site.

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

Respectively submitted,  
Pamela White  
Secretary