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### 2007 March 12 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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## **AGENDA**

**Staff Senate Meeting  
March 12, 2007  
Forum, DP Culp Center  
2:30 p.m.**

1. **Call to Order**
2. **Approval of Minutes – February 12, 2007**
3. **Treasurer's Report**
4. **Committee Reports**
  - **Staff Development and Evaluations** - NO
  - **Staff Concerns and Grievances** - NO
  - **Committee on Committees** - NO
  - **Committee on Elections** - NO
  - **Thanksgiving Food Committee** - NO
  - **Picnic Committee**
5. **Old Business**
  - 2007-08 Standing Committee Nomination Request
  - Guest Speakers at Future Meetings:
    - April : Dr. Bill Kirkwood, Associate Vice President, Academic Affairs and Dr. Bert Bach, Provost
    - May: Tour the College of Medicine, Stanton-Gerber Building
6. **New Business**
  - ETSU Retiree Outreach Committee
  - Employee ID Badges
  - Letter of Resignation
  - Conservation and Recycling at ETSU
7. **Open Floor for New Agenda Items/Concerns**
8. **Adjournment**

Next Meeting – April 9, 2007  
Forum, DP Culp Center

**MINUTES**  
**STAFF SENATE MEETING**  
March 12, 2007

**PRESENT:** Kim Blevins, Carolyn Bond, Amy Bower, Robert Calkins, Cindy Canter, Tim Dills, Denise Dunn, Charles Forrester, Linda Greenwell, Angela Haire, Donna Lee, Donna Murphy, Terry Nelson, Judy Oaks, Debbie Parks, Sherri Renfro, David Robinson, Jamie Simmons, Patricia Stafford, Debbie Starnes, Vanessa Stephens, Karen Sullivan, Wilsie Bishop, John Sanders, and Pam White

**ABSENT:** Constance Alexander, Pat Barnett (excused), Lisa Blackburn (excused), Queen Brown, Jeanine Carroll, Sharon Chandler (excused), Renee Couch, Corintha Duncan (excused), Dilawar Grewal (excused), Betty Grice, Linda Lett, Diana McClay (excused), Betty Ann Proffitt (excused), Wanda Richardson (excused), Kathy Smith (excused), Carla Warner (excused).

The meeting was called to order by President Sullivan at 2:35 p.m.

**GUEST SPEAKER:** President Sullivan stated that Staff Senate Executive Board's decision was unanimous when asked to endorse Senator Simmons' suggestion to use the nine Food City cards left over from Thanksgiving and Christmas to help with the Paper Products Drive sponsored by the Alpha Sigma Lambda for the local domestic violence shelter. Laura Cole, Assistant Director, Office of Adult, Commuter & Transfer Services, attended the meeting to speak about the important work at the shelter, and to personally thank Staff Senate for the generous donation of paper products that helped to make the paper drive a wonderful success.

**MINUTES:** Senator Oaks made the motion to approve the minutes of February 12, 2007. Motion seconded by Senator Bond. The minutes were approved without change.

**TREASURER'S REPORT:** Senator Bower reported that the Operating Account stands at \$4,931.66 as Dr. Bishop approved an additional \$2,000.00 for the 2007 Annual Staff Picnic, and the Foundation Account stands at \$7,000.00.

**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 Drive:** no report
- **Picnic Committee:**

Senator Bond thanked the Senate for sending the results from polls taken from their constituents concerning the Staff Picnic. The Picnic Committee met Thursday, March 8<sup>th</sup>, and after the committee's review of the results, the following decisions were made:

The 2007 Annual Staff Picnic is scheduled May 18<sup>th</sup> from 2:00 p.m. – 4:00 p.m., and will be held at the Center for Physical Activities (CPA), as there is ample parking at that location. This year's event will be for staff only, and the meal will be provided free thanks to Dr. Bishop for obtaining the additional funding for food. Beginning April 18<sup>th</sup>, staff that plan to attend the picnic may pick up a ticket at the ID office upon showing their ID card. The cut off date to get a ticket is May 1<sup>st</sup>, and any staff planning to attend the picnic must have a ticket as the number of tickets taken will determine how much food will need to be purchased for the event. A menu has not yet been decided upon. This year's picnic theme is based on "Pirates" or "Buccaneers", and a contest for "Best All Round Buccaneer" will be held.

After Senator Bond's report, President Sullivan opened the Senate floor for discussion. Someone questioned if an employee does not have a ticket, will they be allowed to attend the picnic, since the amount of food to be purchased will be determined by the number of tickets picked up by staff. Dr. Bishop pointed out, since food for the event is being provided free, no employee should be turned away if they do not have a ticket (for whatever reason). Since attendance has been consistent for the past several picnics, Dr. Bishop asked why not forego tickets and plan to purchase food for that number of staff. After a brief discussion, it was the consensus of the Senate that there will be no need for staff to pick up tickets in order to attend the picnic; however, tickets will be given to staff as they enter the picnic area in order to participate in the drawing for door prizes.

As there still remained concerns regarding the number of staff that will attend the picnic and the amount of food to purchase, members discussed several options to resolve the issue. One suggestion explored in order to obtain a headcount was to request staff to confirm their attendance after they receive the picnic announcement. Senators Smith and Bond will work on a flyer to announce the event, and submit it to the Executive Board for approval. The approved announcement will be sent electronically to staff, and they will be requested to RSVP to Ms. Jane Tucker, Office of Administration & Chief Operating Officer. Those staff with no access to computers will be sent a hard copy of the announcement, and asked to forward their RSVP to Senator Bond. May 1<sup>st</sup> will remain the cut off date for receiving RSVPs, which will provide enough time to determine the amount of food to purchase for the event. Should the headcount indicate more food will be needed than was originally budgeted, Dr. Bishop generously offered to provide funding to purchase additional food.

Staff Senate members wishing to serve on any of the Picnic subcommittees (i.e., Donations Committee, Decorations Committee, etc.) met with Senator Bond directly after the Staff Senate meeting to coordinate efforts for the subcommittees.

## **OLD BUSINESS:**

- **2007-08 Standing Committee Nomination Request –**  
President Sullivan indicated that at the April Staff Senate meeting Senator Warner, Chair for the Committee on Committees, will present a brief overview of the 2007-08 Standing Committee's responsibilities.
- **Guest Speakers at Future Meetings –**  
President Sullivan announced that Dr. Bill Kirkwood, Associate Vice President, Academic Affairs and Dr. Bert Bach, Provost will address the Senate during the April meeting.

The May Staff Senate meeting will convene in the Stanton-Gerber Building, Small Auditorium (Ground Floor), located on the VA campus and tour several of the facility's teaching laboratories.

## **NEW BUSINESS:**

- **ETSU Retiree Outreach Committee –**  
President Sullivan announced that the ETSU Retiree Outreach Committee is asking for a representative from Staff Senate to attend their meetings to discuss different ideas, which will improve workshops for ETSU retirees.
- **Employee ID Badges –**  
President Sullivan indicated that Senator Haire forwarded an e-mail to her from a fellow staff member in the College of Business and Technology who is inquiring if new employee ID badges featuring a new employee ID number will be offered to staff. (The old employee ID badges show the employee's Social Security number). Senator Haire indicated that OIT told her that only faculty, students, and staff members who have taken classes are given new ID badges and assigned a new ID number. Senator Forrester indicated that by the end of 2008, all employees will be assigned a new ID number. Individuals may bring their active ID card to the ID office to be changed out for a new card, which doesn't show their Social Security number, free of charge.
- **Letter of Resignation –**  
Mr. George Wagner advised President Sullivan he wishes to resign his position on Staff Senate, since his work schedule prevents him from attending meetings from the Kingsport Center.
- **Conservation and Recycling at ETSU-**  
President Sullivan announced that students have spearheaded an organization on campus to focus on recycling efforts at ETSU. She stated that Ms. Michele

Banner, Evaluator, Office of Transfer Articulation, has been appointed to help with the recycling efforts and may solicit assistance from Staff Senate.

**OPEN FLOOR FOR NEW AGENDA ITEMS/CONCERNS:**

- **Name Tags for Staff Senate Members –**  
Senator Simmons questioned if name tags could be provided to Senators, which will easily identify them as a Staff Senate member (especially at different events on campus). It was agreed that the Staff Senate Executive Board, Senators Simmons and Blevins will explore the possibilities for providing name tags and lanyards for the Senate.
- The next Staff Senate meeting is scheduled April 9, 2007, at 2:30 p.m. in the D.P. Culp Forum.

There being no other agenda items to discuss, Senator Blevins made the motion for the meeting to be adjourned. Motion seconded by Senator Oaks. Motion approved.

Respectfully submitted,  
Pamela White  
Secretary