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4-9-2007

2007 April 9 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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Staff Senate, East Tennessee State University, "2007 April 9 - Staff Senate Agenda and Minutes" (2007).
Staff Senate Agendas and Minutes. 120.
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AGENDA

**Staff Senate Meeting
April 9, 2007
Forum, DP Culp Center
2:30 p.m.**

1. **Call to Order**
2. **Guest Speaker:** Dr. Bill Kirkwood, Associate Vice President, Academic Affairs
3. **Approval of Minutes** – March 12, 2007
4. **Treasurer's Report**
5. **Committee Reports**
 - **Staff Development and Evaluations** ✓
 - **Staff Concerns and Grievances** ✓
 - **Committee on Committees-**
 - **Committee on Elections-** ✓
 - **Thanksgiving Food Committee** – ✓
 - **Picnic Committee**–
6. **Old Business**
 - 2007 Staff Picnic Flyer
 - Overview – 2007-08 Standing Committee – Dr. Warner
 - Name Tags for Staff Senate Members
7. **New Business**
 - Distinguished Staff Award Flyer and Nomination Form
 - Wellness Committee
8. **Open Floor for New Agenda Items/Concerns**
9. **Adjournment**

Next Meeting - May 14, 2007
Stanton-Gerber VA Building 178
Ground Floor – Room B-003

MINUTES
STAFF SENATE MEETING
DP Culp Center, Forum
April 9, 2007

PRESENT: Constance Alexander, Lisa Blackburn, Kim Blevins, Carolyn Bond, Amy Bower, Bob Calkins, Tim Dills, Corintha Duncan, Denise Dunn, Dilawar Grewal, Angela Haire, Donna Lee, Diana McClay, Donna Murphy, Terry Nelson, Wanda Richardson, David Robinson, Kathy Smith, Patricia Stafford, Vanessa Stephens, Carla Warner, John Sanders, Wilsie Bishop, and Pam White.

ABSENT: Pat Barnett, Queen Brown, Cindy Canter (excused), Jeanine Carroll (excused), Sharon Chandler (excused), Renee Couch, Charles Forrester (excused), Linda Greenwell (excused), Betty Grice, Linda Lett, Judy Oaks (excused), Debbie Parks (excused), Betty Proffitt (excused), Sherri Renfro (excused), Jamie Simmons (excused), Debbie Starnes (excused), Karen Sullivan (excused).

The meeting was called to order by President Elect Lisa Blackburn at 2:35 p.m.

GUEST SPEAKER: Dr. William Kirkwood, Associate Vice President, Office of Academic Affairs, presented an overview of the university's five-year strategic plan that is linked to twenty-four objectives from Tennessee Board of Regents. He discussed briefly four major directives, which fall under the TBR objectives that ETSU is committed to carry out successfully: Leadership, Access, Quality, and Resourcefulness.

1. *Leadership* – ETSU is committed to expanding the educational opportunities and quality of pre-school through college in the region, as well as enhancing workforce development.
2. *Access* – ETSU will enhance the rate of participation of a wide variety of students (i.e., racially and ethnically diverse students, transfer students, online students, students enrolling from outside the historical primary service area of the university, returning students, and exceptionally talented students.)
3. *Quality* – ETSU will strategically enhance the effectiveness of its programs and services through continuing and further developing comprehensive quality initiatives involving programs and services throughout the institution, assessment and improvement of student learning, improvements in faculty and staff recruitment, development, retention, and diversity, and improved student retention and completion.
4. *Resourcefulness* – ETSU will demonstrate successful management of resources by improving business processes, make efficient use of available resources, raise more funds, and look for business opportunities.

MINUTES: Senator Blevins made the motion to approve the minutes of March 12, 2007. Motion seconded by Senator Robinson. The minutes were approved without change.

TREASURER'S REPORT: Senator Bower reported no changes since the last meeting; Operating Account stands at \$4,931.66, 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:**
Dr. Carla Warner presented a brief overview of the Committee on Committee's responsibilities. For the Senate's review and information, she distributed a roster of the Advisory and Standing Committees, and Councils and Boards on which individuals may serve. She advised that Ms. Mary Cradic in the President's office requested assistance from Staff Senate in establishing standing committee memberships for 2007-08. All staff is eligible and encouraged to serve on the various committees. Those that desire to serve on a particular committee should contact Senator Warner.
- **Elections Committee:** no report
- **Thanksgiving Food Drive:** no report
- **Picnic Committee:** Senator Bond announced that flyers for the 2007 Staff Picnic were approved and sent electronically to staff; hard copies were sent to staff who do not have access to a computer. It was noted that the 2007 Distinguished Staff Award flyer and the revised nomination form were approved and forwarded to staff.

OLD BUSINESS:

- **Name Tags for Staff Senate Members** – President Elect Blackburn showed plastic holders for name tag inserts that President Sullivan found at the ETSU Bookstore for the Senate's consideration. Senator Richardson made the motion to purchase the plastic holders for name tag inserts for Senators to wear during events on campus so they may be readily identified as a Staff Senate member. Motion seconded by Senator Nelson. Motion approved. Senator Blevins volunteered to print name tag labels, and the Staff Senate student worker will be asked to place the name tags labels in the plastic holders in time to use them at the Staff Picnic in May.

- **Staff Ring** – Senator Nelson announced that Dr. David Collins advised that the staff ring may not be paid through payroll deduction. He indicated that Balfour might come up with some kind of a plan for payment, but nothing has been set up at this time. Balfour will be on campus April 23-25, 2007, in the Culp Center Atrium area (2nd Floor), and may assist those interested in ordering a ring. The number of orders made at that time will determine the cost to purchase a ring. Prior to Balfour coming to campus, President Elect Blackburn volunteered to forward information regarding the staff ring via e-mail to staff. Questions concerning the staff ring may be e-mailed to Senator Nelson at nelsontl@etsu.edu.

NEW BUSINESS:

- **Wellness Committee** – Senator Lee, Staff Senate President's designee on the Wellness Committee, advised she attended the last Wellness Committee meeting. The committee is charged to market and coordinate health promotion programming for faculty and staff via the WOW (Well on the Way) Program. Senators requested she take back two suggestions for the committee's consideration:
 - 1) Provide exercise programs designed for faculty and staff with limited mobility.
 - 2) Check with local wellness centers to see if arrangements could be made for staff to utilize these facilities during times the CPA is closed for upkeep and maintenance, or during the holidays.

OPEN FLOOR FOR NEW AGENDA ITEMS/CONCERNS

- **No items presented**

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

The next Staff Senate meeting is scheduled May 14, 2007, at 2:30 p.m. in VA Building 178, Stanton Gerber Building, Ground Floor (Room B-003).

Respectfully submitted,
Pamela White
Secretary

ETSU

East Tennessee State University

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PICNIC COMMITTEE MEETING
April 9, 2007

The Picnic Committee hasn't met since Thursday, March 8th .

THEME: Pirates or Buccaneers.

CONTEST: Best All-around Buccaneer or Best Spirit.

DOOR PRIZES: will be given out every 10 minutes so that everyone will have a chance at the drawing.

FLYERS: Have been sent to Mark Bragg and everyone who has use of a computer should have gotten them. Mail outs to the Physical Plant are in the process of being mailed. Thank the student worker who is doing that work.

Respectively submitted,

Carolyn Bond
Chairman of the Picnic Committee