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2007 October 08 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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Agenda
Staff Senate Meeting
October 8, 2007
Meeting Room 6
2:30 p.m.

1. **Call to Order**
2. **Guest Speakers – Dr. Sherlin and Dr. Bader
Presentation – Disruptive/Dangerous Students**
3. **Approval of Minutes – September 10, 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
 - Blood Drive Committee
6. **Old Business:**
 - Proposed Amendment to the Constitution
 - Section III Membership
7. **New Business:**
 - Proposed Change to SS Constitution regarding Attendance/Re-election
 - Thanksgiving Food Drive – Ms. Jamie Simmons
 - Employee Giving Campaign – Dr. Carla Warner
 - Buccaneer Bash – Mr. Jeffrey Howard
 - Reception to meet Staff Senators
8. **Open Floor for New Agenda Items/Concerns**
9. **Adjournment**

MINTUES
Staff Senate Meeting
DP Culp Center, Meeting Room 6
October 8, 2007
2:30 p.m.

Present: Lisa Blackburn, Kim Blevins, Carolyn Bond, Queen Brown, Deanna Bryant, Robert Calkins, Cindy Carter, Renee Couch, Tim Dills, Corintha Duncan, Denise Dunn, Joy Fulkerson, Linda Greenwell, Stephanie Nave, Terry Nelson, Judy Oaks, Debbie Parks, Chuck Patton, Shea Renfro, Wanda Richardson, David Robinson, Sue Russell, Jamie Simmons, Vanessa Stephens, Scott Vaughn, Carla Warner, John Sanders

Absent: Constance Alexander (excused), Sharon Chandler, Charles Forrester (excused), Dilawar Grewal, Angela Haire (excused), Alison Johnson (excused), Linda Lett (excused), Betty Ann Proffitt, (excused), Kathy Smith (excused), Patricia Stafford, Debbie Starnes (excused), Karen Sullivan (excused)

The meeting was called to order by President Blackburn at 2:30 p.m. President Blackburn proceeded with the agenda accordingly.

Guest Speakers: President Blackburn welcomed Dr. Joseph Sherlin and Dr. Steve Brown to the meeting. Dr. Sherlin and Dr. Brown delivered a power point presentation regarding the Disruptive and Dangerous Students. The guidelines presented on how to respond to the different levels of disruptive and dangerous students were addressed as follows:

- Admission Advisory Committee to screen at risk students
- Student Behavior Management Team which tracks any patterns
- Counseling Center website
- Response protocol for life-threaten behavior – call Public Safety
- Guidelines for responding to severely disruptive students – dismiss students for two sessions by the instructor
- Critical Incident Response Team – teaching troubled students
- Three levels of response – continuum
- Referral to Dean of Students
- When to call Public Safety
- Postscript – Document all occurrences

A questions and answer session follow the power point presentation.

Approval of Minutes: Senator Dill made the motion to approve the minutes of September 10, 2007. Motion seconded by Senator Blevins. The minutes were approved without change.

Treasurer's Report: Senator Simmons reported the Operational account is \$2,965.50 and the Foundation account is \$7000.

Committee Reports:

- Staff Development and Evaluation – to be establish at this meeting
- Staff Concerns and Grievances – to be establish at this meeting
- Committee on Committees – to be establish at this meeting
- Committee on Elections – to be establish at this meeting
- Thanksgiving Food Committee – Senator Simmons to discuss later in meeting
- Picnic Committee – no report
- Blood Drive Committee – no report

Old Business:

- Proposed change to Article III Membership, D. Elections – Senator Richardson presented the following proposal:

In the event that there are no representatives to serve in a particular EEOC category, Staff Senate membership will be maintained by requesting that a non-elected person with the highest vote in other EEOC categories fill the vacant positions until the next election.

Senator Richardson explained that the individual would serve for one year and would enable Staff Senate to maintain the standard membership (40 representatives). This would allow the opportunity for someone from that particular EEOC category that had no representative, and the opportunity to run the next year.

Discussion followed. President Blackburn asked for a preliminary vote, but Senator Richardson withdrew the proposal presented on behalf of Senator Karen Sullivan due to no consensus reach after the discussion.

New Business:

- **Proposed change to SS Constitution regarding Attendance/Re-election – President Blackburn**

President Blackburn is proposing a change to Article III Membership, section E under attendance at monthly meetings which are required. The article states *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.*

The proposed change presented is any senator terminated shall not be eligible to run for Staff Senate office for at least one year.

Discussion followed. Senator Fulkerson asked if an alternate member would take the vacated position per the By-Laws and Rules of Order. Senator Simmons stated if there was no alternate, then the position would remain empty. Otherwise, an alternate would be picked up, if enough of the term was left.

The proposal was tabled for a vote at the November Staff Senate meeting to be conducted at the CPA building.

- **Thanksgiving Food Drive – Senator Jamie Simmons**

Senator Simmons suggested the November Staff Senate meeting take place at the CPA building. There would be a brief Staff Senate meeting, and then the senators would fill the Thanksgiving Food boxes for distribution. An e-mail will be sent beginning October 22 until November 2nd. The last day to receive money or food items will be November 9th. Chuck Patton and Debbie Starnes will go around campus twice a week to pickup items and/or money. Senator Terry Nelson can be contacted if boxes are needed.

President Blackburn contacted Josh Shearin, President of Student Government Association, to see if the SGA organization would like to go join the Staff Senate with the Thanksgiving Food Drive. Mr. Shearin stated he will present the proposal to the SGA members for a vote and advise the results later.

- **Employee Giving Campaign – Dr. Carla Warner**

Dr. Warner stated the ETSU Employee Giving Campaign will kickoff with a luncheon on October 10, 2007. The pledge form instructions, TBR booklet, and the pledge card will be sent via an e-mail. When the pledge card is completed keep one copy for your records, then submit the remaining forms to the Human Resources Department for processing. The Physical Plant will receive a hard copy instead of the forms by e-mail. The 2008 ETSU Employee Giving Campaign chairman is Dr. Carla Warner and the co-chairman is Dr. Martha Edde-Adams.

- **Buccaneer Bash – Mr. Jeffrey Howard**

Mr. Howard is the new assistant director of the Culp Student Center. Mr. Howard requested volunteers for the 2007 Homecoming event on Saturday, October 20th. The set-ups will begin at 9:00 am and the activities will begin at 11:00 a.m. until 3:00 p.m. There will be four opportunities with five slots of two hours to volunteer. Mr. Howard had a sign-up sheet for volunteers.

- **Reception to meet Staff Senators**

President Blackburn presented a proposal for a reception to meet the Staff Senators. Dr. David Collins agreed to provide the funds for refreshments and an e-mail will be sent for the informal Meet and Greet. The suggested time of day is between 2:00 and 4:00 p.m.

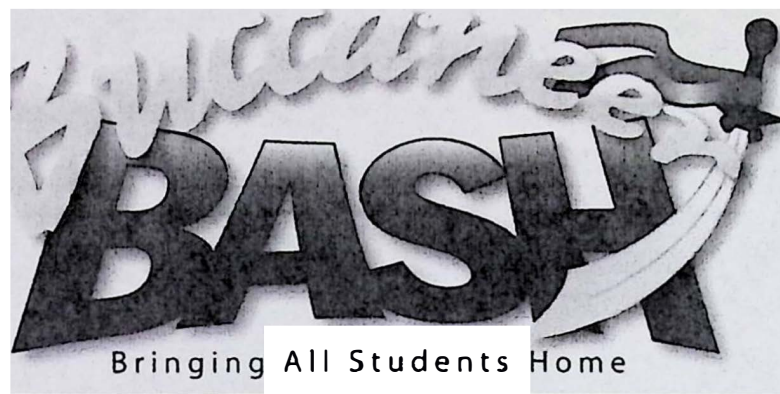
Discussion followed. President Blackburn requested volunteers for the reception to check out a location, date, and refreshments. Those who volunteered are Senator Jamie Simmons, Senator Joy Fulkerson, Senator Carla Warner, and President Lisa Blackburn.

- **Open Floor for New Agenda Items/Concerns**

Senator Tim Dill requested a moratorium on amendments for at least six months with the exception of the items on the agenda. We can look at review of the By-Laws and Constitution by a committee appointed by President Blackburn. The motion was second by Senator Linda Greenwell and Senator Terry Nelson.

- **Adjournment** – There was no further business for discussion. Senator Terry Nelson made a motion that the meeting be adjourned. Motion seconded by Senator Renee Couch. Motion approved.

Respectively submitted,
Queen Brown
Secretary



VOLUNTEER OPPORTUNITY!!!

Thank you in advance for volunteering to help make this years Buccaneer Bash, ETSU's Homecoming Festival (10-20-07), a successful event.

There are three volunteer opportunities (4 time slots) for you and/or your organization to assist with the Bash on Saturday, October 20, 2007:

1. **MORNING SET UP** from 9 am to 11 am (Assist with set up for event and assist exhibitors with set-up of their areas with things like: place signs, set up tables, blow up and place balloons, direct exhibitors, distribute evaluations, set up information tents and signs, and serve as runners etc...
- 2) One of two shifts, **ZONE REPRESENTATIVE** from 11 am to 1 pm and/or 1 pm to 3 pm (Assist and be a floater among a designated area to check in with exhibitors, answer questions and direct visitors, assist with things like: volunteer check-in, hand out maps, answer any questions, give out evaluation forms (urge patrons to fill them out), assist exhibitors with needs, collect surveys from exhibitors, etc...
- 3) **AFTERNOON BREAKDOWN** from 3 pm to 5 pm (Assist with break down of event and exhibitor areas with things like: remove signs around campus, remove bathroom signs around campus, get all signs back to the A.C.T.S. Office, break down of tents, etc...

There will be a brief meeting/training on Thursday, October 18, 2007. Volunteers should drop by the Adult, Commuter & Transfer Services Office (2nd floor Culp- in the ARCC) anytime between 10am & 2pm. Other days/times can be arranged or we can come speak to your organization as a whole.

When you sign up, please make sure to include your name, telephone number (cell phone if you have one and will have it the day of event), as well as your e-mail address

The deadline for volunteer submission is ~~Monday~~, October 8¹⁸, 2007

If you have any questions please call or e-mail me:

Jeff Howard
Assistant Director Adult, Commuter and Transfer Services
Campus phone 9-7057
howardjs@etsu.edu



**ETSU 2007
Employee Giving Campaign
Our 2007 Goal - \$86,000**

**Please remember to make a pledge to ETSU's 2007 Employee
Giving Campaign**

October 10 – November 15

**Pledge cards and pamphlet will be sent to all employees via
email.**

Carla Warner, 2007 Campaign Chair warnerc@etsu.edu
Martha Edde-Adams, 2007 Co-Chair eddem@etsu.edu

Proposed Amendment to the Constitution

Section III Membership

- **E. Attendance at monthly meetings is required. 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. Appeals may be made through the Committee on Staff Concerns as set forth in the rules and regulations of the By-Laws. (Amendment, 9/96)**

This amendment, effective September, 1996, amends Article III, Membership, by adding Section E., to read: Attendance at monthly meetings is required. 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. Appeals may be made through the Committee on Staff Concerns as set forth in the rules and regulations of the By-Laws. (Amendment, 9/96)

Proposed Addition to Section E:

Any Senator whose term of office is terminated due to absences or other reasons and has not been reinstated following the appeals process shall not be eligible to run for office until at least one year has passed since his/her dismissal.

**WITH or WITHOUT this amendment
we will NOT
have representation in some EEOC categories,
because NO ONE ran in some categories!**

PRO

**If we pass the amendment, we would have FULL membership,
more people could serve, more people on committees,
more opinions, more participation, more voices,
more senators for the staff to be able to contact!**

CON

**If we do not pass this amendment, we would be short several positions.
We have fewer people serving, fewer people to help on committees,
less voices for the staff, less participation,
fewer people for staff to be able to contact!**

Article III Membership

D. Elections

- 4. In the event that there are no representatives to serve in a particular EEO category, Staff Senate membership will be maintained by requesting that a non-elected person with the highest vote in other EEOC categories fill the vacant positions until the next election.**

The individual would serve for one year so that full Staff Senate membership will be maintained, this would allow the opportunity for someone from that particular EEOC category that had no representative and the opportunity to run the next year.

Responding to the Troubled Student

- ◆ Admissions Advisory Committee - screening convicted felons
- ◆ Student Behavioral Management Team
- ◆ Counseling Center Web Site: Memorandum to Faculty: Teaching Troubled Students after the Virginia Tech shooting
- ◆ Response protocol for life threatening behavior
- ◆ Guideline for responding to severely disruptive students
- ◆ Critical Incident Response Team
- ◆ Faculty Workshops: Mitigating Classroom Disruption

Teaching Troubled Students

- ◆ Behaviors of concern
- ◆ Dealing with the distressed, disruptive, or dangerous student
- ◆ Student rights and faculty/staff responsibilities
- ◆ Syllabus suggestions
- ◆ Resources to respond to specific situations

Responding to Disruptive Students

- ◆ Three levels of response
- ◆ Referral to the Dean of Students
- ◆ When to call Public Safety
- ◆ Postscript

Responding to Severely Disruptive Student Behavior

Each case is different and you need to use your best judgment in responding. If you judge a student to be disruptive, you have several courses of action depending upon the severity of the incident. By TBR policy, you have responsibility for control over classroom behavior and can order the temporary removal of a disruptive student from the classroom.

1. Tell the student politely but plainly to stop his/her behavior immediately.
2. Counsel with the student in the privacy of your office or in the hall after telling the student to step out of class for a minute.
 - a. Indicate plainly the behavior you object to.
 - b. Indicate your specific expectations for appropriate behavior.
 - c. Indicate the specific consequences of noncompliance, i.e., dismissal from class, referral to judicial authorities, campus police will be summoned, etc.
3. Ask the student to leave class. If the student refuses, immediately call campus police. Follow with a call to the Dean of Student's Office and ask for Joe Sherlin (439-4210). Expect to be asked to make a signed, written statement of the incident in as much detail as possible. Expect to be asked, "Do you wish to press judicial charges?" Remember the student has the right to return to class after two absences. Note: You have the option of requesting that the student be given a formal written warning to cease and desist by the Déan of Students as an alternative to charging the student with a disciplinary rule violation.

In every instance, the Dean of Students will make a judgment whether the student is dangerous to himself or others or is likely to cause substantial disruption of classroom activities. In such cases, the student may be immediately suspended pending a hearing. Other options may also be explored by the Dean of Students in conjunction with you, your department chair, and/or the Associate Dean of your college. These may include requesting that the student drop the class, move to another section, etc.

Caution: If a student ever threatens you directly or touches you, call campus police immediately. Give the police a full statement, decide if you wish to charge the student in criminal court and/or the campus judicial system.

Postscript: After dealing with disruptive students over the years, I have two words of advice: (1) In all cases, confront the problem head-on with direct, plain language. Do not try to be nice and hope the problem will go away if you do nothing. It is better to respond in every instance in an appropriate manner while keeping a cool head. Be sure to report the problem to your department chair, associate dean, or my office early on. Often assistance, advice, and support from a third party will prove invaluable; (2) Don't worry about being sued.

RESPONDING TO BEHAVIORS OF CONCERN

We may think of concerning behaviors falling across a spectrum that ranges from the distressed student to the dangerous student, with the categories of disturbed and disruptive falling somewhere between the two poles. While the categories are not clear cut, and don't necessarily unfold in a clear progression, it may be helpful to consider behavior that are most often indicative of each of these categories.

Students must be treated fairly and responsibly—just as administrators and faculty members would expect if they were the subject of comparable inquiry—but the campus is not powerless or reluctant to act decisively when threats arise. Our overall process in this regard is coordinated by Dr. Joe Sherlin, the Dean of Students (439-4210). *In emergencies call the campus police first at 439-4480 or 439-6900.*

THE DISTRESSED STUDENT

Generally, the behavior of the distressed student causes us concern for the personal well-being of that student, rather than creating a worry for their impact on ourselves or on the classroom. Signs of a student in distress may include the following:

- Excessive procrastination and very poorly prepared work, especially if inconsistent with previous work
- Infrequent class attendance with little or no work completed
- Dependency (e.g., the student who hangs around or makes excessive appointments during office hours)
- Listlessness, lack of energy, or frequently falling asleep in class
- Marked changes in personal hygiene
- Students who appear overly nervous, tense or tearful
- Repeated requests for special consideration (e.g., deadline extensions)
- Report of sexual or physical assault, or the recent death of a friend or family member

Tips for dealing with the distressed student

- Speak with the student privately and confidentially. Document all conversations.
- Let the student know that you are aware that they may be feeling down, and that you would like to help.
- Encourage the student to seek help through The Counseling Center. You may want to offer to let the student call for an appointment from your office, or you may want to walk with the student to the Counseling Center office (D.P. Culp Center, Room 340).

Report to the Counseling Center any instance in which a student confides in you that s/he is considering suicide. Also call the Counseling Center for consultation and assistance if the student shares other information that is of concern to you. Their number is (423)439-4841.

THE DISTURBED STUDENT

The behavior of the disturbed student often makes those around him/her feel vaguely uncomfortable on some level. Generally, we feel as though the disturbed student is acting irrationally or out of synch with the reality that we perceive. Signs of a disturbed student may include the following:

- Impaired speech and disjointed thoughts
- Emotional responses that may be incongruent and/or inappropriate
- Expressed suicidal thoughts (e.g., referring to suicide as a current option)
- Self-mutilating behaviors, including cutting or burning of the self
- Frequent or high levels of irritable or abrasive behavior
- Unable to make decisions despite your repeated efforts to clarify or encourage
- Bizarre behavior that is obviously inappropriate for the situation (e.g., talking to something/someone that is not present)
- Report of sexual or physical assault, or the recent death of a friend or family member
- Suspicious and/or paranoid thoughts

Tips for dealing with the disturbed student

- If there is no immediate threat, speak with the student privately and confidentially. Document all conversations.
- Express your concern for their behavior, and set appropriate limits for their interactions with you in and out of the classroom.
- It is generally not helpful to argue with the student or try to convince them or their irrationality. It is also generally not helpful to “play along” and reinforce any delusions.
- It may be helpful to acknowledge the student’s feelings without supporting the misperception (e.g., “I understand that you think you are hearing voices, but I cannot hear them, and I believe you are safe.”)
- Document each incident of inappropriate behavior.
- Contact The Counseling Center for consultation and assistance in responding to the student.

If the student is disruptive in class, s/he may be asked to leave the classroom for the remainder of the period. In such a case, the faculty member should contact Dr. Joe Sherlin, the Dean of Students, (423)439-4210 for further instructions regarding the student’s potential return to the classroom. **If you wish to remove the student for longer than the remainder of the class period, you must contact the Dean of Students to file the appropriate forms so that the incident can be addressed through the judicial system.**

THE DISRUPTIVE STUDENT

The behavior of the disruptive student may or may not include elements of disturbed behavior, but always negatively impacts those around him/her. The disruptive student makes it difficult for routine work or teaching to take place. Behaviors that may be considered disruptive include the following:

- Behavior which persistently interferes with effective class management, including an inability to comply with the directives of the instructor.

Frequent or high levels of irritable, unruly, abrasive, or aggressive behavior, including argumentative questioning or monopolizing of classroom discussion. Bizarre behavior that is obviously inappropriate for the situation (e.g., talking to something/someone that is not present).

Tips for dealing with the disruptive student

If there is no immediate threat, speak with the student privately and confidentially. Document all conversations.

Express your concern for their behavior, and set appropriate limits for their interactions with you in and out of the classroom.

Document each incident of inappropriate behavior and any witnesses to each incident.

If the student is disruptive in class, s/he may be asked to leave the classroom for the remainder of the period. In such a case, the faculty member should contact Judicial Affairs for further instructions regarding the student's potential return to the classroom.

If you wish to remove the student for longer than the remainder of the class period, you must contact the Dean of Students to file the appropriate forms so that the incident can be addressed through the judicial system. You can not remove a student for an extended period of time without making a referral to the Dean of Students.

Avoid escalating the situation; speak calmly and with concern. Avoid physical contact.

If the student is uncooperative in leaving the classroom, contact ETSU Police by calling 911 from a campus phone or 439-6900 from your cell phone. Do not delay assistance by calling The Counseling Center for assistance. Your first call should be to ETSU Police.

If the student poses an immediate danger to others, you may choose to dismiss the class while waiting for police intervention. Use good judgment to protect your safety and the safety of others. Avoid escalating the situation; speak calmly and with concern

THE DANGEROUS STUDENT

The behavior of the dangerous student threatens the health and well-being of those around him/her. Behaviors which may be considered dangerous to self or others include the following:

Expressed suicidal thoughts, threats, or the making of suicidal gestures.

Self-mutilating behaviors, including cutting or burning of the self.

Threats to others.

Carrying or brandishing a weapon.

Intimidating behaviors, including inappropriate touching and/or standing too close to others, harassment or stalking.

Tips for dealing with the dangerous student

Contact ETSU Public Safety by calling 911 from a campus phone or 439-6900 from your cell phone.

Do not delay by calling The Counseling Center for assistance. Your first call should be to ETSU Public Safety.

Avoid escalating the situation; speak calmly and with concern. Avoid physical contact.

If the student poses an immediate danger to others, you may choose to dismiss the class while waiting for police intervention.

Use good judgment to protect your safety and the safety of others. Do not attempt to keep the perpetrator from leaving the classroom.

Document the incident including any witnesses that were present.

STUDENT RIGHTS & FACULTY / STAFF RESPONSIBILITIES

The primary aim of intervening with a student who may be exhibiting behaviors of concern is to both assist the student and protect the university community. Achieving these two goals sometimes requires a careful balancing act. Often, campus officials, working in concert with the student and parents, can help the student find effective support that allows him/her to successfully complete their studies without an adverse impact on the overall community.

However, sometimes it may appear that the student's behavior is so disruptive that they must be removed from a specific class or from the campus in order to protect their own health and safety or the health and safety of others. In those circumstances, it is imperative that the faculty or staff member work with the Dean of Students to explore all alternatives.

Students have legal rights that protected them against arbitrary removal from classes or the campus; any such university action must follow due-process requirements for the student while minimizing negative impact on the classroom or campus community. In addition, the American Disabilities Act protects student from negative action taken on the basis of a protected disability.

Generally, a student's behavior will be the sole basis for imposing disciplinary sanctions; whether the student has a mental disability or underlying emotional problem is irrelevant. At ETSU, the Vice Provost and Chief Student Affairs Officer has the sole authority to permanently remove a student from the classroom and/or from campus, and may do so only through the university's due process. Faculty must report disruptive behaviors to the Dean of Students and participate in the judicial process in order to move forward with barring a student from the classroom.

Faculty can help by taking pro-active steps to insure that students are aware of the instructor's expectations for classroom behavior. Standards of appropriate classroom behavior should be included in the class syllabus and should be discussed them at the first class meeting. Communicating these standards within the syllabus will promote student retention by preventing confusion and misinterpretation of conduct expected by the instructor and provides the basis for disciplinary action, should it become necessary.

Suggested items for inclusion on each syllabus:

Policy regarding attendance, punctuality and tardiness, including consequences.
Statement regarding appropriate behavior between student and instructor and/or classmates.
Appropriate expectations for instructor time and attention inside and outside of class room. General policies regarding communication with instructor, including instructor office hours and location, appointments and drop-in policy, phone number and policy regarding returning telephone calls.
Statement regarding conflict resolution in the classroom (how to discuss differences/disagreements with the instructor and other students).
General policy on eating, drinking, smoking in class.
General policy regarding children and visitors in class.
General policy regarding breaks and leaving and entering class at other than break time(s).
General policy on plagiarism.
General policy regarding cell phones, pagers, laptop computers, PDAs

ACKNOWLEDGEMENTS

ETSU would like to thank the following for their assistance in sharing resources which have been used to construct this resource guide for faculty and staff:

SUNY Binghamton Counseling Services
University of California, San Diego
College of Alameda
Organization of Counseling Center Directors in Higher Education
PaperClip Communications
ASJA Law And Policy Report
Middle Tennessee State University Counseling Center

The entire document concerning dealing with troubled students can be accessed by going to the ETSU Counseling Center's website and clicking on Troubled Students or going directly to the following address:

<http://www.etsu.edu/students/counsel/Troubled%20Student.htm>