

East Tennessee State University

## Digital Commons @ East Tennessee State University

---

Staff Senate Agendas and Minutes

Agendas and Minutes

---

12-10-2007

### 2007 December 10 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

Follow this and additional works at: <https://dc.etsu.edu/staff-senate-minutes>



Part of the [Higher Education Commons](#)

---

#### Recommended Citation

Staff Senate, East Tennessee State University, "2007 December 10 - Staff Senate Agenda and Minutes" (2007). *Staff Senate Agendas and Minutes*. 128.  
<https://dc.etsu.edu/staff-senate-minutes/128>

This Agendas and Minutes is brought to you for free and open access by the Agendas and Minutes at Digital Commons @ East Tennessee State University. It has been accepted for inclusion in Staff Senate Agendas and Minutes by an authorized administrator of Digital Commons @ East Tennessee State University. For more information, please contact [digilib@etsu.edu](mailto:digilib@etsu.edu).

**Agenda  
Staff Senate Meeting  
Forum Room  
December 10, 2007  
2:30 p.m.**

1. Call to Order
2. Presentations:
  - Dr. Ramona Williams, Interim-Vice Provost of Admissions, and Dr. Bill Kirkwood, Associate Vice President for Academic Affairs, will present a PowerPoint on the topic "Ask Me" with a question and answer session afterward.
  - Mickie Morton will present an update on the campus wide recycling program
3. Approval of Minutes for November 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
  - Blood Drive Committee
6. Old Business:
7. New Business:
8. Open Floor for New Agenda Items/Concerns
9. Adjournment

Next Meeting – January 14, 2007  
Meeting Room 6

**Minutes  
Staff Senate Meeting  
Forum Room  
December 10, 2007  
2:30 p.m.**

**Attendees:** Lisa Blackburn, Carolyn Bond, Queen Brown, Robert Calkins, Renee Couch, Tim Dills, Corintha Duncan, Denise Dunn, Charles Forrester, Joy Fulkerson, Linda Greenwell, Dilawar Grewal, Angela Haire, Stephanie Nave, Terry Nelson, Debbie Parks, Chuck Patton, Betty Ann Proffitt, E. Shea Renfro, Wanda Richardson, David Robinson, Sue Russell, Jamie Simmons, Patricia Stafford, Debbie Starnes, Vanessa Stephens, Carla Warner, David Collins

**Absent:** Constance Alexander (excused), Kim Blevins (excused), Deanna Bryant (excused), Alison Johnson, Linda Lett (excused), Kathy Smith, Karen Sullivan (excused)

**Visitors:** Dr. Ramona Williams, Interim Vice Provost of Enrollment Services, Dr. Bill Kirkwood, Associate Vice President for Academic Affairs

**Call to Order:** The meeting was called to order by President Lisa Blackburn who introduces the guest speakers for the meeting.

**Presentations:** Dr. Ramona Williams, Interim-Vice Provost of Enrollment Services, and Dr. Bill Kirkwood, Associate Vice President for Academic Affairs presented a PowerPoint presentation on the topic "Ask Me" with a question and answer session that followed. The purpose of this program is to encourage students to tell us when they have problems and/or questions related to being in school, so we can refer them to people and programs that can help.

Kathleen Moore presented an update on the campus wide recycling program. Presently, there are recycle bins for plastics bottles and aluminum cans in each building along with drop off points located at Buccaneer Village, "G" building and the Physical Plant. In addition, the campus will begin recycling cardboard and the Facilities Management department has purchased three Hybrid vehicles for campus use.

**Approval of minutes:** A motion to approve the minutes of November 12, 2007 was made by Senator Linda Greenwell and second by Senator David Robison.

**Treasurer Report:** Senator Jamie Simmons reported the amount in the treasurer was approximately \$2500.

## **Committee Reports**

- Staff Development and Evaluations – no report
- Staff Concerns and Grievances – no report
- Committee on Committees – no report
- Committee on Elections – no report
- Thanksgiving Food Committee – approx. 250 family were assisted
- Picnic Committee – no report
- Blood Drive Committee – no report

**Old Business:** The Meet and Greet event was a success and well received. Approximately, one hundred and fifty people attended. Several comments and suggestions were received and will be addressed.

**New Business:** The new staff senate badges have been approved by Dr. Collins and it is within our budget. There are two options: (1) either keep their existing picture or (2) request a new badge. Senators can contact Senator Charles Forrester located in the Campus ID office by calling 439-8316. The cost will be \$3.00 each.

**Open Floor for New Agenda Items/Concerns:** A motion was made by Senator David Robinson to cancel the January 14, 2008 meeting and second by Senator Vanessa Stephens. The vote was unanimous.

**Adjournment:** A motion was made by Joy Fulkerson to adjourn the meeting and second by Senator David Robinson. The meeting was adjourned at 3:25 p.m.

Please Note: Next Meeting, Monday, February 11, 2008  
Meeting Room 6, 2:30 p.m.

# **“Ask Me” Proposal**

November 27, 2007

## **Overview**

Although about 70% of our first-time freshmen return a year later, less than 40% of these freshmen graduate from ETSU in six or fewer years. Some students take longer than six years to finish, and some transfer elsewhere and graduate, but many simply fail to graduate. The reasons they don't are diverse: money problems, personal or family difficulties, lack of academic success, frustration with university requirements or processes, and a desire to be out of school and working. ETSU is eager to help our students succeed, and faculty, staff, programs and services are ready to support them. But first we have to know when individual students are facing problems that threaten their success in college. The purpose of the “Ask Me” Program is to encourage students to tell us when they have problems and questions related to being in school, so we can refer them to people and programs that can help.

## **Program Description**

The program will be completely voluntary. Participating faculty and staff will post “Ask Me” signs next to their office doors, indicating that they invite all ETSU students to tell them if they have problems or questions related to being in school. In the case of faculty, the “Ask Me” sign means any student can talk to the faculty member, even if the student isn't majoring in the faculty member's department or taking a course from him or her. Staff members displaying “Ask Me” signs invite questions of any sort, not just those related to the operation of their office. In addition to encouraging students to share their questions or problems related to being in school with “Ask Me” faculty or staff, we will urge students to let us know if they are thinking of stopping out or dropping out of school. For many faculty and staff posting an “Ask Me” sign will merely make public what they already do, but which students may be unaware of.

The primary job of “Ask Me” faculty and staff will be to listen to students' questions or problems, then refer students to individuals or offices at ETSU that can help. Often “Ask Me” faculty and staff will not know the answers to students' questions, nor should they try to answer questions that academic advisors, department chairs or others at ETSU should handle. To aid referrals, participating faculty and staff will receive manuals listing “frequently asked questions” and contact information for ETSU offices, professional advisors and academic department chairs. Ordinarily, “Ask Me” faculty and staff will call the appropriate office or individual while the student is still in their office. Faculty and staff will also send follow-up email to students who indicate they would like to receive one.

A highly visible communication campaign encouraging ETSU students to take advantage of the “Ask Me” Program will be the centerpiece of the program. (See next section on generic message to students.) The campaign will explain the program and invite all students—undergraduate, graduate, Medical and Pharmacy—to discuss their questions and problems with “Ask Me” faculty and staff.

The program cost will be limited. There will be modest start-up costs for the “Ask Me” door signs, flyers or posters publicizing the program, and referral booklets. The only recurring cost would be optional—i.e., sponsoring a thank you event annually for participating faculty and staff. Start-up funds will come chiefly from the Quality Enhancement Plan budget.

The program will be a major QEP initiative and will be co-chaired by the Director of the QEP and the Vice Provost for Enrollment Services.

### **Generic Message to Students (DRAFT)**

Dear Students,

If you have a problem or question about being in school, we want to know about it. Are you . . .

- confused about a graduation requirement?
- not sure about your career?
- trying to pick a major?
- struggling in a class you’re taking?
- feeling homesick?
- having money problems?
- thinking about dropping out or stopping out of school?

Many people and offices at ETSU are eager to help with questions and problems like these, but first you have to let us know about them. Now the “Ask Me” program makes it even easier to do so.

Just look for “Ask Me” signs next to the doors of ETSU faculty and staff members. These people have volunteered to be a part of the “Ask Me” program, and they invite all students to let them know if they have questions or problems related to being in school. If the door is open, just knock . . . you can probably talk right away, without an appointment. If the door is closed, you can call or email. Or look for another “Ask Me” sign—you’ll see them in every office and classroom building.

You can talk to any “Ask Me” faculty or staff member, whether or not he or she is your teacher or your advisor or in your major department. The “Ask Me” sign means all students are welcome.

“Ask Me” faculty or staff members may not know the answer to your particular question or problem, but they’ll listen, then connect you with someone who can help. And if you give them your email address, they’ll check back to see how everything worked out.

So the next time you have a question or a problem related to being in school, don’t keep it to yourself—ask us about it. We’ll help you get an answer.

*ETSU Faculty and Staff*