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Staff Senate Agendas and Minutes

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2008 February 11 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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**Agenda
Staff Senate Meeting
February 11, 2008
Meeting Room 6
2:30 p.m.**

Note to Senators: Please share the Senate agenda, minutes, and any other enclosures with your colleagues prior to the scheduled meeting. Senate meetings are open to all staff. Agendas, minutes, and attendance rosters are available on the Staff Senate website at <http://www.etsu.edu/stsenate/default.asp>

- 1. Call to Order**
- 2. Approval of Minutes – December 10, 2008 and December 19, 2008**
- 3. Treasurer's Report**
- 4. Guest Speakers:**
 - Dr. Fred Mackara – Presentation – Ideas Forum
 - Dr. Michael Woodruff – Presentation – New Consulting Policy
- 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. Special Presentation**
- 7. Old Business**
 - President Lisa Blackburn – letter from Dr. Stanton
 - Both amendments proposed was approved by an overwhelming margin

Amendment #1 Revised Article III, Membership, Section C
Amendment #2 Revised Article III, Membership, Addition to Section E
 - Senator Badges
- 8. New Business**
 - Mike Connor – presentation of Parking Plan to Staff and Faculty Senates; meeting February 18th, at 3:00 p.m. in the Culp Center, Ballroom Left
 - New Senator – Sandy Bundy, CON
 - Retirement Plan Committee
- 9. Open Floor for New Agenda Items/Concerns**
- 10. Adjournment**

Please note: Next meeting Monday, March 10, 2008, Meeting Room 6, Culp Center, 2:30 p.m.

**Minutes
Staff Senate Meeting
February 11, 2008
Meeting Room 6
2:30 p.m.**

Note to Senators: Please share the Senate agenda, minutes, and any other enclosures with your colleagues prior to the scheduled meeting. Senate meetings are open to all staff. Agendas, minutes, and attendance rosters are available on the Staff Senate website at <http://www.etsu.edu/stsenate/default.asp>

Present: Constance Alexander, Lisa Blackburn, Carolyn Bond, Queen Brown, Deanna Bryant, Sandy Bundy, Cindy Canter, David Collins, Renee Couch, Tim Dills, Corintha Duncan, Denise Dunn, Charles Forrester, Joy Fulkerson, Linda Greenwell, Dilawar Grewal, Angela Haire, Linda Lett, Terry Nelson, Debbie Parks, Charles Patton, Betty Ann Proffitt, E. Shea Renfro, David Robinson, John Sanders, Sue Russell, Jamie Simmons

Absent: Kim Blevins (excused), Robert Calkins (excused), Alison Johnson, Wanda Richardson (excused), Kathy Smith (excused), Debbie Starnes (excused)

The meeting was called to order by President Blackburn at 2:30 p.m.

Minutes: Senator Tim Dills made the motion to approve the minutes of December 10, 2008 and December 19, 2008. The motion was seconded by former President Karen Sullivan and was approved without changes.

Treasurer's Report: Senators Jamie Simmons gave an approximate amount of \$2000 to \$2500 in the treasure. Senator Simmons will have a complete report at the next meeting.

Guest Speakers:

Dr. Fred Mackara and Dr. Michael Woodruff were introduced by President Blackburn and proceeded to present the "Ideas Forum" proposal and new Consulting Policy respectively.

Dr. Mackara spoke briefly regarding a forum to present *ideas, concepts, and proposals that might make ETSU more productive and effective, especially in its missions of teaching, scholarship, and service*. It is an opportunity for faculty and staff to draft a proposal for *positive growth, rather than complaints or problems* which will be presented to the top decision makers: Dr. Stanton, Dr. Bishop, Dr. Bach, and Dr. Collins. Some ideas that have been presented and implemented are the recycling program and a zero gravity student center. Dr. Mackara asked for more involvement of the staff senators, and distributed a proposal form to each senator for ideas.

Dr. Michael Woodruff spoke briefly on the New Consulting Policy at ETSU. This is a revised policy in which both faculty and staff can participate in consulting for extra compensation. The faculty or staff person must complete a request for extra compensation located on the website under Policy and Procedures. The form must be approved by the immediate supervisor and other levels of approval. The extra compensation is in addition to an employee's regular salary.

Committee Reports:

- Staff Development and Evaluations-President Blackburn announced Senator Kim Blevins will announce a meeting within the next few weeks.
- Staff Concerns and Grievances-none
- Committee on Committees- Senator Warner announced terms will be ending. Senator Warner will comprise an e-mail to be sent shortly.
- Committee on Elections-none
- Thanksgiving Food Committee-none
- Picnic Committee-Senator Carolyn Bond announced the picnic will be May 16, 2008 and will take place at the CPA. Senator Bond will meet with the picnic committee members soon.
- Blood Drive Committee-President Blackburn stated she will give Senator Haire the Blood Drive package Ms. Betty Brice sent to her.

Special Presentation:

Dr. David Collins presented Senator Terry Nelson with a special plaque for his twenty-five year plus service to the Staff Senate. Mr. Jim Sledge was present to take pictures of this event. Senator Nelson is resigning from Staff Senate after this meeting. Senator Nelson gave a short speech of how his service came about and thanked the senate for the special presentation.

Old Business

- President Lisa Blackburn read the Thank you letter from Dr. Stanton thanking the senate for the resolution asking him to remain our president.
- President Blackburn mentioned that both amendments proposed were approved by an overwhelming margin.

Amendment #1 Revised Article III, Membership, Section C
Amendment #2 Revised Article III, Membership, Addition to Section E

- President Blackburn acknowledged if any Senator has not yet contacted Charles Forrester for their Senator badges, please do so soon.

New Business

- Mike Connor – presentation of Parking Plan to Staff and Faculty Senates; meeting February 18th, at 3:00 p.m. in the Culp Center, Ballroom Left
- New Senator – Senator Sandy Bundy, College of Nursing, was introduced and welcomed to the Staff Senate by President Blackburn. Senator Bundy is replacing Scott Vaughn who accepted another job on campus.
- The Human Resource department has contacted President Blackburn concerning the Retirement Plan Committee. President Blackburn requested a volunteer from the staff senate to be on this committee and Senator Renee Couch volunteered.

Open Floor for New Agenda Items/Concerns:

- Senator Betty Ann Proffitt stated their building had a fire drill recently and inquired what the policy or procedure was if a student/faculty/staff person was disabled when a fire or drill occurred. We are instructed to place folks who are disabled or for whatever reason unable to vacate the building themselves to be placed in a stairwell. The fire department will get them. Also, Mr. John Sanders mentioned Mark Jee schedules fire drills and usually conducts one or twice per year.
- Dr. Collins summarized the article in the newspaper concerning the state budget. There will be no new money for major projects or higher education. The revenue was less than the December collections.
- President Blackburn announced the tobacco ban goes into effect August 11th and all tobacco products are prohibited on campus. The staff senate endorsed the tobacco ban. Senator Renee Couch was on the committee to revise the current policy.
- Senator Carolyn Bond and Vanessa Stephens will be the representatives at the Tennessee legislator meeting on the upcoming Tuesday.
- President Blackburn reiterated if anyone has any ideas for the forum to please submit it before the March 13th deadline.

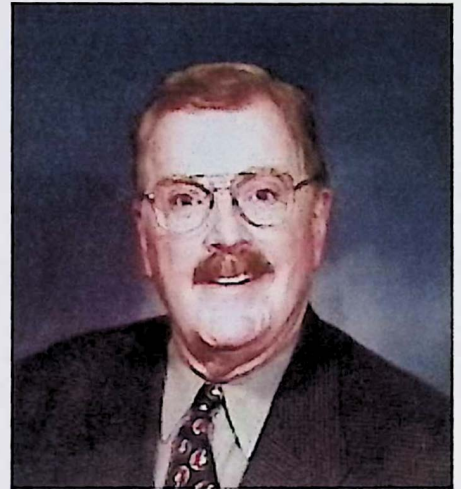
Adjournment:

There were no other issues for discussion; Senator Joy Fulkerson made the motion that the meeting be adjourned. Motion seconded by Senator Terry Nelson. Motion approved.

Please note: Next meeting Monday, March 10, 2008, Forum Room, Culp Center, 2:30 p.m.

**FACULTY/STAFF IDEAS FORUM,
MARCH 13, 2008, 1:00-4:00
PM, PRESIDENT'S CONFERENCE
ROOM, DOSSETT HALL**

**BRINGING OUR BEST
IDEAS FORWARD**



IF YOU HAD THE UNDIVIDED ATTENTION OF THE PRESIDENT, THE VICE-PRESIDENT FOR HEALTH AFFAIRS, THE PROVOST & VICE PRESIDENT FOR ACADEMIC AFFAIRS, AND THE VICE PRESIDENT FOR FINANCE & ADMINISTRATION, WHAT WOULD YOU WANT TO PROPOSE? WHAT WOULD YOU WANT THEM TO HEAR? THE 2008 *IDEAS FORUM* IS AN OPPORTUNITY FOR FACULTY AND STAFF TO THINK OUTSIDE OF THE BOX ABOUT IDEAS, CONCEPTS, AND PROPOSALS THAT MIGHT MAKE ETSU MORE PRODUCTIVE AND EFFECTIVE—ESPECIALLY IN ITS MISSIONS OF TEACHING, SCHOLARSHIP, AND SERVICE.

FOCUSING ON IDEAS FOR POSITIVE GROWTH, RATHER THAN COMPLAINTS OR PROBLEMS, THE *IDEAS FORUM* PROVIDES AN ALTERNATIVE TO THE NORMAL UNIVERSITY CHANNELS FOR PRESENTING YOUR INITIATIVES DIRECTLY TO ETSU'S TOP DECISION MAKERS.

SIMPLE PROPOSAL FORMS ARE REQUIRED IN ADVANCE. FORMS ARE AVAILABLE FROM FRED MACKARA (MACKARA@ETSU.EDU) OR AT <http://www.etsu.edu/senate>. Bring your best ideas forward: Participate in the 2008 IDEAS FORUM.

EAST TENNESSEE STATE
UNIVERSITY
FACULTY SENATE

QUESTIONS? CONTACT:

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