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Staff Senate Agendas and Minutes

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2008 August 11 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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**Staff Senate Meeting
August 11, 2008
Forum Room
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 – July 14, 2008**
- 3. Treasurer’s Report**
- 4. Committee Reports:**
 - Staff Development and Evaluations
 - Staff Concerns and Grievances
 - Committee on Committees
 - Committee on Elections
 - Thanksgiving Food Committee
 - Picnic Committee
 - Blood Drive Committee
- 5. Old Business**
 - **Parking update – Senators Chuck Patton**
 - **Tobacco ban update – President Lisa Blackburn**
 - **Recycling Committee update – President Lisa Blackburn**
 - **CPA team meeting – President Lisa Blackburn**
- 6. New Business**
 - **Update on the upcoming Staff Senate election**
 - **Convocation Update – President Lisa Blackburn**
 - **President Plaque – President Blackburn**
- 7. Open Floor for New Agenda Items/Concerns**
- 8. Adjournment**

Please note: Next meeting Monday, September 8, 2008, Forum Room, Culp Center, 2:30 p.m. Please send notices of non-attendance to Queen Brown (brownq@etsu.edu or 9-6146) Staff Senate Secretary and agenda items to Lisa Blackburn, Staff Senate President.

**Staff Senate Minutes
August 11, 2008
Forum Room
2:30 p.m.**

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East Tennessee State University**

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Present: Constance Alexander, James Batchelder, Lisa Blackburn, Carolyn Bond, Sarah Bradford, Angela Brewer, Queen Brown, Deanna Bryant, Robert Calkins, Cindy Canter, David Collins, Renee Couch, Tim Dills, Corintha Duncan, Denise Dunn, Charles Forrester, Joy Fulkerson, Linda Greenwell, Angela Haire, Linda Lett, Diana McClay, Debbie Parks, Chuck Patton, Wanda Richardson, David Robinson, Jamie Simmons, Vanessa Stephens, Karen Sullivan, Carla Warner

Absent: Kim Blevins (excused), Stephanie Nave, Betty Ann Proffitt (excused), E. Shea Renfro (excused), Sue Russell (excused), Kathy Smith (excused), Patricia Stafford, Debbie Stames

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

Minutes: Senator David Robinson made motion to approve the minutes of July 14, 2008 as amended. The motion was seconded by Senator Linda Lett as approved.

Treasurer's Report: Senator Jamie Simmons made the treasurer's report.

Committee Reports:

- Staff Development and Evaluations – Senator Kim Blevins
- Staff Concerns and Grievances - Senator Carolyn Bond
- Committee on Committees – Senator Carla Warner
- Committee on Elections – Senator Tim Dills
- Thanksgiving Food Committee – Senator Jamie Simmons
- Picnic Committee – Senator Carolyn Bond
- Blood Drive Committee – Senator Angela Haire

Each committee chairperson presented a detailed year end report highlighting the members, actions taken during the year, and advice for future endeavors. President Blackburn expressed appreciation to each committee chair for their reports and for the detailed guides to follow for new officers for next year that was presented.

Old Business:

Senator Chuck Patton presented an updated report regarding parking on campus.

The parking fee will continue to be \$50 for staff and faculty. Dr. Collins will email further information later. A parking director has been hired and the search for an assistant parking director and parking attendant is continuing. There will be no grace period for issuing parking tickets. Tickets will be written beginning with day one of classes.

President Lisa Blackburn presented an updated report concerning the tobacco ban on campus. The tobacco ban is in effect beginning today, August 11, 2008. Presently, persons on campus may smoke in an enclosed vehicle. A motorcycle, for example, is not an enclosed vehicle.

Dr. Collins advised the smoking cessation classes are available and the human resources link has the smoking policy located at the employee handbook section.

President Blackburn reported on the recycling committee. Senator David Robinson and Senator Kathy Smith wish to serve on the committee which is currently begin revamped with an emphasis on sustainability of the programs in place. The committee will probably meet once a month. Additional information will be forthcoming from Kathleen Moore in Facilities.

President Lisa Blackburn stated the Ropes Course team building was a lot of fun for the staff senators. Senators Betty Ann Proffitt, Robert Calkins, and President Lisa Blackburn climbed the rock wall. It was expressed the senators may want to participate in other activities such as team building in the future.

New Business:

President Blackburn stated the Staff Senate elections are forthcoming. The senators were advised to review the list of officers needed for the senate. Those interested in being nominated should contact a member of the executive board. Elections will be held during the September meeting.

The Staff Convocation will be held September 30th, in the D. P. Culp Center Auditorium at 3 p.m. Dr. Stanton will be presented with a plaque from the staff of ETSU. The agenda for the convocation will be set in the near future. Recognition of Dr. Stanton's tenure at ETSU in planned.

Open Floor for New Agenda Items/Concerns:

The senators were asked to bring the by-laws, the constitution, membership roster, and a list of meeting dates to each meeting to refer to should the need arrive.

Senator Tim Dills suggested forming a committee to maintain and update the staff senate website. Presently, Tara Swiger receives information from the secretary to post on the website. President Blackburn suggested placing pictures of staff senate events on the website and asked for any other thoughts. The website committee will be placed on the September agenda. Senator Dills wishes to chair the committee.

Senator Carla Warner advised the Ride Share is up and running. Any persons interested can stop by the ARC. You will be required to fill out an application and sign a waiver form.

President Blackburn announced that Preview is next Thursday, Friday, and Saturday. Any senator interested in participating in Move In Day, which is Thursday, was encouraged to do so.

Senator Corintha Duncan suggested no future Staff Senate meetings be held in August since this is a busy time for the departments. Senator Karen Sullivan stated this has been discussed previously. President Blackburn stated she felt it necessary to meet in August as there is much to discuss pertaining to year end reports, upcoming elections, etc.

Adjournment:

There was no further business to discuss. Senator David Robinson made a motion to adjourn. Senator Karen Sullivan seconded the motion.

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