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Staff Senate Agendas and Minutes

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9-8-2008

2008 September 8 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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**Staff Senate Meeting
September 8, 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>

Present: Constance Alexander, James Batchelder, Lisa Blackburn, Kim Blevins, Carolyn Bond, Sarah Bradford, Queen Brown, Deanna Bryant, Robert Calkins, Cindy Canter, David Collins, Tim Dills, Joanna Fitzgerald, Charles Forrester, Joy Fulkerson, Linda Greenwell, Angela Haire, Myra Jones, Susan Lilly, Diana McClay, Joe Miller, Donna Murphy, Stephanie Nave, Debbie Parks, Betty Ann Proffitt, Wanda Richardson, Sharon Riddle, David Robinson, Sue Russell, Jamie Simmons, Patricia Stafford, Vanessa Stephens, Karen Sullivan, Carla Warner

Absent: Angela Brewer (excused), Renee Couch (excused), Corintha Duncan (excused), Linda Lett (excused), Chuck Patton (excused), E. Shea Renfro (excused), Kathy Smith (excused), Debbie Stames (excused)

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

Minutes: Senator Carolyn Bond made a motion to approve the minutes of August 11, 2008 as amended. The motion was seconded by Senator Betty Ann Proffitt as approved.

Treasurer's Report: Senator Jamie Simmons reported a balance of \$6,000 in the treasury. The expenditures consisted of a case of copy paper, the plaque to give Dr. Stanton, and supplies for the new Staff Senate folders.

Announcement: President Blackburn announced that Dr. Stanton and the Habitat Steering Committee are sponsoring a fundraising competition for the new ETSU Habitat House to be built between now and Thanksgiving. The competition is between colleges (not departments) and donations from faculty and staff is included. Smaller colleges are welcome to combine efforts with other smaller colleges. The competition will be ongoing until early November, and the plaque will be awarded near or in conjunction with the home dedication at Thanksgiving. Donations are tax deductible and checks should be made out to Holston Habitat for Humanity, not to ETSU. Each college will have a designated person to collect and record donations.

Each home requires a financial commitment from the sponsoring organization (ETSU) of \$35,000; anything you and others in your college could offer would be greatly appreciated. If persons are interested in volunteering time to help with the building of the home, they should contact Teresa Brooks-Taylor at 9-8218 or by email at taylorl@etsu.edu.

Committee Reports:

- **Staff Development and Evaluations – no report**
- **Staff Concerns and Grievances – no report**
- **Committee on Committees:** Senator Carla Warner and Mr. Jeff Howard made an announcement regarding the Buccaneer Bash event on October 18 and asked for volunteers to sign up for a two hour commitment. The Bash will be held regardless of the weather in a central location on campus. It is open to the community, staff, faculty, and students. There will be plenty of food and fun for all ages.
- **Committee on Elections:** Elections will be conducted later in the meeting.
- **Thanksgiving Food Committee:** Senator Jamie Simmons stated the Thanksgiving Food Committee has been renamed the Holiday Committee to include both Thanksgiving and Christmas. The Staff Senate will aim to top our giving from last year.
- **Picnic Committee - no report**
- **Blood Drive Committee – no report**

Old Business:

- **Website Committee:** Senator Tim Dills suggested appointing a website committee from Staff Senate to oversee and maintain the website. Senator Dills expressed interest in chairing this committee. President Blackburn asked for three more persons to work with Senator Dills. Senators Karen Sullivan, Myra Jones, and Sharon Riddle volunteered for the Website Committee.
- **Staff Convocation:** The Staff Convocation will be held September 30th in the Culp Center Auditorium beginning at 3:00 p.m. All senators are requested to attend and sit in the front of the auditorium. The Convocation Committee will consist of the existing and incoming executive board members. The first meeting will be held September 11th at Nicks Hall.

*Senator Donna Murphy asked if shuttle service would be available for the staff located on the VA campus. Dr. David Collins advised this would create an additional cost. President Blackburn suggested utilizing the ETSU van and Dr. Collins recommended the trolley which would not require special training to operate. President Blackburn will check with the Motor Pool on possibilities for transportation.

****At this time, Staff Senate is unable to arrange any transportation for the staff on the VA campus. Staff members will need to drive their own vehicles to campus for the staff convocation, and we strongly suggest that they car pool.***



New Business:

- **Sign up sheet for all committees:** Each senator was asked to sign up for a minimum of two committees in addition to working on the Picnic Committee.
- **Committee for Review of Staff Awards Process:** President Blackburn was approached by a fellow senator in regard to reviewing the staff award selection process. Five senators were asked to serve on this committee. Those who volunteered were Senators Tim Dill, Carla Warner, Cindy Canter, Lisa Blackburn, and Susan Lilly; Senator Warner will chair the committee. Dr. Collins asked to be a part of the process to lay out the parameters. Meeting time and dates will be forthcoming.
- **Outgoing Senator Recognitions:** Senators Kim Blevins and Denise Dunn were recognized by President Blackburn for their service. President Blackburn gave a token of appreciation to each executive board member for their participation and service. President Blackburn thanked all the senate members and executive board members and expressed her thanks for the opportunity to serve as Staff Senate president.
- **Election of 2008-2009 Staff Senate Officers:**

President Elect – Jamie Simmons
Secretary – Sue Russell
Treasury – Cindy Canter
Member-at-Large – Linda Greenwell

Open Floor for New Agenda Items/Concerns: Senator Joy Fulkerson announced the ETSU Giving drive will be active from September 1 to November 1, 2008 and further information will be sent soon. Senators Fulkerson and Sue Russell are co-chairs and ETSU's goal is \$80,000.

Dr. David Collins announced the new parking director was Mr. Calvin Cooper. Dr. Collins suggested the Senate may wish to invite Mr. Cooper to speak at a future meeting.

President Blackburn stated the tobacco ban seems to be going smoothly. Violators should be reported through the proper channels.

Senator Robert Calkins stated a blood drive will be held on October 3rd in the CPA multipurpose room and is sponsored by Military Science.

President Richardson presented Past President Blackburn with an award recognizing her service and dedication during this past year. Gavel was formally passed from Blackburn to Richardson.



Adjournment:

There was no further business to discuss. Senator David Robinson made the motion to adjourn. Senator Donna Murphy seconded the motion.

Please note: Next meeting Monday, October 13, 2008, Forum Room, Culp Center, 2:30 p.m.

Please send notices of non-attendance to Staff Senate Secretary russell@etsu.edu and agenda items to Staff Senate President wanda@etsu.edu .

**Staff Senate Meeting
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2:30 p.m.**

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- 1. Call to Order**
- 2. Approval of Minutes – August 11, 2008**
- 3. Treasurer’s Report**
- 4. Committee Reports:**
 - Staff Development and Evaluations
 - Staff Concerns and Grievances
 - Committee on Committees – Buc Bash Volunteers*
 - Committee on Elections
 - Thanksgiving Food Committee – Renamed Holiday Committee*
 - Picnic Committee
 - Blood Drive Committee
- 5. Old Business**
 - Website committee – Senator Tim Dills
 - Staff Convocation – September 30th, in the Culp Center Auditorium
- 6. New Business**
 - Sign up sheet for all committees
 - Staff award review committee
 - Outgoing Senator recognitions
 - Officer Elections
- 7. Open Floor for New Agenda Items/Concerns**
- 8. Adjournment**

Please note: Next meeting Monday, October 13, 2008, Forum Room, Culp Center, 2:30 p.m. Please send notices of non-attendance to Staff Senate Secretary and agenda items to Staff Senate President.



VOLUNTEER OPPORTUNITY!!!

Thank you in advance for volunteering to help make this years Buccaneer Bash, on Saturday, October 18, 2008, a successful event.

There are three volunteer opportunities (4 time slots) for you and/or your organization to assist with the Buccaneer Bash on Saturday, October 18, 2008:

1. **MORNING SET UP and OPENING** 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. **ZONE REPRESENTATIVE** from 11 pm to 1 pm or from 1pm – 3pm (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 and CLOSING** from 3 pm to 4:30 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...

Volunteers would need to check-in at the Buccaneer Bash at least 5-10 minutes before their allotted time slots at the Information Tent.

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. A brief training will be provided the week prior to the event.

The deadline for volunteer submission is Friday, October 10, 2008

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

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

MORNING SET UP 9:00 a.m. to 11:00 a.m.

	volunteer name	phone	e-mail
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

ZONE REPRESENTATIVE 11:00 a.m. – 1:00 p.m.

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

ZONE REPRESENTATIVE 1:00 p.m. – 3:00 p.m.

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____

AFTERNOON BREAKDOWN 3:00 p.m. – 4:30 p.m.

1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____