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### 2008 October 13 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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**STAFF SENATE MEETING  
MINUTES**

DP Culp Center, Forum

October 13, 2008

2:30 PM

**PRESENT:** James Batchelder, Carolyn Bond, Sarah Bradford, Angela Brewer, Queen Brown, Deanna Bryant, Robert Calkins, Cindy Canter, Corintha Duncan, Joy Fulkerson, Linda Greenwell, Myra Jones, Joe Miller, Diana McClay, Donna Murphy, Stephanie Nave, Debbie Parks, Chuck Patton, Betty Ann Proffitt, Wanda Richardson, Sharon Riddle, David Robinson, Sue Russell, Jamie Simmons, Patricia Stafford, Debbie Starnes, Vanessa Stephens, Karen Sullivan, Carla Warner

**ABSENT:** Constance Alexander (excused), Lisa Blackburn (excused), Renee Couch (excused), Tim Dills (excused), Charles Forrester (excused), Angela Haire (excused), Susan Lily (excused), Shea Renfro (excused), Kathy Smith (excused), Linda Lett (excused), JoAnn Fitzgerald

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

**GUEST SPEAKER:** President Richardson welcomed Dr. Paul E. Stanton, Jr., to the meeting. In regard to the economic crisis at ETSU, Dr. Stanton gave an update on the situation:

- Possibility the crisis could last 2 – 5 years
- A total budget reversion of \$3,239,800 will be implemented Nov. 1, which represents a 3.44% cut across the board
- ETSU is faced with a \$2,061,800 reversion, the J. H. Quillen College of Medicine faces a \$985,000 cut and ETSU Family Practice will be cut an additional \$193,000
- Tuition increases, program cuts, and layoffs are not expected at this time
- 60 – 70 vacant positions will go unfilled and possibly cut from the budget
- Travel is another area that could see a significant reduction
- Future takedowns is also a concern
- For the 2009-2010 academic year, no capital projects or maintenance projects will be funded by the state
- The Fine Arts Center has been placed on hold; construction may not begin for another two years
- A one-time bonus of \$400 for all university employees has not been suspended; employees with 3 years of service will receive this bonus at the end of October
- Two university sponsored events have already been cancelled: the Holiday Open House at Shellbridge, which will save \$12,000, and the President's Leadership Society Breakfast at \$8,000

- A Task Force on Budget Reversion has been formed to evaluate avenues for the university to improve stewardship and refine economic restraint during this cutback. Dr. Stanton stressed the importance of having a plan ready by November 30.

Lastly, Dr. Stanton thanked everyone for the kindness shown to him during this year's Staff Convocation. He was extremely moved by the generosity of the group and in his own words stated: *"I loved the video and the lantern has been placed upon the mantel in our home"*.

**GUEST SPEAKER:** President Richardson introduced and welcomed Dr. Wilsie Bishop to the meeting. As Alternating Chair of the University Planning Committee, Dr. Bishop explained that the task of the committee is to review the university's vision, mission, values, and strategic goals annually. The Planning Committee recently completed their charge and Dr. Bishop asked the Staff Senate to review the findings and submit feedback. She then presented a Power Point presentation, which outlined the principles, planning concepts, and mission statement of the program. It was entitled: *Guiding Principles and Planning Concepts*. Dr. Bishop encouraged the senators to visit <http://www.zoomerang.com/Survey/?p=WEB228BQW7VYOG> and submit comments and remarks. Senator Betty Ann Proffitt is a member of the committee.

Following a round of applause by the Senators, President Richardson thanked both Dr. Paul E. Stanton and Dr. Wilsie Bishop for their service to the university and for each taking time to speak to the Staff Senate.

**MINUTES:** Senator Linda Greenwell made the motion to approve the minutes of September 8, 2008. Motion seconded by Senator James Batchelder. The minutes were approved as distributed.

**TREASURER'S REPORT:** Senator Cindy Canter reported the balance in the operating account stands at \$5,894.05. Expenditures included the plaque for Dr. Stanton given at Staff Convocation, portfolios for each Senator, and copy paper to be used for various printing needs.

#### **COMMITTEE REPORTS:**

- Staff Development and Evaluations: no report
- Committee on Committees: no report
- Staff Concerns and Grievances: no report
- Elections Committee: no report
- Holiday Food Drive Committee: Senator Jamie Simmons advised that the committee would have a brief meeting immediately following today's Staff Senate Meeting.
- Staff Picnic Committee: no report
- Blood Drive: no report

## **OLD BUSINESS:**

- **Staff Convocation:** Following a round of applause by the Senators, President Richardson thanked everyone for their contribution to this year's event. She reported that more than 350 employees attended the September 30 Staff Convocation. While she considered this a large number of attendees, Richardson suggested moving the date closer to the first of the month so that individuals involved in other activities could attend. She went on to explain that a major Jewish holiday, Rosh HaShanah, was celebrated on September 30 and several employees were on annual leave in observance of that holiday. This idea opened the floor for discussion on ideas and programs the Staff Senate could sponsor to encourage and promote camaraderie among the employees. Given the state of the college, the Senators were concerned morale would be low and emotions high in the coming months. It was agreed anything the Senate could do to keep the drive and spirits up would be beneficial. Everyone agreed this year's Staff Convocations was the best ever. The staff video, *We Are Family* and the gift of conductor whistles, made the convocation most memorable.
- **Website Committee Update:** Senator Karen Sullivan reported the committee had met twice and the process of revamping and updating the website is progressing. The plan is to create a webpage that is easy to navigate, user friendly, and continually updated. A new logo is in the design stage. A completed report will be available at the next Staff Senate meeting.
- **Committee for Review of Staff Awards Process Update:** Dr. David Collins reported that the committee had met twice to discuss the review process for the staff awards nomination. Senator Cindy Canter stated the committee is reviewing the current application with the intent of possibly changing the form. In consideration of the present budget crisis, Dr. Collins informed the Senators the amount of award money will not be increased.

## **NEW BUSINESS:**

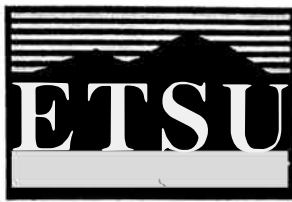
- **Holiday Food Drive:** Senator Jamie Simmons reported this year's food drive would run from October 27 – November 7. Collection of food from drop off locations during November 10 – 14; sorting of food in the afternoon on November 18 & 19; and delivery of baskets on November 20 & 21. A formal announcement and list of drop off locations will be forthcoming in an email from Dr. Collins' office. Senator Simmons encouraged everyone to rally together in promotion of the food drive. She reminded the group that the decline of the economy would likely increase the requests for food baskets and more contributions would be needed.
- **Yearly Review of Supervisors:** Diane McClay informed the Senate that a process for evaluating supervisors is already in place. The form can be accessed on Human Resources' website.

- **New Agenda Items:** Senator Chuck Patton informed the Senate that the ETSU Veterans' Affairs Standing Committee will hold a ceremony on Tuesday, November 11 at 11:11 am to honor and remember those who have served our country through military service. The event will be held in front of Memorial Hall, home of the old Brooks Gym.
- Senator Joy Fulkerson reminded everyone of next week's homecoming activities and encouraged our support.
- Dr. Collins advised the Senate of the upcoming changes in the schedule of holiday time off. TBR is removing Good Friday and reassigning another day, possibly the Friday after Thanksgiving. Discussion followed with the consensus of leaving the schedule as it currently stands.

Senator Joy Fulkerson made the motion that the meeting adjourn. Motion seconded by Senator Corintha Duncan.

The next meeting is scheduled Monday, November 10, 2008, at 2:30 pm in the Culp Center, Forum Room.

Respectfully submitted,  
Sue Russell  
Secretary



## **AGENDA**

**Staff Senate Meeting  
October 13, 2008  
Forum Room - DP Culp Center  
2:30 p.m.**

1. Call to Order
2. Guest Speaker: Dr. Paul Stanton, Jr., President
3. Guest Speaker: Dr. Bill Kirkwood, presentation and call for comments on the Proposed ETSU Mission statement: *Guiding Principles, and Planning Concepts*
4. Approval of Minutes – September 8, 2008
5. Treasurer's Report
6. Committee Reports
  - Staff Development & Evaluation
  - Committee on Committees
  - Staff Concerns & Grievances
  - Committee on Elections
  - Holiday Food Drive Committee
  - Staff Picnic Committee
  - Blood Drive Committee
7. Old Business
  - Staff Convocation Feedback
  - Website Committee Update
  - Committee for Review of Staff Awards Process Update
8. New Business
  - Holiday Food Drive
  - Yearly Review of Supervisors

***Next Meeting – November 10, 2008  
Meeting Room #6***



## **EAST TENNESSEE STATE UNIVERSITY**

### **University Planning Committee**

**Draft: September 19, 2008**

### **MISSION**

East Tennessee State University prepares students to become productive, enlightened citizens who actively serve and lead their communities and our world. Educating undergraduate and graduate students is the university's foremost goal, achieved through effective, creative teaching and research. ETSU is committed to raising the level of educational attainment in east Tennessee and adjacent states and to attracting students from around the world with exceptional programs of study, modern modes of delivery, and distinctive educational opportunities.

ETSU awards degrees in over one hundred baccalaureate programs of study; masters' degrees in liberal arts disciplines, technical and professional fields; and doctoral degrees in education, the health sciences, wellness, and interdisciplinary areas of distinction. ETSU upholds the value of liberal education and provides broadly enriched experiences through opportunities such as honors education, student research and creative activities, international study, internships, and professional development. A focus on health sciences programs enables the university to address the health and wellness of people throughout Tennessee, southern Appalachia, and rural populations throughout the world. ETSU supports the role of the total college experience in fostering the development of students by offering a rich campus life, a variety of residential opportunities and student activities, and exceptional intercollegiate and intramural athletic programs.

The expanding research mission of ETSU advances scholarly and creative activity enhancing the teaching and learning environment and benefiting the global, national and regional communities we serve. ETSU seeks to create a diverse community of students, faculty and staff that enriches all aspects of our mission and contributes to the goal of improving the economic, cultural and intellectual environment of our region. Innovation in all areas is advanced through entrepreneurial initiatives, community and international partnerships and by establishing new connections among disciplines, ideas, and peoples. The university rewards the work of its faculty, staff, graduate and undergraduate students who produce scholarly and creative work of the highest quality and who pursue innovation and excellence in teaching and service.



**EAST TENNESSEE STATE UNIVERSITY**  
**GUIDING PRINCIPLES AND PLANNING CONCEPTS**  
**University Planning Committee**  
Draft: October 1, 2008

**GUIDING PRINCIPLES**

- GP1. ETSU affirms that our central purpose is to provide a meaningful educational experience for students.
- GP2. ETSU values teaching practices that encourage active student learning and engagement.
- GP3. ETSU values the ability to seize opportunities and respond effectively to challenges.
- GP4. ETSU accepts reasonable risk in the pursuit of institutional initiatives.
- GP5. ETSU supports priorities in light of our mission, competitive advantages, and available resources.
- GP6. ETSU admits students who can succeed academically and supports the academic success of every student we admit.
- GP7. ETSU values the “community of learning” experienced by our students, faculty, and staff.
- GP8. ETSU promotes educational attainment and economic development in the region.
- GP9. ETSU prepares students for life-long learning.
- GP10. ETSU provides a curriculum and co-curriculum that foster the full development of every student.
- GP11. ETSU affirms that a diverse population is necessary for the intellectual, social and professional development of our students, faculty, and staff.
- GP12. ETSU affirms our role in helping the region welcome our increasing diversity.
- GP13. ETSU values the role of public and private partnerships in support of our mission.
- GP14. ETSU supports a sustainable approach to growth and a concern for the environment necessary to being a responsible member of our global community.
- GP15. ETSU values the important contribution of service by students, faculty and staff to the professional communities, the region, and the world.
- GP16. ETSU promotes the pursuit of scholarly and creative activity by faculty and students.
- GP17. ETSU values shared governance as a means to facilitate effective decision-making.



## **PLANNING CONCEPTS**

### **Educational Attainment**

- PC1. ETSU will increase undergraduate retention and degree completion rates.
- PC2. ETSU will seek to increase undergraduate enrollment by a minimum of 2% per year and graduate enrollment by 4% for the next five years.
- PC3. ETSU will seek a regional tuition rate for students in Kentucky, North Carolina and Virginia who live in counties within a 75-mile radius of Johnson City.
- PC4. ETSU will undertake comprehensive marketing efforts and innovative strategies for attracting and serving new populations of students.
- PC5. ETSU will provide resources to expand recruitment, ensure access, and promote effective teaching of a diverse student body.
- PC6. ETSU will establish guidelines to determine target numbers of graduate assistantships for each program and provide resources to expand support and to provide competitive stipends for these assistantships.
- PC7. ETSU will increase enrollment by students studying beyond the Johnson City campus by enhancing educational courses and programs offered at extended campus locations, via online delivery, and through cohort programs.
- PC8. ETSU will increase the number of dual enrollments, early enrollments and special programs for high school students.

### **Educational Programs**

- PC9. ETSU will create undergraduate programs and graduate degree and certificate programs in light of our mission, areas of strength, demonstrated needs, and impact on our ability to support programs of merit.
- PC10. ETSU will create undergraduate and graduate programs, centers and interdisciplinary and collaborative programs in support of our health sciences mission.
- PC11. ETSU will periodically review existing programs to determine whether their cost is justified by their benefits to students and the university.
- PC12. ETSU will provide requisite academic support to students and assist faculty in adapting teaching styles and pedagogy to meet the educational needs of a diverse student body.
- PC13. ETSU will increase our students' global awareness and internationalize the university community.
- PC14. ETSU will increase the number of residential students.
- PC15. ETSU will increase the number of formal learning and living-learning communities.

- PC16. ETSU will increase the variety, quality and visibility of the fine and performing arts.
- PC17. ETSU will increase the variety, quality and visibility of cultural events.
- PC18. ETSU will increase the quality of our intercollegiate athletics programs to enhance the visibility of the university and support enrollment, student engagement and constituent support.

### **Research**

ETSU will expand our research mission by:

- PC19. Recruiting faculty with high research potential;
- PC20. Providing infrastructure to support research programs of current and new faculty;
- PC21. Increasing internal and external funding for research;
- PC22. Supporting graduate programs with high potential for externally funded research;
- PC23. Increasing the number of undergraduate students engaged in research;
- PC24. Providing opportunities for faculty to increase their compensation through research funding;
- PC25. Supporting differential teaching loads for faculty with extensive research agendas; and
- PC26. Providing greater library resources to support research.

### **Service**

ETSU will affirm the importance of its service mission by recognizing, rewarding, and supporting:

- PC27. Participative leadership through shared governance organizations—Faculty Senate, Staff Senate, and Student Government Association and the networks of university, college, and departmental committees and advisory bodies;
- PC28. Active involvement in intellectual, academic, and professional organizations;
- PC29. Engagement between faculty and students beyond the classroom;
- PC30. Outreach to local, national, and global communities;
- PC31. Providing expertise to members of our broader community.