

East Tennessee State University

Digital Commons @ East Tennessee State University

Staff Senate Agendas and Minutes

Agendas and Minutes

11-10-2008

2008 November 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, "2008 November 10 - Staff Senate Agenda and Minutes" (2008). *Staff Senate Agendas and Minutes*. 139.

<https://dc.etsu.edu/staff-senate-minutes/139>

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.

**STAFF SENATE MEETING
MINUTES**

DP Culp Center, Forum
November 10, 2008
2:30 PM

PRESENT: Constance Alexander, James Batchelder, Lisa Blackburn, Carolyn Bond, Sarah Bradford, Angela Brewer, Queen Brown, Robert Calkins, Cindy Canter, Renee Couch, Corintha Duncan, Charles Forrester, Joy Fulkerson, Linda Greenwell, Angela Haire, Susan Lilly, 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, Kathy Smith, Vanessa Stephens, Karen Sullivan

ABSENT: Deanna Bryant (excused), Tim Dills (excused), Myra Jones, (excused), Shea Renfro (excused), Patricia Stafford (excused), Debbie Starnes (excused), Carla Warner (excused), Linda Lett, JoAnn Fitzgerald

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

GUEST SPEAKER: President Richardson announced that guest speaker Mr. T. J. Mitchell was unable to attend today's meeting due to unforeseen circumstances. He asked that another time be granted to speak with the Staff Senate. Mitchell is this year's President of the Student Government Association.

MINUTES: Senator Linda Greenwell made the motion to approve the minutes of October 13, 2008. Motion seconded by Senator David Robinson. The minutes were approved as distributed.

TREASURER'S REPORT: Senator Cindy Canter reported a balance of \$5,894.05 in the operating account; no expenditures for the month.

COMMITTEE REPORTS:

- *Staff Development and Evaluations:* Chairperson Senator Renee Couch reported the committee had met to discuss and prioritize their goals for the year. Their intent is to organize a meeting with key Human Resource personnel to talk about current employee issues and to offer the committee's support in any area they are needed. Couch urged all staff senators to review the forms on Human Resources' website and offer feedback to her or any Staff Development and Evaluations committee member.
- *Committee on Committees:* No report
- *Staff Concerns and Grievances:* Senator Angela Brewer, Chair, stated the committee met on October 27 and discussed three key issues: animal

testing, faculty and staff matters, and employee evaluations. The concern for animal testing is a major priority of the committee and after discussion it was decided to forward their evaluation on the matter to Dr. David Roane, Chair of the Animal Committee, for further assessment. Next, the committee decided any issues concerning faculty or staff would be evaluated and findings forwarded to President Wanda Richardson with the recommendation she address the committees proposal with Human Recourses. Lastly, recommendation for updating the process of employee evaluations was presented to the Evaluation Committee.

- *Elections Committee*: Senator Linda Greenwell advised that she would be meeting with the committee members to begin preparations for upcoming Staff Senate elections. Again this year, voting will be via the web.
- *Holiday Food Drive Committee*: Senator Jamie Simmons reported that more than \$3,226 had been raised for this year's food drive. She was most appreciative for the monetary donations and urged everyone to continue to bring canned food items; contributions were still below that of last year's giving. The Holiday Food Drive Committee will meet in the equipment room at the CPA November 18 & 19 to sort and fill food baskets at 2:00 and 2:30, respectively. Distribution of baskets will be on Thursday, November 20. Simmons invited all the members of Staff Senate to join the committee at the CPA.
- *Staff Picnic Committee*: Senator Lisa Blackburn reported that the venue for next year's picnic has been moved to the *Cave and Cave Patio*, which will be a considerable cost savings. In view of the current financial crisis and ongoing budget reversion of the University, Dr. David Collins suggested the Staff Senate consider downgrading, even cancelling the event. Even though he agrees it is a morale booster, this body should follow suit of Dr. Stanton, who has cancelled the annual staff and faculty holiday party at Shellbridge and the SGA, who also cancelled the Spring 2009 concert.
- *Blood Drive*: Senator Angela Haire reported that June 30, 2009 has been set for the next Staff Senate blood drive.

OLD BUSINESS:

- *Website Committee Update*: No report.
- *Committee for Review of Staff Awards Process Update*: No report.

NEW BUSINESS:

- President Wanda Richardson reminded everyone of the Veterans Ceremony scheduled for 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.

- President Richardson encouraged the senators to attend tomorrow's a "Call to Action" where Dr. Stanton and the Task Force on Budget Reversion Committee will present their recommendations to the University. The task force was appointed and charged to develop a plan of action to reduce expenditures and improve stewardship during the state wide cutback. The task force report will be available at www.etsu.edu/calltoaction.
- President Richardson presented a slate of meeting locations and speakers for the following meetings:
 - December: Meet at Stanton Gerber Hall for a tour of COM and the Patient Simulator Lab
 - January: Mr. Calvin Cooper will be the guest speaker
 - February: Ms. Darla Dye, Professional Development
 - March: Lisa Moffitt, TSTA Representative
 - April: ETSU's Planetarium tour
 - May:
 - June:
 - July: Tour College of Pharmacy's new facility
 - August:
 - September: Elections

NEW AGENDA ITEMS: Senator Sarah Bradford reminded everyone to visit the Financial Aid website at <http://www.etsu.edu/finaid/> and complete the student satisfaction survey. More than 100 employees and 400 students have responded with their opinions and suggestions that will assist the department in making significant improvements in their financial aid process.

There being no further business, Senator David Robinson made the motion that the meeting adjourn; motion seconded by Senator Lisa Blackburn.

**The next meeting is scheduled Monday, December 8, 2008 @2:30 pm,
Stanton Gerber Hall, VA Campus**

Respectfully submitted,
Sue Russell
Secretary

AGENDA

**Staff Senate Meeting
November 10, 2008
Forum Room - DP Culp Center
2:30 p.m.**

1. Call to Order
2. Guest Speaker: Mr. T. J. Mitchell, SGA President
3. Approval of Minutes – October 13, 2008
4. Treasurer's Report
5. Committee Reports
 - Staff Development & Evaluation
 - Committee on Committees
 - Staff Concerns & Grievances
 - Committee on Elections
 - Holiday Food Drive Committee
 - Staff Picnic Committee
 - Blood Drive Committee
6. Old Business
 - Website Committee Update
 - Committee for Review of Staff Awards Process Update
8. New Business
 - Suggestions for future Staff Senate speakers, outings, etc.
9. Open Floor for New Agenda Items/Concerns
10. Adjournment

***Next Meeting – December 8, 2008
College of Medicine, VACampus
Stanton-Gerber Hall, Bldg 178
1st Floor Mezzanine***

Committee on Staff Concerns and Grievances
MINUTES
College of Pharmacy, VA Building 7, 3rd Floor, Room 304
October 27, 2008
2:30 pm

PRESENT: James Batchelder, Carolyn Bond, Angela Brewer, Robert Calkins, Myra Jones, Susan Lilly, Donna Murphy, Stephanie Nave, Charles Patton, Sharon Riddle

ABSENT: Vanessa Stephens

Four issues were given to the Committee on Staff Concerns and Grievances by Staff Senate President Wanda Richardson. The committee met on October 27 to review those particular issues.

Issue #1 referred to animal testing on campus. The committee discussed this issue and decided although it was an important matter, it was not something the Committee on Staff Concerns and Grievances should take care of and therefore deferred it to the Animal Care Committee Chair for follow up. The Chair of the Animal Care Committee is also the Chair of Pharmaceutical Sciences in the College of Pharmacy. Angela Brewer will forward this concern to him to take to his next committee meeting in November.

Issue #2 was a concern regarding how faculty and staff interacted in a particular department on campus. Committee members recommended a couple of suggestions regarding this issue: 1) this issue should be forwarded to President Richardson and have her address the president of Faculty Senate to discuss in further detail and 2) possibly send an invitation to the complainant to either present their case before the Staff Senate Exec Board or before Staff Senate as a whole. Whatever the decision was, we felt this should also be looked at by the Office of Human Resources if it could not be resolved within the department.

Issue #3 dealt with employee evaluations. The committee voted to defer this issue directly to the Committee on Evaluations. Charles Patton agreed to take it to the next committee meeting which will also be meeting with a representative from Human Resources. If the Committee on Evaluations decided not to pursue the issue he would bring the issue back to the Committee on Staff Concerns and we would reevaluate it.