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2009 February 9 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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ETSU

AGENDA

**Staff Senate Meeting
February 9, 2009
Room #6 - DP Culp Center
2:30 p.m.**

1. Call to Order
2. Guest Speaker: Ms. Darla Dye, Office of Professional Development
3. Approval of Minutes – January 12, 2009
4. Treasurer's Report
5. Committee Reports
 - Staff Development & Evaluation (thoughts / feedback on the current evaluation process)
 - Committee on Committees
 - Staff Concerns & Grievances
 - Committee on Elections
 - Holiday Food Drive Committee
 - Staff Picnic Committee
 - Blood Drive Committee
6. Old Business
 - Committee for Review of Staff Awards Process Update (report and recommendations)
 - Discussion on Staff Awards and Staff Convocation
7. Open Floor for New Agenda Items / Concerns
 - Staff Senators and all ETSU employees are invited to attend the campus-wide budget update meeting that Dr. Stanton has scheduled for Monday, February 16, at 2:30 p.m. in the D.P. Culp Auditorium.
8. Adjournment

***Next Meeting – March 9, 2009
D.P. Culp Forum***

STAFF SENATE MEETING

MINUTES

DP Culp Center, Room 6

February 9, 2009

2:30 PM

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: James Batchelder, Carolyn Bond, Sarah Bradford, Angela Brewer, Queen Brown, Robert Calkins, Cindy Canter, Renee Couch, Tim Dills, Corintha Duncan, JoAnn Fitzgerald, Charles Forrester, Joy Fulkerson, Linda Greenwell, Angela Haire, Myra Jones, Diane McClay, Joe Miller, Donna Murphy, Stephanie Nave, Debbie Parks, Betty Ann Proffitt, Shea Renfro, Wanda Richardson, Sharon Riddle, Dave Robinson, Sue Russell, Kathy Smith, Patricia Stafford, Vanessa Stephens, and Carla Warner

ABSENT: Constance Alexander (excused), Lisa Blackburn (excused), Deanna Bryant (excused), Linda Lett (excused), Susan Lilly (excused), Chuck Patton (excused), Jamie Simmons (excused), Debbie Starnes (excused) and Karen Sullivan (excused)

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

GUEST SPEAKER: President Richardson welcomed Ms. Darla Dye, Office of Professional Development. Dye explained the mission and goals of the department and the part it plays in the School of Continuing Studies. Professional Development offers conference and seminar planning, leadership and professional development opportunities, teambuilding activities, children's programs, credit and non-credit travel, and continuing education courses. Dye stated the Office of Professional Development has intentions of generating programs that will stimulate all age groups. She invited everyone to visit their website at www.coursecatalog.com/etsu for more information.

MINUTES: Senator Proffitt made the motion to approve the minutes of January 12, 2009. Motion seconded by Senator Parks. The minutes were approved as distributed.

TREASURER'S REPORT: Senator Canter suggested that a portion of \$1,000 received from the Professional Staff Association be used to purchase Food City gift certificates for staff members who were on leave from the university without pay. Human Resources has identified these individuals and will deliver the gift cards, anonymously, on our behalf. Senator Robinson made the motion to accept proposal; Senator Bradford seconded; motion passed. In addition to the one time monetary gift, a balance of \$5,635.50 remains in the operating account; there were no expenditures for the month.

COMMITTEE REPORTS:

- ***Staff Development and Evaluations:*** Senator Couch reported the committee continues to meet and assess the staff evaluation process. A report will be forthcoming. In regard to today's guest speaker, Couch highly recommended the senators encourage co-workers to take advantage of the services the Office of Professional Development has to offer. There are ample opportunities to further one's career and promote personal gratification. She reminded everyone of the upcoming Career Discovery Week for ETSU from February 16-20. The event is sponsored by Career and Internship Service.
- ***Committee on Committees:*** No report.
- ***Staff Concerns and Grievances:*** No report.
- ***Elections Committee:*** No report.
- ***Holiday Food Drive Committee:*** No report.
- ***Staff Picnic Committee:*** No report.
- ***Blood Drive:*** No report.

OLD BUSINESS:

- ***Committee for Review of Staff Awards Process Update:*** Senator Warner, Committee Chair, explained the charge given the group, which was to review the original nomination form, evaluate categories and award amounts, and make recommended changes to one or all areas. Warner stated the committee had spent many hours of research into the history and award process, and with the information obtained, developed a new compensation plan. Their recommendations were as follows: (1) Career Award nominees must have a minimum of 15 years of service to the university; (2) Cash Awards be increased to \$10,000 (\$3,000 more than previous years); (3) Staff Awards Ceremony be permanently moved to the Fall Staff Convocation beginning Fall 2009; (4) Nomination form be revised and amended. After member discussion, Dr. Collins suggested Warner email the revised documents and forms to each senator for review and consideration; a vote could be taken at a later date.
- In order to proceed with this year's distribution of awards, Senator Fulkerson brought the following motion to the floor: (1) Nominate and distribute the 2008-09 Staff Awards at the current dollar amount of \$7,000, use the current nomination forms and issue awards in the Spring 2009 during an informal gathering; (2) Nominate and distribute the 2009-10 Staff Awards using the new forms and issue during the Staff Convocation in the Fall 2009. Motion seconded by Senator Bradford; approved by member vote. Senator Dills, Subcommittee Chair of the Committee for Review of Staff Awards, will meet with the committee to finalize a time and date for the Spring 2009 Staff Awards.

OPEN FLOOR FOR NEW AGENDA ITEMS:

- ***Budget and Task Force for Budget Reversion Update:*** Dr. Collins reminded everyone that Dr. Stanton would be addressing the staff on the condition of the university on Monday, February 16, 2:30 in the D. P. Culp Auditorium. Along with Dr. Stanton, Collins and Dr. Wilsie Bishop will present a full outline and detailed proposal submitted by the Task Force on Budget Reversion. The complete presentation will be available on the web at:
<http://www.etsu.edu/calltoaction/files/BudgetUpdateFebruary16.pdf>.
- Collins also noted that ETSU, along with other state higher institutions, will not be included in the federal government's economic stimulus package.

There being no further business, Senator Proffitt made a motion to adjourn the meeting; motion seconded by Senator Fulkerson.

Respectfully submitted,
Sue Russell
Secretary

***The next meeting is Monday, March 9, 2009 @2:30 pm
ETSU Planetarium, Room 207 on the top floor of Hutcheson Hall***

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

Professional Development Programs 2009

www.etsu.edu/scs/pdprograms.asp

- Magnetic Resonance Imaging January 27, 2009 *
- Pharmacy Tech Certification Program January 20-March 16, 2009 *
- Phlebotomy Certification Program February 2, 2009 *
- Dental Anesthesia Program; February 20, 21, 27, & 28, 2009
- Third Annual Intermountain Brain Injury Conference March 6, 2009 *
- Renaissance Child Spring Enrichment March 16-20, 2009
- Alliance for Continued Learning March 24-April 30, 2009 *
- Encoded Archival Description April 2&3, 2009 *
- Pharmacy Tech Certification Program May 12-July 2, 2009 *
- Kingsport Area Safety Council May 13, 2009 *
- Karst Hydrology and Geomorphology Field Course, May 14-30, 2009 *
- Collections Management May 18, 2009 *
- Paris and London Travel Program June 1-June 10, 2009 *
- Celebrating and Documenting Community Traditions in Appalachia, May 25-29, '09 *
- ETSU Summer Institute in Pediatric Behavioral Health, June 2009 *
- ETSU Instrumental Conducting Symposium, June 14-18, 2009 *
- Aerial Dance, June 14-22, 2009 *
- Family Collections and Scrapbooks June 22, 2009 *
- Textiles Conservation June 22, 2009 *
- Renaissance Camps
 - Science and Forensics Ages 11 and up June 1-5, 2009
 - Renaissance Child Camp for Ages 6-12 June 8-12, 2009
 - Computer Camp for Teens Ages 12 and up June 15-19, 2009
 - Renaissance Child Camp for Ages 6-12 June 22-26, 2009
 - Renaissance Child Camp for Ages 6-12 July 6-10, 2009
 - Art, Music and Drama Camp (Two weeks) July 6-17, 2009
 - Digital Media Camp for Highschool Age (Commuter) July 13-17, 2009
 - Science and Forensics Ages 11 and up July 20-24, 2009
 - Renaissance Child Camp for Ages 6-12 July 27-July 31, 2009
- 49th Annual Early Childhood Conference July 23-25, 2009 *
- ETSU Fiddle and Guitar Camp, July 27-31, 2009 *
- Phlebotomy Certification Program August, 2009 *
- Pharmacy Tech Certification Program, August 4-October 1, 2009 *
- Wildacres-ACL August 23-29, 2009 *
- Computed Tomography II September, 2009 *
- Polysomnography IV September, 2009
- Alliance for Continued Learning Fall Session September, 2009 *
- Palynologist Conference, Meadowview September, 2009 *
- GEAR UP Tennessee State Conference September, 2009
- Health of Children of Incarcerated Parents Conference, October 2009 *
- Pharmacy Tech Certification Program, October 13-December 10, 2009 *
- Fall Renaissance Child Enrichment October, 2009
- Renaissance Child Holiday Art December 2009

More non-credit online programs are at www.coursecatalog.com/etsu

Staff Senate Staff Awards Review Subcommittee Report February 9, 2009

Membership:

Lisa Blackburn, Cindy Canter, Tim Dills, Susan Lily, Carla Warner (Chair)

Charge:

The charge of this committee was threefold:

- (1) To review and suggest changes to the Annual Staff Awards nomination form
- (2) To review the award categories and amount of awards
- (3) Make any recommendations for change to one or all of these areas

Funding History & Proposed Plan for Funding Staff Awards

The members of the committee reviewed the application forms for both the "Distinguished Staff Awards and for the "Career Award." Recommendations for changes in these documents are attached. The members of the committee reviewed the University Archives for the history of how the amount of the award has changed over time.

Staff Awards Compensation History

1992 - \$700 (7 awards were made at \$100 each)

1993 - \$1,750 (7 awards were made at \$250 each)

1996 - \$3,500 (7 awards were made at \$500 each)

1997 - \$7,000 (7 awards were made at \$1,000 each)

Proposed Staff Award Compensation Plan

In light of the current budget concerns facing the university, the committee recommends moving the Staff Awards Ceremony to the Fall Convocation beginning in fall 2009 and maintaining this tradition into the future. If approved by the Senate and pending the approval of the increase by the ETSU Foundation, this plan would enact new dollar amounts for the seven staff awards as follows:

2009 Awards (Fall Staff Convocation): (Total of \$10, 000 for Seven Awards)

\$7,500 (6 Distinguished Staff Awards be made at \$ \$1,250 each)

\$2, 500 (1 Career Award be made at \$2,500)