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2009 March 9 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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ETSU

AGENDA

**Staff Senate Meeting
March 9, 2009
ETSU Planetarium
Room 207, Hutcheson Hall
2:30 p.m.**

1. Call to Order
2. Approval of Minutes – February 9, 2009
3. Treasurer's Report
4. Committee Reports
 - Staff Development & Evaluation
 - Committee on Committees
 - Staff Concerns & Grievances
 - Committee on Elections
 - Holiday Food Drive Committee
 - Staff Picnic Committee
 - Blood Drive Committee
5. Old Business
 - Committee for Review of Staff Awards Process Update
 - Staff Awards and Staff Convocation Update
6. Open Floor for New Agenda Items / Concerns
7. Adjournment

***Next Meeting – April 13, 2009
D.P. Culp Forum***

**STAFF SENATE MEETING
MINUTES
ETSU Planetarium, Room 207
March 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: Constance Alexander, Lisa Blackburn, Carolyn Bond, Queen Brown, Robert Calkins, Renee Couch, Corinthia Duncan, Charles Forrester, Linda Greenwell, Angela Haire, Myra Jones, Linda Lett, Susan Lilly, Diane McClay, Joe Miller, Donna Murphy, Stephanie Nave, Chuck Patton, Betty Ann Proffitt, Wanda Richardson, Sharon Riddle, Dave Robinson, Sue Russell, Jamie Simmons, Kathy Smith, Patricia Stafford, Debbie Stames, Vanessa Stephens, Karen Sullivan, Carla Warner

ABSENT: James Batchelder (excused), Sarah Bradford (excused), Angela Brewer (excused), Deanna Bryant (excused), Cindy Canter (excused), Tim Dills (excused), JoAnn Fitzgerald (excused), Debbie Parks (excused), Shea Renfro (excused), Joy Fulkerson

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

MINUTES: Senator Proffitt made the motion to approve the minutes of February 9, 2009. Motion seconded by Senator Miller. The minutes were approved as distributed.

TREASURER'S REPORT: Senator Russell reported the expenditures for the month were as follows: \$777.30 to purchase 2008-09 and 2009-10 staff award trophies and one (1) carton copy paper in the amount of \$27. The account reflects a balance of \$4,832.20.

COMMITTEE REPORTS:

- **Staff Development and Evaluations:** Senator Couch reported the committee continues to meet and evaluate the staff evaluation process as well as staff development options. She urged everyone to visit Human Resources web site and click the Employee Development Center link and review the number of opportunities available for career enhancement.
- **Committee on Committees:** Senator Warner advised the members that the committee is updating the list of open positions and would present the slate at a later date.
- **Staff Concerns and Grievances:** The committee plans a brief meeting immediately following today's staff senate meeting.
- **Elections Committee:** No report.

- **Holiday Food Drive Committee:** No report.
- **Staff Picnic Committee:** President Richardson announced that through the generosity of a private donor, the 2009 staff picnic has been completely underwritten. She stressed that NO state funds would be used to purchase anything related to the picnic. The date has been set for May 21st at 3:00 p.m. The venue will be the Cave Patio of the Culp Center. With such short notice, the Staff Picnic Committee requests that everyone help in soliciting door prizes for the event. The 2008-09 Staff Awards Ceremony previously scheduled in April has been cancelled. The awards will be given at the picnic instead.
- **Blood Drive:** Senator Haire announced the annual blood drive is scheduled on June 30 in the Culp Center Ball Room. She encouraged everyone to mark their calendars and make plans to attend.

OLD BUSINESS:

- **Committee for Review of Staff Awards Process Update:** No report.
- **Web Site / Communication Update:** It was announced that the web site was up and running. The senate members were encouraged to visit the site at <http://www.etsu.edu/staffsenate> and offer comments and suggestions to any Web Site Committee member.

OPEN FLOOR FOR NEW AGENDA ITEMS:

- President Richardson reminded everyone that committee reports will be due in June and rough drafts should to be submitted as soon as possible.

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

Following the adjournment, Dr. Gary Henson, ETSU Planetarium Director, provided a very interesting presentation of the solar system. Auxiliary instruments provided simulations of planetary motion, projections of the planets, sun and moon, a simulated twilight and a meteor shower. ETSU is a member of the Southern Association of Research in Astronomy.

Respectfully submitted,
Sue Russell
Secretary

***The next meeting is Monday, April 13, 2009 @2:30 pm
D.P. Culp Forum***

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

**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)

Outcome: Request deferred at this time due to current budgetary constraints.