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Staff Senate Agendas and Minutes

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7-13-2009

### 2009 July 13 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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## **AGENDA**

**Staff Senate Meeting  
July 13, 2009  
Gatton College of Pharmacy  
2:30 p.m.**

1. Call to Order
2. Approval of Minutes – June 8, 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. Open Floor for New Agenda Items / Concerns
  - Proposed Bylaws Change to include Communications and Website Committee as standing committee
6. Adjournment
7. College of Pharmacy Tour

***Next Meeting – August 10, 2009  
Forum Room, DP Culp Center***

# STAFF SENATE MEETING

## MINUTES

Gatton College of Pharmacy

July 13, 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/staffsenate/>

**PRESENT:** James Batchelder, Lisa Blackburn, Carolyn Bond, Angela Brewer, Queen Brown, Deanna Bryant, Robert Calkins, Cindy Canter, Renee Couch, Tim Dills, Corintha Duncan, Joy Fulkerson, Angela Haire, Myra Jones, Linda Lett, Susan Lilly, Donna Murphy, Stephanie Nave, Debbie Parks, Betty Ann Proffitt, Shea Renfro, Wanda Richardson, Sharon Riddle, Sue Russell, Patricia Stafford, Debbie Starnes, Karen Sullivan, Carla Warner

**ABSENT:** Constance Alexander (excused), Sarah Bradford (excused), JoAnne Fitzgerald (excused), Charles Forrester (excused), Linda Greenwell (excused), Diane McClay (excused), Joe Miller (excused), Chuck Patton (excused), Dave Robinson (excused), Jamie Simmons (excused), Kathy Smith (excused), Vanessa Stephens (excused)

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 June 8, 2009. Motion seconded by Senator Dills. The minutes were approved as distributed.

**TREASURER'S REPORT:** Senator Canter reported an ending balance of \$4,425.76 for the fiscal year 2008-09. The 2009-2010 budget has been set at \$6,000.

### COMMITTEE REPORTS:

- *Staff Development and Evaluations:* No report.
- *Committee on Committees:* No report.
- *Staff Concerns and Grievances:* No report.
- *Elections Committee:* To date, there have been 35 nominations for membership and 2 unsigned requests. There have been no nominations from category 6 and 7. Paper nomination letters were sent to all Physical Plant employees. President Richardson urged all senators to speak with individuals in their buildings that may be in EEOC categories 6 and 7, and encourage them to nominate themselves for a Staff Senate position. Paper election ballots will be sent to Physical Plant again this year and everyone else will be voting online. Election report given for Linda Greenwell by Wanda Richardson.
- *Holiday Food Drive Committee:* No report.
- *Staff Picnic Committee:* Senator Bond reported that all 69 vendors who supplied door prizes have been formally recognized for their generous donations. A letter of

appreciation has also been sent to Dr. Richard Manahan and the Office of University Advancement for their continuous support in funding the Distinguished Staff Awards.

- *Blood Drive*: Senator Haire announced next year's blood is scheduled on June 29, 2010.

**OPEN FLOOR FOR NEW AGENDA ITEMS:**

- *Proposed recommendation to include Communications and Website Committee as a standing committee.* Senator Dills clarified the proposal would not call for a constitutional change, but simply a bylaw change. Senator Fulkerson made the motion to include the Communications and Website Committee as a standing committee. Motion was seconded by Senator Blackburn and followed by a unanimous vote of approval from senators in attendance.
- *President Richardson requested an ad hoc committee* be organized to develop a brochure summarizing the mission and purpose of Staff Senate. It could be a valuable tool in recruiting members and in particular new employees joining the ETSU workforce. Senators Murphy, Nave, Blackburn, Starnes, Sullivan, and Jones will make up the taskforce.

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

Respectfully submitted,  
Sue Russell  
Secretary

*The next meeting is Monday, August 10, 2009 @2:30 pm  
Forum Room, DP Culp Center*

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

## Proposed Bylaws Changes - June 2009

### Change Article I, Section B

**DELETE** this section

Except for the Executive Committee, the size of committees shall be limited to four (4) duly elected Senators appointed by the President. The Chair shall be appointed by the President at the same time.

**AND REPLACE** with

The number of Senators on each committee may vary according to the complexity of their tasks; such number to be set prior to the October meeting by the Executive Committee. Senators may volunteer to serve on committees of their preference; however, any senator having not expressed a preference may be assigned to a committee by the President. The chair of each committee shall be appointed by the President by the October meeting.

**ADD** to the listing of standing committees

The Communications and Website Committee

**ADD** to Article I, Section C

5. Communications and Website Committee. The committee shall be charged with the following responsibilities:

1. Maintaining the Staff Senate website with current activities, updated rosters, and current photographs.
2. Utilizing various means of communication (campus email, Accent - the campus newsletter, University Relations staff, etc.) to inform the campus and local communities of Staff Senate activities, elections, and other appropriate news items concerning the Senate.
3. The chair of this committee shall be listed as the web manager for the Staff Senate's website and shall serve as the primary point of contact for those interested in the Senate's activities.

## **Bond, Carolyn Ann**

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**From:** Richardson, Wanda Jean  
**Sent:** Monday, July 06, 2009 2:28 PM  
**To:** Richardson, Wanda Jean; Russell, Sue Ann; Alexander, Constance Marie; Batchelder, James P.; Blackburn, Lisa A.; Bond, Carolyn Ann; Bradford, Sarah Elizabeth; Brewer, Angela Marie; Brown, Queen H.; Bryant, Deanna Gail; Calkins, Robert J.; Canter, Cindy D.; Couch, Evelyn Renee; Dills, Timothy G.; Duncan, Corintha M.; Forrester, Charles A.; Fulkerson, Joy L.; Greenwell, Linda W.; Haire, Angela G.; Jones, Myra A.; Lett, Linda Sue; Lilly, Susan; Miller, Joseph David; Murphy, Donna M.; Nave, Stephanie H.; Parks, Deborah S.; Patton, Charles Ray; Proffitt, Betty A.; Renfro, Elizabeth; Riddle, Sharon T.; Robinson, Robert David; Simmons, Jamie E.; Smith, R. Kathryn; Stafford, Patricia L.; Stames, Debra Dianne; Sullivan, Karen Lynn [adv]; Wamer, Carla Rahn  
**Subject:** I wanted you to be the first ones to know  
**Attachments:** Pros and Cons picnic vs staff awards.docx  
**Importance:** High

I wanted you to be the first ones to know.

Jamie & I meet with Dr. Stanton & Dr. Collins today, to discuss our Staff Appreciation Picnic, Staff Convocation and Staff Awards.

Jamie & I went prepared as you can see from the attachment.

**Dr. Stanton said he would like to continue to have the Staff Appreciation Picnic because it was his way to say THANK YOU to the Staff of ETSU for their dedication and service to ETSU.**

Dr. Stanton wanted to meet with us to let us know he likes having the staff picnic and having the staff awards at the picnic.

Dr. Stanton does not know if we will have to have private funding or not, however no matter where the funding comes from, Dr. Stanton would like to have the picnic.

Dr. Stanton would like to keep the staff convocation on the same format as before because it is his opportunity to address the staff of ETSU.

Our Staff Convocation is on Dr. Stanton's calendar for November 5<sup>th</sup>, because Dr. Stanton is gone last 2 weeks of September, and last 2 weeks of October, and Dr. Collins is gone the first 2 weeks of October.

So, you can pass the word we will be having a Staff Picnic in 2010 unless the budget takes a unforeseen devastating hit.

The Staff Convocation will be November 5<sup>th</sup> with the same format as in years past.

Thank you,

Wanda

**Wanda Richardson**

**East Tennessee State University  
Staff Senate - President**

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Johnson City, TN 37614

**Help Desk: 423.439.4648 Fax: 423.439.5770**

**Email: [wanda@etsu.edu](mailto:wanda@etsu.edu)**



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## **CONVOCATION**

- The opportunity for Dr. Stanton to present the staff with his visions and goals for the coming year
- The opportunity for the staff to interact on a personal level with Dr. Stanton
- The opportunity for the staff to meet the new Staff Senators and Officers
- The opportunity for the staff to interact with one another in a formal setting

### **Time/Place:**

- The Convocation occurs during the Fall Semester
- Held in the Martha Culp Auditorium

### **Amenities:**

- Cookies and punch are served after the Convocation

### **Costs:**

- Approximately **\$300.00**

## **STAFF APPRECIATION PICNIC**

### **Goal:**

- The opportunity to demonstrate to the staff how much they are appreciated throughout the year
- The opportunity to present the 7 awards – 6 Staff Appreciation Awards and 1 Career Award
- The opportunity for the staff to interact with one another in an informal setting

### **Time/Place:**

- The Staff Appreciation Picnic occurs between the end of Spring Semester and the start of Summer Semester
- Held at the Cave Patio

### **Amenities:**

- Picnic style food – hamburgers and hotdogs with fixings or a plate meal
- Approximately **\$3,500.00**



## **PROS AND CONS OF HAVING AWARDS CEREMONY DURING CONVOCATION**

### **PROS:**

- Everything is accomplished at one event
- Less expense
- More formal setting

### **Cons:**

- Less emphasis on Dr. Stanton's speech
- Takes away from the staff having an opportunity to meet Dr. Stanton one-on-one
- Less emphasis on the award winners
- Takes away from the staff having an opportunity to congratulate the award winners
- The Convocation has to be longer to accommodate all that is scheduled, which can be a hindrance to some employees whose job duties do not allow them to be away for so long especially since 12% of our staff took the voluntary buy out this year
- Puts a burden on the photographer trying to capture all the important events taking place.
- The picnic has been held for years to show appreciation to the staff and to present the awards. If the awards are combined with the Convocation, will there still be a picnic?
- Because of job duties at certain times of the year, some employees cannot attend one event; whereas, with 2 events a year, they can attend one of them