Staff Senate Minutes

March 10, 2003


ABSENT: Constance Alexander, Kim Denton, Corintha Duncan, Debbie Fanning (excused), Charles Forrester (excused), Betty Grice (excused), Suzy Hooven, Clifford Hudson, David Jones (excused), Pat Myrick (excused), Mary Jordan, Billie Lancaster (excused), Bobbie Lewis, Terry Nelson, Sue Speer (sick leave), Reed Sturdivant, Valerie Swartz, and Shirley White (excused).

1. President Thacker called the meeting to order at 2:30 p.m. and welcomed senators.

2. Guest:

a.) Dale Neuman, Senator from the Student Government Association (SGA) wants the staff senate’s approval for a resolution for a wall in order to support our troops in Iraq. This resolution is not in support for or against the war. It is just to let the community/families know that we support their loved ones while they are away during the potential war. Presently there are 12-14 students and four staff and faculty members who have been called into active duty and others are waiting to be called. This is to let these folks know that we are standing behind them. This includes Upper East Tennessee and Southwest Virginia. The cost is unknown at this time until a committee can assemble and decide upon what is to be decided. The cost could come from 606 funds, physical plant, art department and other ETSU resources and outside funding is a possibility. Discussion took place and it was decided to wait to see if it is passed at the student and faculty level when more facts are known as to the cost etc.

b.) Chris Carter, Human Resources Training Coordinator. Mr. Carter passed out the new "Employee Development Center (EDC)" Newsletter and functions, objections and the location of the new EDC.

- E207/209 Mini-dome (expansion soon) – see handout

- Managed by Training Coordinator (Chris Carter) and one GA (20 hours/wk) (Kristen Carter)

- Operated by Office of Human Resources
•Website: http://www.etsu.edu/edc Please use this site for useful information such as class schedules and check on your status leading toward the LEAD certification. This Leadership: Excellence and Achievement through Development (LEAD) Program was established to assist university employees in developing their skills in supervision and leadership. A reception with university administrators will be conducted twice a year to honor those obtaining the LEAD certification. If you have suggestions please email us, also we will be adding to the list of classes. We are operating at little or no additional cost, we have the following people who help with our classes: staff, alumnus, and Employee Assistance Program (state supported EAP).

Our mission includes:

1. Improve individual and organizational performance
2. Reduce employee turnover
3. Enhance workplace harmony and communication
4. Enhance overall well-being of employees

Our objection (summary) is to function as a clearinghouse for marketing, conducting, coordinating, recording, and evaluating employee training and development programs.

Initial Objectives

1. Implementing a new certification program for supervisors
   –LEAD Certification –Working with OIT on a technology training plan for staff.
2. Creating an electronic training tracking system to document individual employee training records and produce transcripts.
3. Expanding the number and variety of courses sponsored and co-sponsored by the Office of Human Resources.
4. Other Current Issues is to:
   How to Communicate/Advertise Courses? It was determined that mass email was the best way.
   Expansion Proposal, Present to Senior Staff, Suggestions for Training Courses?, Partnerships – Who and How?

3. Senator Sharon Chandler made a motion to approve the February 10th minutes. Senator Karen Hughes seconded the motion. Motion carried.

5. Committee Reports

A. Staff Development and Evaluations Committee - Kathy Smith–
We met on February 20th. There were grammatical errors in the
handbook on the website those have already been corrected. We
also suggested that Chris Carter from the Employee Development
Center come and speak to the Staff Senate (which took place
today).

B. Staff Concerns & Grievances - Karen Hughes–No Activity to
Report.

C. Committee on Committees - Bobbie Lewis–No Activity to
Report.

D. Elections Committee - Tim Dills–No Activity to Report.

E. Picnic Committee – Corintha Duncan and Steve Honaker.
Senator Honaker said that we plan on meeting after today’s
meeting and he suggested that Senator Dr. Jane Jones and Senator
Dills join them.

F. Blood Drive Committee – Betty Grice, Chair – The blood drive
will take place on Tuesday, June 10th.

6. Old Business – President Thacker submitted the Staff Concerns &
Grievances recommendation on educational rewards to Mr. Bill Coleman who
plans on taking the recommendation to President Stanton.

7. New Business – Senator Tim Dills passed out a resolution and it reads as
follows:

Resolution

WHEREAS, the East Tennessee State University Men’s Basketball Team was successful
during the Southern Conference Tournament in Charleston, South Carolina, and

WHEREAS, the "Bucs" have brought wonderful exposure to our university, pride throughout
our community, and a needed boost in morale on our campus,

BE IT RESOLVED:

1. That the Staff Senate of ETSU proudly salutes
Coach Ed. DeChellis, his excellent assistant
coaches, and the marvelous student-athletes of the
Men’s Basketball team on their Southern
Conference Tournament Championship, and

2. That the Staff Senate of ETSU wishes the
Buccaneers great success on their upcoming appearance in the NCAA Basketball Tournament.

GO BUCS!

Sponsored by Senator Tim Dills

The resolution was discussed and Senator Steve Honaker made a motion to pass the resolution, Senator Kathy Smith seconded the motion. Motion passed.

Senator Honaker passed out a memo suggesting that we present to President Stanton letting him know that he has the full support of the Staff Senate. It was decided that the memo be make into a resolution. Senator Honaker is going to email everyone the resolution for his or her approval. Senator Bonnie Burchett made the motion that the resolution be passed on principal and Senator Tim Dills seconded. Motion passed. The resolution reads as follows:

**RESOLUTION**

WHEREAS, the President of East Tennessee State University has been dealing with major budget impoundments and has been very open to the entire campus about how the senior staff is addressing this impoundment, and

WHEREAS, the President has not only allowed but encouraged suggestions and input from the entire campus, as well as his willingness to speak to the entire campus,

BE IT RESOLVED:

1. That the Staff Senate of ETSU wishes to inform Dr. Paul Stanton that we offer our support as he faces many decisions surrounding the budget and

2. That the Staff Senate of ETSU pledges to Dr. Paul Stanton that we will do everything in our power to help save money where we can and to boost morale when the opportunity presents itself and

3. That the Staff Senate of ETSU will keep the well-being of each student, faculty and staff first and foremost in all decisions in this time of crisis.

Sponsored by Senator Steve Honaker

President Thacker suggested that we use the following website survey to submit your proposal and suggestions on how the University can save money http://www.etsu.edu/president/survey/. These are being looked at and passed on to the different areas to see if it is a feasible request. Senior Staff are working as hard as they can to review all suggestions.

The next meeting is scheduled for April 14, 2003 in the forum room (Culp Center).

Meeting was adjourned at 4:00 p.m. Respectfully submitted - BettyAnn Proffitt, Secretary