STAFF SENATE MEETING
MINUTES
February 14, 2011

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


EXCUSED: David Collins, Myra Jones, Gene Morgan, Rob Russell, and Carla Warner.

I. Call to Order

Mr. Chuck Patton, President, called the meeting to order at 2:30 pm.

II. Welcome Special Guest – Marla Hayman, Generalist, Office of Human Resources

Ms. Marla Hayman, Generalist, Office of Human Resources, was invited to speak to the Senate in an effort to provide updates and expand on current policies and procedures regarding Use of Leave Time. As Staff Senators, often times, university staff will connect with Senators when concerns, questions, or issues arise concerning leave time and it is for this reason that Ms. Hayman was present to share information identifying the different types of leave (attached). Ms. Hayman briefly reviewed the leaves which are most commonly used by staff members and how and when to use the various leaves; annual, sick, FMLA, and bereavement, etc. Ms. Hayman noted that she highly advises the use of leave request forms. Annual leave should be requested and approved by supervisors prior to taking time off from work. Supervisors can grant/deny a request for annual leave time depending on job coverage. In regards to sick leave, a doctor’s note may be required for an employee’s return to work. Currently, the university’s sick leave policy does not include any verbiage specifically indicating when the doctor’s note needs to be submitted. Typically, the timeframe is after a three-day time period. However, there is a job abandonment policy which states that three days leave without a notice equals job abandonment which equals termination. In cases of employees with discipline issues accompanied with leave abuse, it can be appropriate for supervisors to request a doctor’s note sooner than a three-day time period – depending on the circumstance and employee. Bereavement/funeral leave – employees are eligible for up to three days of funeral leave for a qualifying family member who passes away. The supervisor’s position is one of acknowledgement only. Eligible family members are listed on the HR website. There are five floating administrative days which may be altered from year to year at the discretion of the President. The non-faculty sick bank has a June open-enrollment period. Staff members desiring to join the sick bank must have a total of no less than six days accumulated in order to become a member. From those six days, two are donated to the bank. Occasionally, if the need arises, an additional day may be assessed. If a current member of the sick bank has exhausted all of their own annual/sick leave, the sick bank allows an employee to draw up to 20 days, three times, to help cover their time off. Time can be donated to the bank by sick bank members only. Sick bank hours cannot be approved retroactively. Family Medical Leave is a federal benefit and does not require approval by a supervisor, but only acknowledgement due to HIPAA Privacy Laws. In order to qualify for FMLA, a staff member must have been employed for at least 12 months working at above 65% to receive the benefit. FMLA should be requested whenever a staff member is out of work for more than three consecutive days in an effort to provide continuing benefit coverage as well as job protection. For full-time staff members, FMLA offers 12 weeks of protected leave per year for the care of a spouse, parent, dependent child, or the staff member. Family medical leave is available on a full-time basis (450 hours) or intermittently. Medical leave is also available for part-time employees or staff members who have not been working for 12 months.
The leave helps protect them and provides proper documentation for coverage. FMLA forms are not available online, but only through the HR office due to specific timeline requirements. A doctor’s release must be obtained prior to returning to work. It is not advised that non-exempt employees work at home while on family medical leave due to Department of Labor laws. In addition, a longevity date adjustment will occur if the staff member is off of payroll for a period of time due to exhausting annual/sick leave. The Employee Assistance Program (EAP) is available to all employees and are encouraged to seek the EAP if needed. Ms. Hayman noted that new employee orientation is currently only available online. Senator Hill requested that information regarding the Staff Senate be included in the online orientation process. Ms. McClay noted that a link to the Staff Senate webpage is provided to new employees. Ms. Hayman noted that the today’s presentation is intended to help Senators lead staff members in the right direction for answers to questions, issues, and concerns regarding use of leave, but further noted that referring staff members to Human Resources is always the best approach.

III. Special Presentation, Quality Enhancement Plan (QEP), Senator Leigh Lewis

Senator Lewis shared a presentation on the Quality Enhancement Plan (QEP) – a Southern Association of Colleges and Schools (SACS) accreditation requirement. Several years ago, the university was part of a pilot program prior to it becoming a SACS requirement. However, this is the first time SACS will review the plan and grade the university. A university SACS visit is scheduled for spring 2012. Senator Lewis noted that the university formed a committee with a goal of creating a theme to improve the quality of a particular set of skills, knowledge, behavior, or value to the students at ETSU. It is hoped that the theme is one that the majority of folks on campus feels is important. The target group for the QEP is a large portion of the student body with a timeline of implementation being 2012, and the duration and assessment of the plan is six years. The university is committed to investing whatever resources are necessary to support the QEP initiative and its success. The intent of Senator Lewis’ presentation was to broaden the Senate’s knowledge of QEP and to solicit ideas regarding what they feel is affecting student learning. Senator Lewis is requesting outcomes from student observation – not only in the classroom experience, but external to the classroom as well. Learning is affected by living quarters, roommates, conditions of classrooms, financial aid, and possibly course registration. There are many factors which play into the student learning experience and every experience can be considered as affecting the learning ability of a student. Ideas should be either holistic or interconnectivity in nature and measurable. President Patton noted that in talking with Dr. Kirkwood, Dr. Kirkwood shared that everyone on the campus is a teacher in some form or fashion to the student body. Senator Lewis requested senators to spread the word about the initiative and to encourage staff members to submit ideas. An email will be distributed within the next couple of days reminding staff members of the due date, web address, etc. With the recent difficulty with submissions online, email submissions are encouraged, and the email link can be found on the website.

IV. Approval of Minutes - The minutes of December 14, 2010 were approved as distributed and will be posted on the Staff Senate website.

V. Staff President’s Report – President Chuck Patton

A. Faculty/Staff Salaries – President Patton noted that during a recent Senior Staff meeting salaries of faculty and staff members were discussed. He reported that the proposed budget for 2011-2012, which Governor Bredesen left behind, included a proposal for a 1% salary increase. During a recent TBR/THEC meeting attended by President Stanton, salary compensation and how each of the various institutions would like to implement the increase was discussed. Since that meeting, a salary task force has been implemented consisting of members from Human Resources, Dr. Bach, Dr. Collins, Dr. Bishop, three Faculty Senate members, and three Staff Senate members (President Patton, Senator Batchelder, and Senator Renfro). The task force will review the direction in which the university would like to proceed and then present the outcomes to TBR, THEC, and the Governor in a March timeframe. The task force will also review the salary equity plan and make any recommendations and or/changes to the plan. President Patton will keep the Senate updated as developments fall out.
B. **Final Report on the Parking Garage Initiative** – President Patton has distributed to all Senators, via email, the final report regarding the parking garage initiative. Based on emails, surveys, etc. it is the Staff Senate’s stance that the initiative should be the burden of the students, and not acquired through an increase in fees for staff parking decals. The students are totally in favor of the initiative and have approved the increase in student fees for parking decals. The final report was presented to Dr. Collins and Dr. Bishop.

C. **Tennessee State Employees Association (TSEA)** – President Patton shared that Ms. Lisa Moffett, representative from the Tennessee State Employees Association (TSEA), will be a special guest presenter at the Senate meeting in March. President Patton has distributed, via email, a document illustrating all of TSEA’s lobbying efforts since 1977. The lobbying efforts can also be found on the TSEA website. It is hoped that the efforts disclosed will help Senate members more fully understand the position and purpose of TSEA. President Patton noted that Ms. Moffett will entertain questions from Senate members.

VI. **Treasurer Report** – Senator Booher reported that the beginning account balance was $5,909.21. Expenditures for the month included a $25 set-up and cleaning fee for the Reese Museum – leaving a balance of $5,884.21.

VII. **Report on Standing Committees**

A. **Committee on Committees** – Senator Warner, Chair, no report.

B. **Communications and Website** – Senator Jones, Chair, no report.

C. **Liaison Committee** – Senator Batchelder, Chair, reported that Senator Buckles is the Staff Senate’s liaison for Faculty Senate. Senator Buckles reported to the Liaison Committee that Faculty Senate noted that student athlete GPAs were on the increase which was very impressive. Also discussed were dental issues with the dental clinic closing, the new personal computing device policy, overtime compensation for non-exempt staff members, QEP presentation, new administrative evaluations, summer/winter sessions, academic integrity, and salary equity issues.

D. **Staff Concerns & Grievances** – Senator Keener, Chair, distributed documentation noting bylaw amendment procedures as well as proposals (attached) offered by the committee. Senator Keener shared the procedure for amending the constitution. Senator Keener brought forward three proposals for consideration. The first proposal concerns the Constitution, Article III, Membership – specifically in regard to termination due to unexcused absences. The current constitution states the criterion by which termination could be upheld, but does not clarify the “(12) twelve month period as the calendar year, fiscal year, or academic year. The committee proposes to begin the initiatory procedure to define the term “twelve (12) month period” as the Senate term year – September through August. Without this clarification, a termination could be appealed. Approval will be sought at the next Senate meeting.

The committee proposes to begin an additional initiatory procedure for an amendment to the bylaws which does not require a full vote by the ETSU staff. An amendment can be ratified by a majority of Staff Senators voting in an official Senate meeting to be held no sooner than one (1) week after the initiatory procedure has been completed. The proposed amendment is specifically in regard to the vacancy of an elected position and appointed senate position. The current article found in Article I, C: 2. e. (2) was amended in April 2001, in amendments 5, and currently reads, “This amendment, effective April, 2001, amends Article I, C: 2. e. (2) to read: Each category will be ranked by number of votes received in the election. In order of votes received and in the appropriate category, alternates will be appointed to fill the remainder of the term of the Staff Senate vacancies. If less than six (6) months remain of a Senator’s term, that space will not be filled but will be left vacant until the next election is held in July.”
The proposed amendment would read, “This amendment, effective March 2011, amends Article I, C: 2. e. (2) to read: “Each category will be ranked by number of votes received in the election. In order of votes received and in the appropriate category, elected alternates will be appointed to fill the remainder of the term of the Staff Senate vacancies. If less than six (6) months remain of an elected Senator's term, that space will not be filled but will be left vacant until the next election is held in July. Vacancies for appointed Senators can be filled at any time during the term at the discretion of the appointing Dean.” The justification for the amendment is to address the denotation of the type of Senator – elected/appointed. The insertion of the last sentence is to define when/how the vacant seat of an appointed senator would be filled which was is not defined in the current bylaws. Approval will be sought at the next Senate meeting.

The last issue concerns the name and description of the committee as it reads on the Senate website and in all written media. Currently, the name of the committee is Committee on Staff Concerns and Grievances. The committee proposes to amend the title and remove the term “Grievances” due to an inaccurate implication of the title. The only hearings which the committee is adept at are hearings regarding termination from the senate body. The committee does function as a sounding board for concerns, but does not serve as a formal grievance committee. At some point in history, the name of the committee has been changed. Therefore, the proposal is to revert to the original official name of the committee – “Committee on Staff Concerns.” In addition, this change should be reflective in all documents concerning the committee.

E. Staff Development and Evaluation – Senator Renfro, Chair, noted that the committee met for the first time two weeks ago and enjoyed a fruitful brainstorming session in regards to staff development opportunities. Many good ideas were shared. Members agreed to meet with Mr. Rich Ashley, on February 16, 2011, in an effort to share the ideas of the committee, request recommendations, and then present the concepts to Human Resources for consideration. Senator Renfro will report the outcomes at the next senate meeting. The committee plans to meet the first Wednesday afternoon of the month through August 2011.

F. Committee on Elections – Senator Greenwell, Chair, reported that there is a strong possibility of losing a Staff Senator. At this time, there are no alternates to fill the position. At the next meeting, the committee will present a proposal to address the current concern.

G. Visibility Committee

i. Staff Senate Meet & Greet – Senator Hill, Chair, extended a thank you to the members of the committee, and all members of Staff Senate for their assistance and participation in a successful Staff Meet & Greet. In addition, Senator Hill extended a warm thank you to Dr. Collins for providing funding for the reception. There was participation of over 100 staff members. President Patton noted that the Senate will continue to engage and move forward in an effort to raise awareness of staff representation. It is hoped that at least 500 or more will attend the next convocation. It is important for staff members to know that we are available for them as their voice. A lengthy discussion ensued regarding the time and location of the next Staff Senate Meet & Greet. The majority of Senators were in agreement that the event should be annual in nature. Senator Hill shared the possibility of hosting two Meet & Greet sessions – one on the main campus and another on the VA campus. The possibility of Senators visiting with staff members in their respective colleges/units/departments was also discussed. Senator Simmons asked for suggestions regarding food choices for the next event.

ii. 75th Anniversary Commemorative Coke Bottle Presented to Dr. Stanton – On February 24, 2011, the committee plans to present President Stanton with a 75th anniversary commemorative Coke bottle donated to the Senate by Senator Bradley.

iii. Staff Senate T-Shirts – Senator Hill put forth an initiatory proposal for purchasing Staff Senate t-shirts/polos in hopes of a vote at our next meeting.
Senators would be responsible for the purchase of their own shirts. A suggestion was made to contact Doe Valley Printing, a local printing company in Elizabethton, who provides good pricing and good quality materials. Discussion will continue at the next meeting.

VIII. Report on Project Committees

A. Staff Awards Committee – Senator Sullivan, Chair, reported that the committee has met several times for continued discussions in regard to webpage updates and clarification in the award process. The verbiage provided on the webpage has not changed, but an attempt was made to clarify some of the EEOC categories making them easier to identify with. Discussions proved to identify that the process was slightly confusing. In an effort to help make the process more straightforward, the Distinguished Staff Award and the Career Award are offered through two separate links and the language on the nomination forms has been simplified. In addition, there were some formatting changes and removal of redundant verbiage. Criteria for the awards will be discussed at a later meeting. Inviting staff members to take a look at the revised webpage, providing an advanced notice of the nomination period, posting a flyer on the webpage, and emailing the flyer to all staff members were ideas discussed as ways of “getting the word out” to staff members. The timeframe for submissions is March 14th through April 15th which would provide ample time for submissions and review. The committee was also in agreement that updating of the webpage should fall on the shoulders of the committee and accomplished via of Senator Jones. In addition, it is a charge of the committee to select the award recipient each year and in as much, the question arose as to whether the committee should stand as a project committee or convert to a standing committee. This topic will be explored in more detail after further research and discussion.

B. Blood Drive – Senator Booher, Chair, no report.

C. Holiday Drive – Senator Bond, Chair, reported that the Holiday Drive Committee members were a delight to work with. Very good ideas were birthed which will be carried through to the next drive. A total of $5,765.66 was collected. Details of distribution are detailed on the attached final report. Many thank you notes have been received from recipients. Senator Bond shared that she is creating a notebook which will include details concerning suggested protocol for the Holiday Drive which will be helpful and can be passed along to the incoming chair of the committee.

D. Staff Picnic – Senator Cooper, Chair, reported that the committee met to discuss and review details for the upcoming staff picnic. She provided a grid illustrating vendors who donated gifts last year. Senator Cooper requested that all Senators participate in the solicitation of gifts from the vendor information provided. She also encouraged all Senators to identify potential vendors, who did not contribute last year, but may be willing to provide door prizes/gifts for the 2011 Staff Picnic. She stressed the need for some larger gifts. Senator Cooper noted that the picnic is scheduled for May 20, 2011, 2-4pm. The menu and entertainment will mirror last year’s choices. Senator Cooper has provided a letter for furnishing to vendors providing goods. It is important that Senator Cooper be notified of the vendors who will be called to insure that vendors are not called repeatedly. Senator Cooper, periodically, will forward an updated grid to all Senators.

IX. Old Business

A. Space for Staff Senate - President Patton reported that an area approximately 500 sq. ft. in size has been secured for the Senate to house a couple of desks, archives, and possibly a conference table. The space is in the former College of Medicine building, room 238. The area is larger than we had hoped for and it is situated down the hall from the Faculty Senate meeting room. It is hoped that committees can utilize the space for committee meetings, etc. President Patton will provide updates as they become available.
B. Welcome New Member – The retirement of Senator Richardson in December 2010 left a vacant position on the Senate. President Patton warmly welcomed Senator Russell in fulfillment of the vacant seat.

C. Staff Senate Biographies – President Patton reiterated the history and philosophy behind the request for Senator photos and biographies. President Patton noted that since the university is in the centennial year of existence, it is important to preserve history by capturing the biographies and photos of all of the Staff Senators. As previously discussed, one of the pieces of university history which has been neglected over the years is information, in any form, regarding staff members. The initiative was presented in October and the discussion concluded that the biographies and photos of Senators would be bound and presented to University Archives as an important component of university history, especially in light of the significance of the bicentennial year. Additional rationale for the initiative is that Staff Senators should be known to the constituency not only by name, phone number, and email address, but in the provision of an opportunity for them to identify and connect with us as their representatives. It is not necessary to provide personal facts, but professional service, length of university tenure, places worked, committee involvement, and current status on staff senate would be good information to share in an effort to help staff members become familiar with their Senators. Thus far, 21 biographies have been received. President Patton encouraged Senators to forward biographies in an effort to establish historical context. Full participation is desired, but cannot be mandated.

X. New Business

A. ETSU Staff Retirement Recognition/Equity – This item was tabled until further research has been collected and carefully deliberated.

XI. Open Floor for New Agenda Items/Concerns – None.

XII. Announcements –

A. Faculty Senate - The Faculty Senate has distributed a request for ideas on how to improve ETSU.

B. Strategic Budget Management Committee – Senator Batchelder noted that the committee has proposed a new staff/faculty/administrative award for stewardship. If the award receives full approval, it will be accompanied by a $500 monetary award, and if there is sufficient participation, two awards will be presented every semester – fall/spring.

Adjournment – There being no other business to discuss, the meeting was adjourned at 4:15pm.

Respectfully submitted,

J. Ann Eargle
Secretary

Attachments:
1. Marla Hayman, HR, Use of Leave
2. Senator Leigh Lewis, Presentation of QEP Initiative
3. Staff Concerns and Grievances Committee Proposed Amendments
4. Holiday Drive Committee – Final Report

~ Next meeting ~
March 14, 2011, 2:30pm
D. P. Culp Auditorium, Forum
Use of Leave
FMLA
Marla Hayman
Human Resource Generalist
Policies pertaining to leave include:

- PPP08 Worker’s Compensation
- PPP14 Administrative Closing
- PPP17 Annual Leave
- PPP18 Bereavement Leave (Funeral Leave)
- PPP19 Civil Leave
- PPP20 Holidays
- PPP21 Leave of Absence
- PPP22 Parental Leave a.k.a. Maternity Leave
- PPP23 Military Leave (Joyce Willocks)
- PPP24 Sick Leave
- PPP28 Inclement Weather
- PPP38/39 Faculty and Non-Faculty Sick Leave Bank (Joyce Willocks)
- PPP40 Transfer of Sick Leave
- PPP46 Family, Medical & Servicememeber Leave
- PPP49 Voting Leave
- PPP52 Educational Leave
- PPP56 Disaster Relief Service Leave
- PPP66 Emergency Closure
- PPP69 Volunteer Firefighter Service Leave
Most commonly used leave includes:

- **Annual Leave**
  - Request must be submitted to the supervisor for prior approval. Forms are a good idea if your department isn’t already using one.

- **Sick Leave**
  - A doctor’s note may be required for an employee’s return to work.
  - Always remember to call in.
    - 3 days of no notice = job abandonment = termination

- **Bereavement Leave**
  - Eligible for 3 days. (Spouse, child & step-child, parent, step-parent, foster parent, parent-in-law, siblings, grandparents and grandchildren.)

- **Holidays**

- **Faculty and Non-Faculty Sick Bank (Joyce Willock)**
  - When all sick/annual/comp leave is exhausted, sick bank members can request sick bank time for their own leave.
  - Sick Leave transfer from employee to employee PPP47
  - Not eligible to approve retroactively.
Family Medical Leave Act (FMLA) - What is it and why would you use it?

- Forms – not online
- Types of Leave
  - Intermittent vs. Full Time
- Maternity Leave/Parental Leave/Adoption Leave
- Longevity date adjustment
- Starts with the Supervisor
  - Legal responsibility to notify HR
- Return to work – Doctor Release Note
  - Light duty
- Medical Leave v. Family Medical Leave
Approval Procedure

• Supervisor responsibilities to Approve/Deny
  – FMLA (Acknowledge) HIPPA Rights
  – Sick, Annual (Approve/Deny)
  – Bereavement Leave (Acknowledge)
  – Medical Leave (Approve/Deny)

• Record Keeping
  – FMLA (K code)
  – Other Leave
• Doctor’s note

• Leave Abuse
  – Progressive Discipline Policy – there is an online course for additional information.

• Working at home on Leave
  – Faculty/Admin
  – Clerical Support
  – PPP 73 Telecommuting
    • Issues with working from home. Liabilities
• Employee Assistance Program
  – Available to all employees and their dependents
  – Additional information on-line
• Questions?

• Marla Hayman
• haymanm@etsu.edu
• 9-4787
What is the student learning initiative?

- Objective
- Target Group
- Timeline
- Support
- Participants
What are we requesting from you?

- Participation
- Input
- Spread the Word
Questions?
Important Information

- [http://www.etsu.edu/futurevision/](http://www.etsu.edu/futurevision/)
- Email: etsufuture@etsu.edu
- Deadline: February 25, 2011
- Review: March 17, 2011

SPREAD THE WORD!!!
February 14, 2011

Presented by Janet Keener, Chair – Committee on Staff Concerns

According to the Staff Senate Constitution Article VII, Amendment Procedure:

A. This constitution may be altered by an initiatory procedure begun in either of the following ways:
   1. A petition signed by one-third (1/3) of the full-time staff members of the University.
   2. A formal motion supported by one-third (1/3) of the voting Staff Senate members.

B. Ratification: Any amendments shall be adopted and ratified in the following manner:
   1. An amendment must receive a favorable vote by a majority of Staff Senators voting in an official Senate meeting to be held no sooner than one (1) week after the initiatory procedure has been completed.
   2. The proposed amendment will then be distributed to the staff for review and evaluation.
   3. Any such amendment must receive a favorable vote by a majority of the staff members voting thereon.

At this time, I would like to propose the following change to the Constitution:

In Article III Membership, the sentence “Senators accumulating more than three (3) consecutive unexcused absences or six (6) total absences in a twelve (12) month period will be terminated from membership.” be modified to Senators accumulating more than three (3) consecutive unexcused absences or six (6) total absences in a twelve (12) month period, defined as September through August, will be terminated from membership.

Justification: In determining whether a senator has met the criteria for termination, there has been confusion on what exactly is the twelve month period in question. This would provide clarification. The particular period was chosen to coincide with the current terms of office.

According to the Staff Senate By-Laws Article VI, Amendment Procedure:

ARTICLE VI AMENDMENT PROCEDURE

A. Initiation. The Bylaws may be altered by an initiatory procedure begun in either of the following ways:
   1. By a petition signed by one-third (1/3) of the full-time staff members of the University.
   2. Through a proposal supported by one-third (1/3) of the Staff Senate members.

B. Ratification. Any amendments shall be adopted and ratified by a majority of Staff Senators voting in an official Senate meeting to be held no sooner than one (1) week after the initiatory procedure has been completed.
At this time, I would like to propose the following changes to the By-Laws:

1. In Article I, Section B, phrase “Committee on Staff Concerns and Grievances” be changed to “Committee on Staff Concerns”.

   Justification: Justification: The term “grievances” can infer a formal and authoritative conduit for a grievance procedure. Formal staff grievances are addressed in the university policies and procedures PPP-27 & PPP-61. This would also represent continuity with the committee’s name in the Constitution.

2. Article I, C: 2. e. (2) was amended in April 2001 to read: “Each category will be ranked by number of votes received in the election. In order of votes received and in the appropriate category, alternates will be appointed to fill the remainder of the term of the Staff Senate vacancies. If less than six (6) months remain of a Senator’s term, that space will not be filled but will be left vacant until the next election is held in July.” This Amendment is referenced in the Amendments of the By-Laws, section 5. I propose an amendment to read: “Each category will be ranked by number of votes received in the election. In order of votes received and in the appropriate category, elected alternates will be appointed to fill the remainder of the term of the Staff Senate vacancies. If less than six (6) months remain of an elected Senator’s term, that space will not be filled but will be left vacant until the next election is held in July. Vacancies for appointed Senators can be filled at any time during the term at the discretion of the appointing Dean.”

   Justification: The procedure to fill an elected position, such as one that may have become vacated by a termination or resignation, are addressed in the By-Laws. However, the appointed positions were not differentiated. The Committee on Staff Concerns discussed the matter at length and concluded that the procedure to fill a vacancy of an appointed position should be defined in the By-Laws.

In addition, I would like to propose the following change to the description of the Committee on Staff Concerns:

The sentence in the description of the Committee on Staff Concerns (http://www.etsu.edu/staffsenate/committees/standing.aspx) stating “The committee also acts as an appeals agency to hear grievances filed by individual staff members and is charged with developing procedures for this purpose” be changed to “The committee also acts as an appeals agency for senator terminations”.

   Justification: The term “grievances” can infer a formal and authoritative conduit for a grievance procedure. Formal staff grievances are addressed in the university policies and procedures PPP-27 & PPP-61.
Holiday Committee

Chair: Carolyn Bond, Loretta Bradley, Christy Buckles, Cindy Canter, Kathy Carder, Phyllis Cooper, Ann Eargle, Linda Greenwell, Tom Hill, Susan Lilly, Donna Miller, Stephanie Nave, Crystal Nelson, Betty Ann Proffitt, Wanda Richardson, Patricia Stafford, Andre Stevens

Total Donations: $5,765.66

In addition to the gift cards that were purchased seven (7) Food City Gift Cards were donated to the Holiday Drive from the four (4) classes in the Nursing Dept. Thank you letters were sent to each of the Class Presidents thanking them for their gift.

At Thanksgiving: 284 baskets were given out

- 100 baskets were given to the Washington County Schools with ten (10) $100.00 gift cards from Food City
- 18 baskets to Tennessee Early Intervention
- 60 baskets to ETSU Families First
- 10 baskets to Johnson City Hospice
- 10 baskets to Elizabethton Hospice
- 30 baskets to Facilities Management
- 56 baskets to individuals

The 184 baskets that were given out to Staff and the community included a $10.00 gift card from Food City.

We had three young men from University School to help with the assembly of the food at Thanksgiving. A community service form was filled out for all three of them.

With what was left of the food that was not picked up at Thanksgiving, we helped 3 Staff members plus 1 community request with the food along with $25.00 gift cards from Food City.

30 $25.00 gift cards from Food City and what food that was left was given to Facilities Management
4 $25.00 gift cards were taken to Human Resources to be mailed out to Staff who was on extended medical leave

We adopted 7 children as Angels – 3 from Little Bucs
- 1 from a Staff Member
- 3 from the community (who lost their mother the first of December in a car accident)