STAFF SENATE MEETING
MINUTES
July 11, 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

PRESENT: James Batchelder, Carolyn Bond, Queen Brown, Christy Buckles, Cindy Canter, Kathy Carder, Phyllis Cooper, Tim Dills, Linda Greenwell, Thomas Hill, Ned Irwin, Myra Jones, Janet Keener, Paul Lavoie, Leigh Lewis, Susan Lilly, Candy Massey, Mary Maupin, Joe Miller, Stephanie Nave, Chuck Patton, Betty Ann Proffitt, David Robinson, Sue Russell, Jamie Simmons, Patricia Stafford, Andre Stevens, Ray Webb, and Carla Warner.


I. Call to Order

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

II. Approval of Minutes – The minutes of June 13, 2011 were approved as distributed and will be posted on the Staff Senate website.

III. President’s Report – President Chuck Patton

A. Renaming of the “Holiday” Committee – At the last meeting, there was discussion regarding changing the name of the Holiday Committee. It was felt by the Senate that a name change was necessitated due to an augmented vision for the committee. In as much, President Patton noted that there has been one submission for the new name of the Holiday Committee – that being the Community Benevolence Committee (CBC). The submission was offered by Senator Dills. The Senate believed the submission to more accurately reflect the new and diversified mission of the committee. A motion was made to approve the new name; motion was seconded; and approved.

B. Senate Seat Resignation by Senator Renfro – President Patton noted that he received a resignation letter from Senator Renfro stating that due to health issues and the heavy workload required of her job. Senator Renfro noted that it has been an honor and privilege to have served on the Senate with fellow senators and extended best wishes for much success in the future.

IV. Treasurer Report – In the absence of Senator Booher, President Patton noted that funds for the fiscal year 2011-12 are available.

V. Report on Standing Committees

A. Committee on Committees – Senator Warner noted that Mr. Stan Webb resigned his position on the Wellness Committee in February and Ms. Nani Wilemon was recommended to fill the vacancy representing the Center for Physical Activities. Senator Warner reported that an official Senate vote is required to approve the recommendation. Motion was made to approve the recommendation; motion was seconded; and approved by the Senate.

B. Communications and Website – Senator Jones, no report.
C. **Liaison Committee** – President-Elect Batchelder, no report.

D. **Staff Concerns** – Senator Keener reported that the proposed change to the Constitution was included in the election ballot which was forwarded to all staff members recently.

E. **Staff Development and Evaluation** – In the absence of Senator Pate, President Patton noted that there is no report.

F. **Committee on Elections** – Senator Greenwell reported that the voting ballots for senator vacancies have been forwarded to all staff members via email transmission. Senator Greenwell provided paper ballots for Facilities to complete. There were two nominations for EEOC 1; 19-EEOC 3; 11-EEOC 4; 1-EEOC 5; and 0 for EEOC 7. Due to receiving 0 nominations for EEOC 7, the Senate will be deficient by one senator. Nominations are open through July 27th. A reminder will be forwarded to all staff members the last week of the month encouraging them to place their votes if they have not already. Due to the resignation of Senator Renfro, Senator Greenwell has contacted Mr. Ray Webb, the next-in-line alternate for a Senate seat whose term will extend through August 2012.

G. **Visibility Committee** – Senator Hill reported that Senator Nelson is working with the committee to create a brochure which will highlight the vision and mission of the Staff Senate as well as some helpful information. The brochures will be distributed to staff members throughout the main campus and the VA campus as well. Senator Hill will forward the brochure to all Senators for input and suggestions. Senator Hill noted that the Staff Senate Cookbook is progressing nicely. Senator Simmons has forwarded a request via email to staff member for recipes. Senator Simmons reported that she has received approximately 130 recipes from approximately 35 contributors. The current deadline is July 22nd, but most likely the deadline will be extended to August 19th. President Patton suggested to defer the completion of the brochure until the next Executive Committee has been voted in due to the term of the current committee being very close to complete.

H. **Staff Awards Committee** – Senator Sullivan, no report.

VI. **Report on Project Committees**

A. **Blood Drive** – In the absence of Senator Booher, Chair, no report.

B. **Holiday Drive** – Senator Bond reported that President Patton, Senator Hill, and she met for an impromptu meeting to discuss the re-establishment of the Community Benevolence Committee (CBC). A meeting has been scheduled with Ms. Jennifer Crigger, Director of Auxiliary Services, to discuss concerns and/or issues regarding fundraising projects. A similar meeting will be arranged with Dr. Manahan, VP, Advancement, in an effort to follow correct procedures regarding fundraising. President Patton noted that one of the main reasons for meeting with the administrators is to discuss regulations, policies, and procedures which govern fundraising and how the funds will be handled. It is anticipated that a new agency account will be created in an effort to keep funds separate from other accounts. Senator Bond requested that Senators who may be currently or have worked previously with a benevolence committee to please forward any helpful information to her in hopes of gathering knowledge which would assist in determining guidelines for the CBC. Any ideas would be helpful.

C. **Staff Picnic** – Senator Cooper, Chair, no report.

VII. **Old Business**

A. There was no old business to discuss.
VIII. New Business

A. There was no new business to discuss.

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

X. Announcements – None.

Adjournment – There being no other business to discuss, the business meeting was adjourned at 2:45pm.

Exclusive Tour of the ETSU Innovation Laboratory – At the close of the business meeting, an extensive tour of the ETSU Innovation Laboratory, located on West Market Street, was conducted. President Patton indicated that the ETSU Innovation Laboratory was previously utilized as a Marine Corp Reserve Training Center which opened in the early 1960’s. Among other uses, the Marine Corp utilized the property as an infantry unit, general supply and maintenance unit, as well as a field mess unit. The Marine Corp vacated the property in or around the late 1990’s. Dr. Audrey Depelteau, Interim Director of the ETSU Innovation Lab, Dr. William Duncan, Vice Provost, Office of Research and Sponsored Programs, and Ms. LaDonna Hilton, Coordinator for the Innovation Lab, collectively offered a history of the lab and conducted a tour. The Innovation Laboratory is considered the first phase of the middle anchor of Johnson City’s new Med-Tech Corridor. Ms. Hilton noted that the lab officially opened in October 2002 and is a full service incubator designed to support entrepreneurs and investors to affect the successful establishment of technology-based start-up and spin-off businesses in order to achieve technology transfer, create jobs, and enhance economic development within the region. Ms. Hilton noted that it is required that businesses seeking laboratory space present a business plan to the Innovation Laboratory Board of Directors who makes a determination as to whether the business would be a good option for both parties. The ETSU Innovation Lab offers infrastructure and logistical support along with reasonable rent costs that might not be available in other locations. The lab offers specific tenant options which include office space, office suites, dry labs, wet labs for research, and furnished wet labs. Other offerings include board rooms, conference rooms, training centers, innovation studios, as well as accommodations for videoconferencing. Some objectives of the lab is to create an environment that facilitates collaboration, innovation, and shared learning which results in successful companies; to provide opportunities to keep the best and brightest companies local; focus on the creation of high quality jobs and wealth creation with emerging technology-driven companies; and the lab seeks to promote, stimulate, and support economic development throughout the region. Ms. Hilton further commented that ETSU is very fortunate to offer this business incubator service, as not all universities are so fortunate to offer such service. Dr. Duncan commented that the building behind the lab houses the Internal Medicine practice which is utilized for training, and also on the property will be the new Johnson City Downtown Clinic. Construction for the new clinic will begin very soon and is supported by a $6 million HRSA grant. In order to maintain the deed to the Innovation Lab property, each year ETSU is required to illustrate to the Department of Education that ETSU conducts a fair amount of educational-related activities, as well as training on the property and the two entities will attest to the activities required. Dr. Duncan commented that ETSU is in the process of taking a closer look at the next step of the lab in terms of entrepreneurship and volume of students. The Innovation Laboratory has been very successful and has high hopes of continuing to offer opportunities to small businesses.

Respectfully recorded by Senator Sue Russell.
Transcribed and submitted by Senator Ann Eargle,

J. Ann Eargle
Secretary