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, Loretta Bradley, Angela Brewer, Queen Brown, Christy Buckles, Cindy Canter, Kathy Carder, David Collins, Phyllis Cooper, Tim Dills, Ann Eargle, Thomas Hill, Karen Holden, Myra Jones, Janet Keener, Leigh Lewis, Candy Massey (excused), Mary Maupin, Donna Miller, Gene Morgan, Stephanie Nave, Crystal Nelson, Margaret Pate, Chuck Patton, Betty Ann Proffitt, Shea Renfro, Wanda Richardson, Jamie Simmons, Patricia Stafford, Andre Stevens, Debbie Starnes, Karen Sullivan, and Carla Warner.

ABSENT: Lisa Booher (excused), Charles Forrester (excused), Linda Greenwell (excused), Ned Irwin (excused), Paul Lavoie (excused), Susan Lilly (excused), Diana McClay (excused), Joe Miller (excused), David Robinson (excused), Rob Russell (excused), and Kathy Smith (excused).

I. Call to Order

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

II. Approval of Minutes

The minutes of September 13, 2010 were approved with minor edits and will be posted on the Staff Senate website.

III. President’s Report – Senator Chuck Patton

A. Presentation – President Patton welcomed senators noting that this meeting marks the 32nd year in which the Staff Senate has been in existence. He presented a PowerPoint presentation (attached) identifying the Senate mission, purpose, function and goals for the coming year. President Patton noted that communication is a key element in fulfilling the mission of the senate. Currently, the staff senate community enjoys good communication with the president, administration, faculty, student groups, and community, however, a breakdown lies in communication with peers. Engagement is an essential component for focusing on communication. Concentration on maximizing the senate’s output to staff as well as input from staff members will be one of the main goals of the current year. President Patton noted some areas of needed improvement in communication are the staff convocation, invitation to comment on ETSU priorities, and mandatory training. Of the 1,400 staff members, approximately 200-300 staff members attended the most recent convocation. The majority of attendees noted that the convocation was informing and enjoyable. Over the coming months, the senate will brainstorm ideas regarding communication initiatives in an effort to reach more staff members. According to Dr. Kirkwood’s report, there were three staff members, 15 faculty and 29 students who contributed to the invitation to comment on ETSU priorities. Some suggestions from staff members were to enforce the “no smoking” rule, close on Friday afternoons/expand workday/flextime, combine staff/faculty convocation to eliminate division in the campus community, renovation of Mathes Hall, build a Performing Arts Center, and to revise the ETSU values, to name only a few. It is important to communicate to staff members that their ideas and thoughts will be considered when administration discusses the university’s strategic plan. The senate also discussed mandatory training modules which consists of sexual harassment, Title VI (legal and environmental issues), and employment discrimination. Statistics reveal that the level of participation in these three areas of training fell drastically from 2008 to 2010. The Senior Staff is reviewing how often training should be required. Currently, there is a 1-5 year window. President Patton asked that senators forward their comments and opinions to him to share at the next Senior Staff Meeting. President Patton noted that the Project Committees are the “social” aspect of the Staff Senate. They are an excellent means for networking with staff members and they serve as vital components toward our goal of becoming more engaged with staff.
The Staff Awards Committee was very busy this past year having 36 nominee submissions to review. The Blood Drive was very successful and actually exceeded the expectations of the senate. The drive not only engaged our campus community but surrounding communities as well. The Holiday Drive was a huge success. The Holiday Drive, historically, has been initiated by staff members, however, involving faculty and students can only serve to increase the success of the drive. There were many needs among our campus community alone this past year and due to the exceptional generosity of our campus community, staff, students, faculty, and the community reaped benefits from the proceeds of the drive. Increasing awareness among students would be particularly helpful – possibly engaging some of the sororities and other student groups to help with the drive. The staff picnic is always a momentous occasion. There is always good food, entertainment, a message from Dr. Stanton, staff awards disbursement, and an opportunity for fellowship among current staff and the retiree community.

The Standing Committees are another great tool for spreading the word about the work of the Staff Senate. The Committee on Committees is an excellent opportunity for staff exposure to administration and faculty due to staff participation on many committees around campus. The Communications and Website Committee provides exposure to the community, surrounding areas and the world. With the rapid expansion of technology, there was also some discussion about creating a Facebook and/or Twitter page for social networking. It is hoped that the Liaison Committee will work with not only staff but with faculty, students, and legislature to let them know that we are a force of undivided strength. The Liaison Committee will be inquiring of ideas from other universities in the state regarding their interaction with the legislature and how we might become involved in legislative activities and processes. Our Staff Concerns & Grievances Committee’s focus centers on our staff members. The committee’s purpose is to study and review university policies including, but not restricted to staff salaries and benefits, and staff personnel policies including those related to appointments, promotion, and dismissal. 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. The purpose of the Committee on Elections is to conduct annual elections of senate members, members of the Executive Committee, and rule on eligibility of nominees and voters. President Patton noted that according to the constitution the election process can begin any time in July. He suggested that voting begin on July 1st in an effort to have new senators in place by the July meeting and elect officers at the August meeting in order to be prepared to serve in September. Beginning the voting process on July 1st will eliminate approximately a month from the election process. The Visibility Committee will serve the senate’s public relations needs. The Visibility Committee is another method to engage in the individual actions of ETSU staff, faculty, and students on a daily basis.

President Patton distributed a spreadsheet identifying each senator and their committee service. He noted that he will be meeting with committee chairs in the next couple of weeks to discuss plausible ideas for committee activities. Hopefully, each committee will meet at least once before the holiday break to discuss activities for the current term. President Patton reiterated the need for engagement and to make ourselves known to the staff.

B. Staff Senate Biographies/Photos – The Executive Committee discussed submitting staff senate members’ biographies and photos. In addition, Senator Eargle noted that it may cause voting to be an easier task and less intimidating if we are familiar with the nominees. Often times, we may be familiar with each other by faces only or many times by names only, but if we can relate the two (faces/names) there is the possibility that more staff would be willing to place a vote. It has been communicated that staff, at times, do not vote because they have no idea of whom they may be electing. During the July 2010 voting period, we may include photos of nominees on the ballot in an effort to assist staff members with voting decisions. President Patton noted that we will begin with posting biographies and photos of the current senators.

In addition, President Patton noted that during the composition of the slideshow for the staff convocation, he visited the library archives to retrieve information about staff. There was minimal information available on staff members who have made considerable contributions over the years.
The archives held many photos, but individuals could not be identified. The possibility of a historical initiative – identification of archived photos, etc., could be launched out of the senate if there is sufficient interest. In the future, biographies and photo initiative may help give place to many worthy staff members. Also, in our endeavor to become more “engaged” with staff members, online senate photos will aid in making senators more readily identifiable to staff.

IV. **Treasurer Report** – In the excused absence of Senator Booher, President Patton reported that there is currently $6,000 in the budget.

V. **Report on Standing Committees**

A. **Committee on Committees** – Senator Warner, Chair, reported that the Honors College has a vacant committee position on the International Education Steering Committee. The position was vacated by Senator Riddle at the end of her senate term. The suitable committee member should have an interest in student education as well as international issues of programs. The committee is fairly new and meets once a month. Anyone interested should contact Senator Warner at warnerc@etsu.edu.

B. **Communications and Website** – Senator Jones, Chair, is in the process of updating the Staff Senate website with new senate member information.

C. **Liaison Committee** – Senator Batchelder, Chair, noted that there is no report at this time.

D. **Staff Concerns & Grievances** – Senator Keener, Chair, noted that there is no report at this time

E. **Staff Development and Evaluation** – Senator Renfro, Chair, noted that there is no report at this time.

F. **Committee on Elections** – Senator Greenwell, Chair, was excused; no report.

G. **Visibility Committee** – Senator Hill, Chair, noted that there is no report at this time.

VI. **Report on Project Committees**

A. **Staff Awards Committee** – Senator Sullivan, Chair, noted that there is no report at this time.

B. **Blood Drive** – Senator Booher, Chair, was excused; no report.

C. **Holiday Drive** – Senator Bond, Chair, noted that there is no report at this time. However, she did note that the committee will meet immediately following Staff Senate for a short informational meeting.

D. **Staff Picnic** – Senator Cooper, Chair, noted that there is no report at this time.

VII. **Old Business** – There was no old business to discuss.

VIII. **New Business**

A. **Centennial Steering Committee Update** – Senator Keener noted that the centennial festivity fun continues! Two centennial events are scheduled for this week; Ronald Romm and Avis Romm, both Juilliard-trained musicians and acclaimed performers will be performing on October 14, 2010 from 7:30pm – 9:00pm at the First Presbyterian Church in Johnson City – admission is free.
The 5 Browns, all Juilliard School of Music graduates, will be performing on October 15, 2010 from 7:30pm – 9:00pm in the D. P. Culp University Center – Culp Auditorium. General admission is $20, students with ID - $10. Senator Keener noted that the Centennial Convocation was very well attended.

B. **Centennial Convocation** – Senator Sullivan noted that in speaking with staff members, the convocation was believed, overall, to be very good. Many felt that the Memorial Center lighting was very poor and almost an impediment to safe walking. A suggestion was made to recognize staff members and could be achieved by using rather inexpensive methods. It is believed that there were some small grants available, but they may have been exhausted. Senator Keener noted that she would inquire regarding whether or not there is any grant funding still available. She will report back to the committee at the next meeting. Senator Sullivan suggested devising a list of all staff members who are employed during the centennial year and submit the list as a matter of record, thereby becoming part of our university’s history. An additional suggestion was made to have every staff member submit their photo and CV for inclusion in the archives for the centennial year. President Patton commented that the Executive Committee discussed the idea of the senate sitting together on the floor during the 2011 convocation.

C. **ETSU Pride Walk** – Senator Richardson reported that on October 9, 2010 the ETSU Pride Walk was dedicated. The event celebrated the completion of the Carillon, Alumni Plaza, and the ETSU Pride Walk project. The Pride Walk combines careful design elements with over 1,500 inscribed bricks from alumni and friends along with a sculpted globe fountain. Senator Richardson reported that a brick was laid for each staff and faculty member award recipient from 1983 to the present.

D. **Parking Garage Initiative** – President Patton noted that there was an initial informal meeting a few weeks ago to discuss the parking garage initiative. An additional meeting is planned for October 15, 2010 to continue the discussion. He will keep us informed via email regarding details which may be brought forward.

E. **Staff Convocation Debrief** – The senate discussed the staff convocation. Many believed that Dr. Schacht’s speech was too lengthy. In Dr. Schacht’s defense, President Patton noted that he did not give Dr. Schacht a timeline. Overall, the convocation was believed to be a success.

IX. **Open Floor for New Agenda Items/Concerns** – A variety of issues were heard including concerns with requesting time off, advanced notice of requested time off, harassment training needing buy-in from supervisors, and the perception of some staff members that “nothing is ever concrete.” These issues will be addressed privately.

X. **Announcements** – President Patton reported that President Stanton will be our special guest at the next senate meeting on November 8, 2010.

**Adjournment** – There being no other business to discuss, the meeting was adjourned at 3:20pm.

Respectfully submitted,

J. Ann Eargle
Secretary, Staff Senate

Attachments:
1. PowerPoint Presentation – *The 32nd Staff Senate Meeting*
2. Standing/Project Committee Member document

~ Next meeting ~

November 8, 2010, 2:30pm
D. P. Culp Center, Forum Room