STAFF SENATE MEETING
MINUTES
DP Culp Center, Forum
September 13, 2010
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/stsenate/default.asp

PRESENT: James Batchelder, Carolyn Bond, Lisa Booher, Sarah Bradford, Loretta Bradley, Angela Brewer, Queen Brown, Cindy Canter, Kathy Carder, David Collins, Phyllis Cooper, Tim Dills, Ann Eargle, Charles Forrester, Crystal Gilland, Linda Greenwell, Angela Haire, Thomas Hill, Karen Holden, Ned Irwin, Myra Jones, Paul Lavoie, Leigh Lewis, Mary Maupin, Donna Miller, Joe Miller, Gene Morgan, Donna Murphy, Stephanie Nave, Crystal Nelson, Margaret Pate, Chuck Patton, Betty Ann Proffitt, Shea Renfro, Wanda Richardson, Sharon Riddle, David Robinson, Rob Russell, Sue Russell, Jamie Simmons, Kathy Smith, Patricia Stafford, Andre Stevens, Debbie Starnes, Karen Sullivan, Carla Warner

ABSENT: Constance Alexander (excused), Deanna Bryant (excused), Christy Buckles (excused), Joy Fulkerson (excused), Janet Keener (excused), Susan Lilly (excused), Candy Massey (excused), Diana McClay (excused)

The meeting was called to order by President Jamie Simmons at 2:30 p.m.

GUEST SPEAKERS: Dr. Stanton had a family emergency and could not attend the meeting.

Dr. Sally Lee spoke on the opening of the centennial plans. On October 2, 1911, 29 students enrolled at ETSU. On October 10, 1911 the school was dedicated. The centennial committee decided they would celebrate the 100 year anniversary of the opening of ETSU for a year and would start in conjunction of those two dates. The convocation for the opening of the centennial year will be on October 1, 2010 at 10 am in the Mountain States Health Alliance Athletic Center (Mini Dome). You will need to enter from the West Side (Warf Pickel Side) and please wear your ETSU attire. There will be student choice awards where students will vote for their favorite full time permanent faculty member in each college. There will also be a space to write in their favorite staff member. The student choice awards email will be sent from the Student Government Association President to all students. There will also be a link on the home page for them to go to. The students will be voting during the week of September 20-24 by electronic vote. The College of Pharmacy and College of Medicine will to have an additional contact and that hasn’t been worked out yet. Their Student Affairs Offices will
probably be involved in that process. Each winner will be recognized with a certificate and a $100 check. There will also be a video, music from the music department to include the Blue Grass Band and the 12 Bucs Worth along with balloons and cake to kick off the celebration. When you get your programs at the event everyone needs to check for a stamp on the back. If your program has a stamp on it you will receive a t-shirt. On October 10, 2011 there will be another convocation which is the actual day the school was officially dedicated. The website for the Centennial Convocation is www.etsu.edu\100years.

**MINUTES:** Senator D. Robinson made the motion to approve the minutes of August 9, 2010. Motion seconded by Senator J. Miller. The minutes August 9, 2010 were approved as written and distributed.

**TREASURER’S REPORT:** There is $6000 in the operating budget for 2010-11 with no expenditures to date.

President Simmons welcome all the new senators and asked that everyone introduce themselves by stating how long they have been with ETSU and what department they were from.

**COMMITTEE REPORTS:** Regular Monthly Reports
- *Blood Drive Committee:* No Report
- *Review of Staff Awards Process* – Senator Sullivan reported the committee felt they fulfilled their charge in trying to get additional money for staff awards but now the duties have changed to reviewing the awards process. If you are interested in serving on this committee please stay after the meeting.
- *Committee on Committee* – No Report
- *Communications and Website Committee* – No Report.
- *Staff Picnic Committee* – No Report.
- *Visibility Committee* – No Report.
- *Staff Concerns and Grievances:* No Report.
- *Committee on Elections:* Senator Greenwell recognized and thanked the members of the committee and the senators for encouraging everyone to vote. She welcomed and congratulated the new senators. They received 449 electronic votes; 11 paper votes for a total of 460 votes. Last year they only received a total of 378 votes.
- *Holiday Food Drive Committee:* No Report.
- *Staff Development and Evaluations:* No Report.

**OLD BUSINESS:**
- *Staff Senate Liaison Committee:* Senator Patton reported this committee has room for flexibility. We can have a liaison committee and the chair and co chair can
decide on the duties of those on the committee. Senator T. Dills suggested he thought it was way too broad that this committee had two separate functions and maybe they needed the liaison committee but keep the visibility committee separate. President Simmons asked for a motion to keep the visibility committee separate from the liaison committee – Senator T. Dills made the motion. Senator D. Robinson seconded.

- **MillerCrest Fire**: This was a success. We collected $3545 and helped 9 recipients. The money was divided equally. Jean Daniels from Counseling is setting up appointments with each recipient to give them their money.

- **Staff Convocation**: Wednesday, September 15 at 2:00 pm in the Culp Auditorium.

### NEW BUSINESS
- **Election of Officers**: At this time the Elections Committee Chair, Linda Greenwell took over the voting process.

1. **President Elect** - Received two nominations: James Batchelder and Carolyn Bond. President Simmons asked if there were any other nominees for President Elect. Senator D. Robinson made a motion to cease nominations and the motion was seconded by Senator L. Booher. Both nominees made brief statements to the senate.

   Senator Carolyn Bond stated it would be a pleasure to serve the senate as president elect. She has a heart for the staff and the condition of the university. She has seen a lot of changes in the years she has been here and would appreciate your vote.

   Senator James Batchelder stated it means a lot to him to be on the staff senate and would really enjoy the opportunity to be president elect and move things forward.

   At this time the senate voted for President Elect. After the votes were tallied the winner for President Elect was James Batchelder.

2. **Secretary** – Received one nomination: Ann Eargle. President Simmons asked for other nominations for secretary. There being no other nominations, Senator T. Dills made a motion to close nominations and elect Ann Eargle by acclamation. Senator D. Robinson seconded the motion. Ann Eargle was elected as Secretary of Staff Senate.

3. **Treasurer** – No nominations were received. President Simmons asked for nominations. Tom Hill, Lisa Booher and Karen Sullivan were all nominated for Treasurer. Senator D. Robinson made a motion
nominations cease. After the vote, Lisa Booher was voted in as Treasurer of Staff Senate.

4. **Member – at – Large** – Received one nomination: Margaret Pate. President Simmons asked for other nominations. There being no other nominations, Senator T. Dills made a motion for nominations to cease and Margaret be elected by acclamation. Senator D. Robinson seconded the motion. Margaret Pate was elected as Member-at-Large.

- **Committee Assignments:** President Simmons announced committee assignment sheets were upfront. Everyone needed to sign up for at least two committees.
- **Chairs of Standing Committees:** Senator C. Patton thanked those who volunteered to be chairs of the standing committees. However, there are some standing committees that are still without chairs. They are as follows: Staff Development and Evaluation Committee, Communications and Website Committee, Visibility Committee and the Holiday Drive Committee. If you are interested in becoming Chair of one of these committees please see Senator Patton. Senator L. Greenwell will continue as Chair of Committee on Elections; Senator J. Keener will continue as Chair of Staff Concerns and Grievances Committee; Senator C. Warner will continue as Chair of Committee on Committee; Senator L. Booher has volunteered as Chair of the Blood Drive Committee; Senator P. Cooper has volunteered as Chair of the Picnic Committee; Senator K. Sullivan will continue as Chair of the Review of Staff Awards Process Committee.
- **2010-15 Strategic Plan:** This plan will define major priorities for the university over the next five years. The plan will advance ETSU’s vision, mission, and values. Please email any ideas to Bill Kirkwood, Chair of the University Planning Committee. The deadline is September 20th.

**ANNOUNCEMENTS:**
- 2010/11 Parliamentarian - Senator Tim Dills has agreed to continue as our Parliamentarian for the upcoming year.
- Strategic Budget Management Committee – Senator Wanda Richardson has agreed to serve on this committee again for the upcoming year.
- President Simmons reminded the new senators if they have not gotten their new staff senate badge to please see Charles Forrester in ID Services.
- Senator Margaret Pate announced there will be a banner upgrade taking place October 1-5. Goldlink and INB will be down. A communication will be going out to everyone with this announcement.

**PRESENTATION OF AWARDS:**
- President Simmons and President Elect Patton presented certificates to those senators leaving the senate. All current senators were presented with trophies.
PASSING OF THE GAVEL:

- President Simmons passed the gavel to President Elect Patton and wished him luck in his term as President of Staff Senate for 2010/11. New Staff Senate President Patton thanked everyone and stated he hoped he could live up to everyone’s confidence and will certainly be vocal for the staff this year.

President Patton presented past President Simmons with an award for her service to Staff Senate for the past year and thanked her for everything she has accomplished for the senate.

There being no further business, Senator J. Miller made the motion to adjourn the meeting; motion seconded by Senator L. Booher.

The next meeting is scheduled Monday, October 11, 2010 @2:30 pm
Forum, DP Culp

Respectfully submitted,
Angela Brewer