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: James Batchelder, David Collins, Susan Lilly, Mary Maupin, Crystal Nelson, Betty Ann Proffitt, Rob Russell, Sue Russell, Jamie Simmons, and Andre Stevens.

I. Call to Order

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

II. Guest Speakers – Mr. Dan O’Brien, Director of Environmental Health and Safety and Mr. Chris Hurley, Health and Safety Specialist

President Patton shared that in light of the recent disasters effecting ETSU faculty, staff, students and their families he thought it prudent to invite Mr. Dan O’Brien, Director of Environmental Health and Safety and Emergency Preparedness, to talk with the Senate in an effort to share what they do on campus in the way of attempting to help keep everyone safe. Mr. O’Brien shared that all safety procedures, plans, information about mass notification, emergency phone numbers, etc. can be found on the main website by clicking on Alert/Safety, and then Campus Safety. Soon to be added to the webpage will be the ability for employees to notify facilities of safety or security issues. Due to the difficult task of informing everyone regarding emergency preparedness, Mr. Chris Hurley has developed a training module which includes complete information regarding emergency preparedness. This, too, will be found on the Staying Safe on Campus website very soon. Mr. O’Brien also shared that preparedness will also be enforced with the student population. It is his hope to pique the interest of employees regarding emergency preparedness because the time to learn is not during an event – prior planning is always best. A suggestion was made to possibly require preparedness training for building/assistant building coordinators. Currently, OIT is working on a new program – AlertUs – which will be installed on all campus computers. In the event of an emergency, the software will take possession of the computer screen and inform the user that there is an alert. The alert cannot be removed from the user’s screen until the message is acknowledged. Many times instructors request students to turn off their electronic devices during class preventing them from receiving alert messages. However, with the new AlertUs system if the instructor is teaching via smart board, AlertUs will take possession of the screen, thereby notifying everyone in the class. The new program will also aid in informing folks who work in buildings where sirens cannot be heard and text messages cannot be received. A software test will take place on September 8. Mr. O’Brien shared that emergency help can be received by dialing 911 from any campus phone. However, from cell phones, the correct number for any emergency situation is 439-4480. Several new red campus emergency phones have been added on campus and OIT has installed diagnostic software which will allow the phones to be tested daily in an effort to ensure that they remain in proper working order. Mr. O’Brien noted that a fire safety class is offered whereby employees are taught the basics of fire safety and the proper use of fire extinguishers. Due to the campus being situated between two railroad tracks which transport a large quantity of chemical product, the university is at a potential risk for hazard. In the case of a chemical emergency, a mass alert notification of “shelter in place” is announced. Shelter in place means to get inside of a building, close the windows to the room occupied, and turn off the air conditioning. Mr. O’Brien shared that he will be giving a presentation this fall on Continuity of Operations Planning (COOP).
The focus of COOP is to devise a policy and procedure for emergency events. The new initiative will affect all departments/units/colleges on campus and will require each department/unit/college on campus to develop and initiate their own emergency plan. To assist in the development of plans, a template is provided on the Staying Safe on Campus webpage. In addition, another siren and outdoor notification system has been added on the VA campus for notification of an emergency. Mr. O’Brien offered help to anyone who may have questions regarding campus safety and asked that they email him with any questions, concerns or issues.

III. Approval of Minutes – The minutes of July 11, 2011 were approved as distributed and will be posted on the Staff Senate website.

IV. President’s Report – President Chuck Patton

A. Orientation of New Senators – President Patton shared that the orientation for new Staff Senators is scheduled for September 12, 2011 at 1:00pm, Forum Room – just prior to the Staff Senate meeting. He noted that an overview of the Staff Senate and responsibilities of Senators will be provided in an effort to acclimate new Senators to their position. President Patton requested committee chairs to attend as well.

B. Final Committee Reports – President Patton noted that final committee reports are due on September 12, 2011. He requested a draft of the reports prior to the September 12th deadline.

C. Staff Convocation – President Patton shared that the Staff Convocation is slated for October 20, 2011. The event will be posted on the PlanIt calendar. President Patton will forward the convocation agenda to all Senators for review and feedback. He noted that the Faculty Senate President will not be speaking at the convocation this year, nor will the SGA President, but both will be invited to attend. Added to this year’s convocation will be a Special Awards and Recognition segment to include presentation of an award to the outstanding senator and other recognitions will be executed at that time as well.

V. Treasurer Report – Senator Booher reported a balance of $5,648.11.

VI. Report on Standing Committees

A. Committee on Committees – Senator Warner, Chair, reported that all staff membership to the university committees have been fulfilled for the year.

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

C. Liaison Committee – President-Elect Batchelder, Chair, no report.

D. Staff Concerns – Senator Keener, Chair, reported that the proposed change to the Constitution was included as a component to the election ballot and forwarded to all staff members; the proposal was passed.

E. Staff Development and Evaluation – Senator Pate, Chair, noted that the committee is in the process of reviewing online training with Rich Ashley, Training Manager. The committee commitment to review various training modules will be carried forward into the next year.

F. Committee on Elections – Senator Greenwell, Chair, reported that the voting process has been completed and elected Senators have been notified. Senator Greenwell has requested that new Senators notify her by August 10, 2011 if they are unwilling or unable to serve in order that an alternate representative may be contacted. Senator Greenwell shared that 460 electronic votes were received and 8 paper ballots; this is an increase in electronic voting submissions, but a decrease in paper votes over last year.
G. Visibility Committee – Senator Hill, Chair, reported that he plans to schedule a meeting this month with the committee to review the Visibility flyer. He noted that more than 400 recipes have been received to date with 95 contributors. Recipes will continue to be received through August 19th.

H. Staff Awards Committee – Senator Sullivan, Chair, shared that there is no report from the committee. However, she will be contacting members of the committee for possible meeting dates to discuss the criteria for the Outstanding Staff Senator Award. In addition, she requested that if Senators, who are not currently on the committee, wish to offer any recommendations/suggestions for criteria, please email her at Sullivan@etsu.edu.

I. Community Benevolent Committee (CBC) – Senator Bond, Chair, shared that she has received a variety of guidelines submitted by Senators serving on various benevolence committees, past or present. It is hoped that the knowledge the committee gleans from these resources will be helpful in determining guidelines for the CBC. In addition, Senator Bond will be visiting the ETSU Archives in an effort to retrieve information from a previous ETSU committee which was entitled ETSU Families In Need in an effort to gain some guidance from that source as well.

VII. Report on Project Committees

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

B. Staff Picnic – Senator Cooper, Chair, no report.

VIII. Old Business

A. Staff Senate Biographies – President Patton circulated the final draft of the Senator Biography book and requested that Senators review all information for accuracy. With the exception of two photos, the book is complete.

B. New Staff Senate Office Update – President Patton noted that to date, other than removing all articles from the room, there have been no changes made to the room. Upon contacting Mr. Benson, President Patton was informed that research would be conducted to see at what level the work order is at this time. Hopefully the office will be fit for occupancy shortly.

C. Tobacco Webinar – President Patton shared that he attended a tobacco webinar recently. The webinar did not address any new issues that the Senate has not already discussed. In particular, debate concerning enforcement is an issue with other schools as well. He shared that the University of Missouri and the University of Kentucky are currently enforcing no smoking on their campuses. Both schools noted that the police are not actively involved in the enforcement of the smoking ban. The University of Kentucky shared that they have a program in place in which faculty, staff, and students are trained to patrol campus. They venture out in pairs to visit areas where smoking most commonly occurs and confront the offenders. They work from a scrip which basically communicates that smoking is prohibited on campus. To combat the cigarette butt litter, both universities have a machine called a goat which travels around campus picking up cigarette butts. In addition to the goat, the grounds crew also retrieves cigarette butts. President Patton noted that he will forward a copy of the webinar to the Senate. Senator Hill shared with the Senate that Housing is currently enforcing the no-smoking policy. Senator Bond shared that she is aware of a department in the Library who takes photographs of all students working in their department. In the event that one of those students are found smoking on campus, she photographs them, politely informs them that their photograph will be sent to the Office of Student Affairs, and to expect to receive a note from that office regarding the offense.
IX. New Business

A. There was no new business to discuss.

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

XI. Announcements

A. TN Unified Faculty Symposium – President Patton shared that during the coming weekend the Carnegie will host the TN Unified Faculty Symposium Fall meeting. At an earlier meeting of the Senate, a discussion was initiated to consider the possibility of collaborating with other TBR Staff Senates as well as the University of Tennessee, to form a similar council. President Patton shared that every TBR institution, with the exception of Middle Tennessee State University, employs an active Staff Senate. Even though MTSU does not employ an active Staff Senate, they are interested in collaborating with the other TBR schools. UT operates differently in that they employ an exempt and non-exempt advisory committee as well as an overarching committee whereby all four campuses meet semi-annually. In talking with the TBR institutions, it became apparent that all were very interested in forming a consortium. President Patton will be attending the TN Unified Faculty Symposium in an effort to gain knowledge regarding the organization and the mode of operation for conducting business for that type of consortium. Due to the high number of staff members throughout the TBR higher education schools, the formation of a TN Unified Staff Consortium may offer increased assistance in influencing the TN legislature. President Patton will forward the meeting agenda to the Senate for anyone interested in attending. For Senators who are not able to attend the symposium, President Patton plans to provide a brief of the faculty symposium at the September Staff Senate Meeting.

B. Tennessee State Employees Association (TSEA) – President Patton shared that the Tennessee State Employees Association (TSEA) is planning a brown-bag lunch on August 10, 2011, at noon, and will be held in the D. P. Culp Center, East Tennessee Room. Drinks and dessert will be provided by TSEA. Senator Bond noted that the guest speaker will be Ms. Sarah Addair. She shared that Ms. Addair is currently the Government Affairs Director for TSEA. Senator Bond also noted that the ETSU chapter received an award for substantial growth over the past year. The ETSU chapter was the only chapter in the state of Tennessee who experienced growth over the last year. Senator Hill will be presiding as the new vice president this year.

C. Next Meeting – President Patton requested that outbound Senators attend the next meeting. He offered congratulations to the Senators whose terms have been extended for another three years. In addition, elections for the 2011-2012 Executive Committee will be held at the next meeting. Replacements will be needed for President-Elect; Secretary; Treasurer; Member-at-Large; and Parliamentarian. In preparation for voting, President Patton urged Senators to forward nominations to Senator Greenwell by September 2nd and also highly encouraged self nominations.

D. Centennial Stamp – Senator Keener shared that an unveiling of the Centennial Stamp is planned for Wednesday, August 10th, at 10:00am, Burgin Dossett Hall. She urged everyone to visit Burgin Dossett Hall to receive an envelope stamped with one of the three Centennial Photo versions. Senator Keener added that the stamp will, most likely, be released for sale at the post office on August 10th and will remain on sale for approximately 65 days.

E. Great Year – President Patton shared that this past year has been a tremendous year for him and he appreciates the support everyone has offered throughout the year. He has enjoyed every part of serving as president.
Adjournment – There being no other business to discuss, the business meeting was adjourned at 3:20pm.

Submitted by Senator Ann Eargle

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J. Ann Eargle
Secretary

No attachments