STAFF SENATE MEETING
MINUTES
November 12, 2012

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: Christy Buckles, Kathy Hawks, Joe Miller, Stephanie Nave, David Robinson, and Dawn Marie Tipton.

I. Call to Order

President-Elect Lisa Belcher called the meeting to order at 2:35 pm.

II. Special Guest/Presentation – Ms. Tammy Hamm, Director, Human Resources

Ms. Tammy Hamm, Director, Human Resources, was present to share information regarding a compensation calculator – a new tool soon to be offered by the Office of Human Resources. The compensation calculator is a mechanism that will allow employees the opportunity to view a comparison of benefits and salaries, illustrated by a dollar amount, and the amount contributed solely by ETSU on behalf of the employee. She noted the importance of the ability to recognize the dollar amount, over and beyond salaries, that is contributed by ETSU. In many instances, depending on the benefit choices of staff members, the benefit contribution by ETSU can be higher than the salary an employee receives. There are also other benefits available to employees that are not encompassed within the calculation tool because of the difficulty in identifying those benefits which an employee may carry solely on their own, and premiums for these benefits are paid by the employee at 100%. Among some of the optional available benefits are education (self and dependent), dental, vision, life, etc. The tool should prove to be valuable for current employees seeking a different level position, for financial personnel in estimating budget figures for new positions, or outside candidates applying for employment. However, the compensation calculator is not available for calculating benefits/salaries for temporary positions. This calculation tool is currently in a test database, and will be transferred to GoldLink as soon as the program is available for usage. Hopefully, the new mechanism will be available to the university community and outside constituents in the very near future.

III. Approval of Minutes – Senator Proffitt made motion to approve the minutes of the October 8, 2012 meeting. The motion was seconded by Senator Bishop. Minutes were approved as distributed and will be posted on the Staff Senate website.

IV. President’s Report – President-Elect Lisa Belcher

A. December Photos – President-Elect Belcher reported that a university photographer will be present at our meeting in December to take photographs of Senate members as a whole, committee groups, and individual photos of new senators to be used for bios. President-Elect Belcher provided sign-up sheets for individual photographs, and committee chairs were requested to provide the number of members on their respective committees so that the photo lab can better prepare for the photo sessions. President-Elect Belcher also requested that even though December is typically a holiday month, she reminded senate members that the photographs will be used throughout the year for various events, etc., and advised senators not to wear holiday clothing for the photographs.
B. **Staff Senate Vacancies from EEOC Categories 6 and 7** – President-Elect Belcher noted that since our last meeting, she has been informed that the previously reported number of senate seat vacancies was incorrect, and the correct number of vacancies is four; one vacancy in category 6, and three vacancies in category 7. The Executive Committee met with Senator Bishop, in October, in an effort to brainstorm some ideas of generating interest for filling vacant seats in these two categories. To that end, there are three employees in category 7 who have expressed an interest in serving. In the interest of representation, there is the possibility that a special election may be held to fill the vacant seats.

V. **Treasurer Report** – Senator Whitlock reported a balance of $5,449.38 in the main account. The CBC Account has a balance of $4,741.25. Of this amount, $250 was contributed to a staff member in need of assistance with recovery from a house fire, and an additional $690 was collected for the same staff member. The balance of the Holiday Drive Account is $1,023.79.

VI. **Report on Standing Committees**

A. **Committee on Committees** – No report.

B. **Committee on Elections** – Senator Greenwell, Chair, reported that Ms. Cheryl Warner will be replacing Senator Delong as the representative for the College of Business and Technology. Senator Greenwell informed members of the committee that there will be a short meeting immediately following today’s Senate meeting.

C. **Communications and Website** – Senator Chamberlain, Chair, reported that the committee has not met, formally, this month, but the committee members are continuing to work on updating the site. Senator Chamberlain asked senators to send any edits to her in order that corrections can be made in a timely manner. Senator Chamberlain noted that the first Staff Senate Newsletter has been posted to the site. President-Elect Belcher shared that President Buckles has received many positive comments regarding the newsletter.

D. **Community Benevolent Committee (CBC)** – Senator Bond, Chair, shared that, historically, this week is the biggest week of the year, and this week has proven to be no different. November 12th was supposed to the last day of the drive, but due to several requests received, the drive will remain open an additional day. She thanked Senator Byerly for his endless efforts in collecting food for the drive. Tomorrow begins the effort of sorting and packing the food items, and Senator Bond invited all faculty, staff, and students to help. Gift cards have been ordered and will be supplied to approximately 50 ETSU families, as well as assistance provided for Washington County Schools for off-campus needs. Basket pickup begins on November 16th at 8:00am and will continue through noon. Recipients picking up baskets will need to provide identification. Senator Bond has notified Mr. Joe Smith, Media Relations, in an effort to provide some form of local event coverage.

E. **Liaison Committee** – Senator Patton, Chair, reported that the committee met on November 7th, and have set an agenda for the remainder of the year. The employee survey is complete. Of all the surveys forwarded, 369 staff members (26%) participated in the survey, and 298 participants completed the survey. The survey will be analyzed for findings. The findings will be shared with the Executive Committee, and results of the survey will be shared, hopefully, at the next Senate meeting. In addition, “Friends of the Senate” was discussed and it was determined that the initiative will be a collaborative venture between the Liaison and Visibility Committees. Details on this initiative will follow as they unfold.

F. **Staff Awards Committee** – Senator Sullivan, Chair, no report.

G. **Staff Concerns** – Senator Bishop, Chair, reported that the committee has not met to date. However, a staff concern brought forward in September regarding transportation from the VA to the main campus, was investigated. After investigation, a determination was made that there was insufficient use of the transportation services to warrant the services.
H. **Staff Development and Evaluation** – Senator Chamberlain, Chair, no report.

I. **Visibility Committee** – In the absence of Senator Murphy, Chair, Senator Tillman reported that the committee plans to meet on November 16th.

VII. **Report on Project Committees**

A. **Blood Drive** – Senator Hawks, Chair, no report.

B. **Staff Picnic** – Senator Tillman, Co-Chair, will provide a report at the next meeting. The committee is in need of an additional Co-Chair.

VIII. **Old Business**

There was no old business to discuss.

IX. **New Business**

There was no new business to discuss.

X. **Open Floor for New Agenda Items/Concerns**

A. **Parking Issues/Safety Issues/Skateboarding & Bicycles** – Senator Jones reintroduced the issue of difficulty parking on the main campus. She noted that the parking issues in close proximity to the Lyle House remains to be a concern. Senator Jones shared that she has visited a Parking Committee meeting in hopes of regaining some parking spaces. Originally, there was a loss of two handicap parking spaces, for which she fought to regain. One space has been reacquired; however, parking issues still remain a problem for employees working in the Lyle House. She noted that the parking issues have been ongoing, and was a problem even prior to the commencement of the construction for the parking garage. The parking construction has served to exacerbate the issue, and students are now parking in the faculty and staff spaces. Dr. Collins shared that parking is an issue for many at this time. He noted that administration is well aware of the parking issues, and will work with the parking office for increased enforcement. Currently, there are three parking enforcement officers covering the main campus as well as the VA campus. He noted that the parking garage is making the situation worse before it will get better, but at its completion, the garage will provide additional 800-900 parking spaces. There is some discussion that lot 21 may be reconfigured and possibly moving some roadways to make the campus safer. In addition, a discussion is still ongoing as to whether or not lot 21 will be utilized for faculty and staff. Also, Senator Jones noted that there are some parking spaces that are resulting in “blind spots” around the previous tennis court area that are hazardous. For safety reasons, Dr. Collins noted that several parking spaces have been removed; however, the Safety Committee is the responsible party for looking into these issues. Senator Jones noted that she will visit a Safety Committee meeting to present her concerns. Lastly, Senator Jones presented an issue concerning skateboarding and bicyclers not following traffic rules. Dr. Collins shared that administration realizes that this is an issue, and more bike paths are needed. An access plan for bicycles is being discussed, but additional funds are needed to make it possible. Additional flashing lights have helped with the reduction of campus bicycling casualties. Southwest Avenue remains a safety concern, and Senator Bond shared that the Safety Committee has attempted to work with the City to post a stop sign. However, to date, no progress has been made.

XI. **Announcements**

A. Senator Patton announced that Bucky’s Food Pantry will conduct a grand re-opening on November 14th, from 2-4:00pm. Refreshments will be provided in the Humphrey’s Center. Dr. and Mrs. Noland will be the honorary ribbon cutters.
B. President-Elect Belcher reminded everyone to watch for the “email reminder” regarding the location of the next Senate meeting.

Adjournment – There being no other business to discuss, Senator Patton motioned to adjourn the meeting; the motion was seconded by Senator Bishop. The meeting was adjourned at approximately 3:20pm.

Submitted by Senator J. Ann Eargle

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J. Ann Eargle
Secretary

Attachments: None.