STAFF SENATE MEETING
MINUTES
January 14, 2013

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: Gary Bishop, David Collins, Kathy Hawks, Helen Jones, Joe Miller, Pat Myrick, and Sue Russell.

I. Call to Order

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

II. Skillsoft Presentation – Mr. Rich Ashley, HR Training Manager

Mr. Rich Ashley presented the Online Skillsoft Learning Resource to Senate members. The Skillsoft Training initiative was launched in August 2012, and is offered to all regular full time and part-time ETSU faculty and staff members as part of an ongoing commitment to continuing development. The resource is designed to supplement traditional methods of learning. Due to the web-based nature of the program, the program can be accessed from the convenience of any computer. Mr. Ashley explained that the resource is available at any time, is designed to allow users to work at their own pace, and can be started and stopped at any time. The initiative can be beneficial to supervisors in that the program affords them the ability to assign courses to clerical and support staff for the purpose of professional development. Supervisor assigned courses for clerical and support staff must be done during work time or properly compensated. Skillsoft offers over 100 courses on various topics, as well as, Desktop Videos consisting of over 500 short “how to” videos. Upon completion of any of the courses, a certificate can be printed and forwarded to the Office of Human Resources to be filed as part of an employee’s permanent file. Questions, of any nature, may be directed to Mr. Ashley in the Employee Development Center.

III. Approval of Minutes – Senator Patton made motion to approve the minutes of the December 10, 2012 meeting. The motion was seconded by Senator Robinson. Minutes were approved as distributed and will be posted on the Staff Senate website.

IV. President’s Report – President Christy Buckles

A. Vacancies in EEOC 6 and 7 – President Buckles noted several members of the Senate attended the annual meeting of Facilities Management on December 18, 2012 in hopes of soliciting representation from EEOC 6 and 7. Senate members felt that they were very successful in their efforts at raising awareness of the Senate and the importance of having representation of all staff members. Senate members also distributed brochures and information cards.

B. Newsletter – President Buckles commented that she believes the Staff Senate Newsletter has been a success and a good way to make connections with staff members. The second newsletter was distributed on January 10, 2013. President Buckles asked for contributions to the newsletter as well as any feedback, suggestions, etc., regarding the newsletter. She has received many emails from staff members, mostly all very positive.
C. **Report on Senior Staff** – Senior Staff met this morning for the first time in the New Year. President Buckles shared that President Noland commented that January marks his first complete year as President and he has welcomed the year-long opportunity to become familiar with the various departments, units, faculty, staff and students. This year, 2013, will be a year of change, and Dr. Noland has contracted various consulting companies to observe and evaluate various areas on campus. He is hopeful that faculty, staff, and students will be patient and will welcome change. There are some initiatives currently in place for funding the Fine Arts, as well as other funding initiatives. The forecast for state funding looks stable, if not better than last year’s status which may indicate funding for salary increases. ETSU will begin a forward move toward becoming more aggressive on the Hill. He noted that Mr. Mullins, Athletic Director, is retiring, and Dr. Richard Sander will serve as the interim Athletic Director until a permanent replacement can be identified. Student enrollment is down slightly from last year and is around 13,000. There are still a couple of days remaining before enrollment closes, and the opportunity exists for an increase in the final number. The construction of the parking garage is on schedule, and the tennis courts are mostly complete. Excitement is in the air about utilizing the new baseball facility, and administration is working to repair and resolve flooding issues in that area of campus. Mr. Joe Smith noted that the Office of University Relations is working diligently to identify ETSU colors as well as a new logo; currently there are approximately 90 logos being utilized throughout the university. A comprehensive search will be executed to identifying a new logo, and administration will solicit input from the community, campus community, as well as ETSU alumni. The SGA President, Iqra Ahmad, noted that the major student concert is scheduled for April 28th and will feature Train. Civility Week is scheduled for March 21-28, 2013. The new fountain in Borchuck Plaza, in honor of the first African American students, will be dedicated sometime during the week of March 21-28, 2013; a definite date has not yet been identified. A search is currently in progress to select a new Director of Admissions, and President Buckles and President-Elect Belcher have been invited to be part of the interview process.

V. **Treasurer Report** – Senator Whitlock reported that there is no change in the amount currently in the main account and is holding at $5,449.38, the balance of the CBC account is $4,681.25, and the balance of the Holiday account remains at $168.04.

VI. **Report on Standing Committees**

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

   **Committee on Elections** – Senator Greenwell, Chair, is excited to report that the committee has received three nominations for EEOC category 7, and the committee is still hopeful of receiving nominations for EEOC category 6. Senator Greenwell noted that January 16, 2013 is the deadline for nominations, and President Buckles will forward a reminder to all staff members regarding the upcoming deadline. Voting will take place as soon as all nominations have been received. New Senators should be on board for the February 2013 meeting, and President Buckles will provide an orientation for the newest Senate members.

B. **Communications and Website** – Senator Chamberlain shared that the committee members have been working diligently to update the Staff Senate website. She thanked all members of the committee, and specifically, she thanked Senator Smith for his diligence in identifying broken links, etc. Several links have been added to the website such as a link to the Campus Voice and a link to Education and Training Resources. Senator Smith noted that additional links can also be added as needed. A suggestion was made to add a link to the list of ETSU “Around Town” discounts and the various classes offered by the CPA.

C. **Community Benevolent Committee (CBC)** – Senator Bond, Chair, shared that throughout the holiday, the CBC was able to help seven staff members who were on extended medical leave by providing Food City gift cards. Eight children reaped the benefit of the shopping endeavors of six students from the Master Students Club in the Department of Social Work.
The families of the children were also provided with boxes of food; the families were very appreciative. Senator Bond commented that the CBC will meet immediately following the Senate meeting in an effort to tie up some loose ends with the application for assistance process.

D. **Liaison Committee** – Senator Patton, Chair, reported that the committee will have information to share at the next meeting in regards to the Staff Survey. Senator Patton is awaiting additional EEOC information which will make the report complete. As soon as the information is received, the analysis will be forwarded to the Executive Committee for review. Senator Patton is hopeful to present a full report at the February meeting.

E. **Staff Awards Committee** – Senator Sullivan, Chair, noted that the committee has met and reviewed procedures from last year as well as procedures from prior years. It is the committee’s recommendation that the award be publicized earlier than it has been in previous years to allow staff members more time for submissions, and in an effort to inform staff members of changes in the award amount. The committee would like to work in collaboration with some of the other committees in order to disseminate the changes in the award process and procedures. Senator Sullivan will email committee members in an effort to set the next meeting date.

F. **Staff Concerns** – Senator Bishop, Chair, no report.

G. **Staff Development and Evaluation** – Senator Chamberlain, Chair, reported that in lieu of a face-to-face meeting, she has made arrangements for meetings by virtual meeting room to enable the committee to meet a little more often. Virtual meetings will not replace face-to-face meetings, but will help when time restraints occur for staff members. Anyone interested in attending the virtual meeting is welcome. One of the topics of discussion will be Skillsoft and identifying ways to market and disseminate information to staff members.

Senator Chamberlain shared that today, on iTunes, ETSU introduced a new application that will show a list of classes, ETSU campus maps, lists of resources, etc. Currently, the application is only functioning properly for iPhones. There are a few issues with Androids; however, the issues should be resolved very soon.

H. **Visibility Committee** – Senator Murphy, Co-Chair, noted that some of the members of the committee attended the annual meeting of Facilities Management in December. They provided information about Staff Senate and there was some noted interest. The recent issue of the **Campus Voice** generated some interest for **Friends of the Senate**. There are currently seven staff members who are eager to participate in **Friends of the Senate** and they will receive notification and invitations to Staff Senate meetings and events.

VII. **Report on Project Committees**

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

B. **Staff Picnic** – Senator Tillman, Co-Chair, shared that the Staff Picnic is scheduled for May 31st. The amphitheatre has been reserved for the picnic with the Cave/Patio being the rain location. Senator Tillman noted that the Staff Picnic Committee will meet immediately following today’s meeting to discuss a time for a formal meeting.

VIII. **Old Business**

There was no old business to discuss.
IX. New Business

A. Staff Senate Historian – President Buckles shared that currently, documents are being stored in the Archives of Appalachia. However, the information has not been kept up to date. President Buckles introduced the idea of adding a new position to the Executive Committee. The new position would function as a historian. The historian would be tasked to work as a liaison between the Senate and the Archives of Appalachia in an effort to keep documents/photos housed and current on an annual basis. In the interest of time, President Buckles asked that the Senate give the role some consideration, and further discussion will resume at the February meeting.

X. Open Floor for New Agenda Items/Concerns

There were no new agenda items or concerns.

XI. Announcements

A. President Patton share that the Campus Access Committee has been formalized through the Office of the President and will meet for the first time on January 29, 2013.

Adjournment – There being no other business to discuss, Senator Robinson motioned to adjourn the meeting; the motion was seconded by Senator Patton. The meeting was adjourned at approximately 3:40pm.

Submitted by Senator J. Ann Eargle

______________________________
J. Ann Eargle
Secretary