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, Lisa Bell, Gary Bishop, Helen Jones, Chuck Patton, Dawn Marie Tipton, and Carla Warner.

I. Call to Order

President Buckles called the meeting to order at 2:35 pm.

II. Special Guest/Presentation – Ms. Audrey Depelteau, Acting Director, ETSU Innovation Lab

Ms. Audrey Depelteau, Acting Director, ETSU Innovation Lab, was present to offer an update regarding the ETSU Innovation Lab (PowerPoint presentation and Background, History, and General Purposes Document - attached). The ETSU Innovation Lab is a full-service small business incubator designed to support entrepreneurs and investors to affect the successful establishment of technology-based start-up and spin-off businesses in order to achieve technology transfer, create jobs, and enhance economic development within the region. The lab is an economic development initiative of East Tennessee State University, partnered with the Tennessee Small Business Development Center and the ETSU Entrepreneurial Leadership Program. Ms. Depelteau noted that the lab is approaching its 10th anniversary and is currently 100% occupied. Ms. Depelteau’s primary reason for presenting to the Senate is to share a new initiative. With the assistance of a recent Tennessee Valley Authority (TVA) Incubator Enhancement Grant, an ETSU Innovation Lab Entrepreneur Center has been established for faculty, staff, and students. Use of the center is offered only to the ETSU family, and available to any faculty, Staff, or student who has an idea for starting their own business. Ms. Depelteau noted that anyone interested in submitting an idea for a business venture should first discuss the venture with deans, directors, unit managers, etc. to be certain that the idea is not in violation of the ETSU Outside Employment Policy (PPP-07). The policy can be found on the Office of Human Resources webpage. Detailed information regarding the center can be found at: http://www.etsuilab.org/, or you may call Ms. Depelteau directly at 439-8535. Ms. Depelteau shared that it has been a little more than a year since the Senate last visited the lab, and she extended another invitation.

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

IV. President’s Report – President Christy Buckles

A. Senior Staff Meeting Brief – President Buckles shared that a meeting of the Senior Staff was held this morning at which Senator Buckles provided an update on the current events of the Senate. During the meeting Dr. Noland offered accolades regarding the excellent coordination of the Staff Convocation, specifically noting that it was one of the best he had ever attended. There was an estimated 225 staff members in attendance with more than 60 additional staff members watching by live stream.
President Buckles shared that the Holiday Drive is underway and support was gained from the Faculty Senate President as well as the Student Government Association President who noted that they would be happy to participate in the drive and forward information regarding the drive to their peers. President Buckles shared with Senior Staff members that the Staff Senate provided assistance in the amount of $250 to a staff member who house was involved in a fire. The funds were provided immediately, and within a two-day period, an additional $500 was received and offered to the staff member for additional assistance. Donations are being accepted through October 12th.

Ms. Tammy Hamm provided a presentation which focused on a general overview of a compensation calculator tool. The calculator will provide information about specific positions, and will include information regarding salary, benefits, sick leave, holiday, retirement, longevity, etc. The information will be real time. The feature will be available through GoldLink, and requires an E number for access.

Homecoming is scheduled for October 27th and will continue through November 5th. President Buckles encouraged Senators to participate in the various Homecoming campus activities, and to invite family and friends to become involved as well.

Dr. Collins shared that salary equity letters will be forwarded to faculty and staff in the very near future.

The Committee for 125 members have been identified and some resulting task forces from the committee have already met. President Buckles was very pleased with the response from staff members who voiced an interest in participating in the various task forces; approximately 60 staff members expressed an interest in serving. Senators Batchelder, Smith, Sullivan, and Dr. Collins have been identified to serve on various task forces and will be representing the staff as a whole. Questions regarding the Committee for 125 can be directed to any of the representatives.

B. Staff Senate Vacancies from EEOC Categories 6 and 7 – President Buckles reported that there are currently five senate seat vacancies from EEOC Categories 6-Skilled Crafts, and 7-Maintenance resulting in underrepresentation of these two groups. The Executive Committee plans to meet with Senator Bishop, Director of Facilities Management and Operations, to identify possible solutions for gaining representation from these two EEOC categories. President Buckles noted the importance of Senate representation of all staff members, and with the absence of representation from the 6 and 7 category, we are missing a large part of our campus voice. Senators with possible ideas for inclusion of these two EEOC categories are requested to forward them to any of the Executive Committee members.

C. Staff Senate Resident Photographer – President Buckles noted the importance of keeping the website updated. A suggestion was made to post current photos of events, meetings, etc. on the website. A resident photographer would enhance our events, as well as possibly alleviate our need to request a university photographer for various events. President Buckles requested willing Senate members who may have an interest in photography, expertise/skill, or just plain love of photography, to contact her by email if they are interested in serving as the Staff Senate Resident Photographer.

D. Staff Senate Photographs – President Buckles commented that during the December meeting, photographs will be taken of the Senate as a whole, committee groups, and a few new Senators are in need of individual photos for their biographies. For anyone interested, individual photo sessions can be scheduled with the Photo Lab by calling the lab at 439-4250.

E. Lapel Pins – President Buckles shared that when attempting to order 50 staff Senate lapel pins, it was discovered that most companies will not accept an order for less than 250 pieces. The cost of the pins is $2 each. Senator Massey is in the process of searching for a company who would be willing to allow us to place an order for a smaller amount.
Staff Senate Newsletter – President Buckles shared that she is working on the first Staff Senate Newsletter which will be ready for distribution at the end of October. The newsletter will contain highlights of the Senate as well as articles and information such as: convocation information; video links; webpage links; photographs; community efforts; and upcoming events, etc. Email articles of interest and contributions for the newsletter to President Buckles.

V. Treasurer Report – Senator Whitlock reported a balance of $5,449.38 in the main account; CBC Account-$4,931.25; and the Holiday Drive Account-$3.79.

VI. Report on Standing Committees

A. Committee on Committees – In the absence of Senator Warner, Chair, Senator Murphy reported that new representatives have been identified for the following committees: Disclosure Review Committee, Senator Tipton; Campus Sustainability Committee, Senator Booher; Campus Access Committee, Senator Patton; and University Planning Committee, Senator Murphy.

B. Committee on Elections – Senator Greenwell, Chair, reported that there is a vacancy in the Senate representing the College of Business and Technology. Senator Greenwell has informed Dean Garceau and is awaiting a response for fulfillment of the seat.

C. Communications and Website – Senator Chamberlain, Chair, reported that the committee members met to discuss the website. They intend to work diligently to update the website, post names/photos/biographies of new Senators, and a general “spruce up” to the site. She noted that she is encouraged by the enthusiasm of the committee. Currently, there are four committee members and the committee welcomes other Senators to join them.

D. Community Benevolent Committee (CBC) – Senator Bond, Chair, shared that the committee met on September 27th to begin working on the Holiday Drive. Hopefully, kick off for the drive will be October 9th and run through November 12th. Members of the committee will be calling those who agreed to be “collection” stations for food last year to see if they are willing to help again this year. The amount of the gift certificates included with the food boxes will remain at $15, as they were last year. Senator Bond noted that she has received a request from Washington County for 100 boxes this year. The boxes will be provided to them along with $1,000 for additional items such as milk, bread, and other items needed to supplement the boxes. Food received, which cannot be used for boxes, will be donated to Bucky’s Food Pantry. Again, this year, the final collection point for food will be the CPA Equipment Room. Pick up of the boxes is scheduled for November 15th from 8:00am-Noon. Any boxes remaining after noon on the 15th will not be held. The boxes will be broken down and the food will be donated the Bucky’s Food Pantry. Senator Bond reported that the committee is in need of volunteers to help sort and box food, and the need for male volunteers is especially important to help carry boxes, and transport food. Senator Bond requested that Senators encourage faculty and staff to contact her with names of anyone who is in need. All needs will remain confidential. Senator Bond requested that anyone who has food to be picked up should contact her on Thursday afternoons, and she will make arrangements for a Friday pickup.

E. Liaison Committee – Senator Patton, Chair, no report.

F. Staff Awards Committee – Senator Sullivan, Chair, reported that Senator Tillman will co-chair the committee. Each year an announcement is sent to the campus community soliciting nominations for the Distinguished Staff Award. Senator Sullivan shared that the committee will determine dates for this year’s nominations and will forward the information to the Website and Communications Committee in an effort to post updated information. President Buckles expressed appreciation to Senator Sullivan for the part she played in assisting with awarding the Outstanding Senator Award.
G. **Staff Concerns** – Senator Bishop, Chair, no report.

H. **Staff Development and Evaluation** – Senator Chamberlain, Chair, reported that the committee met and discussed the concern that the various development and training opportunities available to our campus community are not widely advertised and as a result, they are underutilized. The committee plans to create a flyer to include opportunities available in an effort to help raise staff awareness. A staff resource page was also suggested as a beneficial resource, and a marketing campaign was also suggested as a method of spreading the word regarding training and development prospects. Opportunities for staff development will also be posted in the *Campus Voice* newsletter.

I. **Visibility Committee** – Senator Murphy, Chair, no report.

VII. **Report on Project Committees**

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

B. **Staff Picnic** – Senator Tillman, Chair, no report.

VIII. **Old Business**

There was no old business to discuss.

IX. **New Business**

A. **Bucky’s Food Panty Update** – Senator Bond provided an update on Bucky’s Food Pantry which is located in the MSHA Athletics Center, Room W277. The walls have been painted, shelving has been assembled, and food is on the shelves. The pantry will be open two days per week – Tuesday, 8:00am-Noon, and Thursday, 1:00pm-4:00pm. Anyone is welcome to receive food as long as they have a valid ETSU ID. Senator Patton is acting as marketing director for the pantry, and he will be discussing the possibility of adding the pantry’s logo to the various campus college/unit, etc. websites. It is hoped that a grand opening and ribbon-cutting ceremony can be scheduled around the Homecoming events. President Buckles suggested the possibility of the Senate visiting the pantry in January 2013, and conduct a meeting of the Senate in close proximity. A suggestion was made for Senators to each bring a canned good for the pantry.

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

XI. **Announcements**

A. Senator Bond expressed her appreciation to all Senators for nominating her to receive the Staff Senator Award for the 2011-2012 year.

**Adjournment** – There being no other business to discuss, Senator D. Russell motioned to adjourn the meeting; the motion was seconded by Senator Miller. The meeting was adjourned at approximately 3:25pm.

Submitted by Senator J. Ann Eargle

J. Ann Eargle  
Secretary

Attachments:  
ETSU Innovation Lab PowerPoint Presentation  
Background, History, and General Purposes of the Innovation Lab Document