STAFF SENATE MEETING
MINUTES
September 10, 2012

Note to Senators: Please share the senate agenda, minutes, and any other enclosures with your colleagues prior to the scheduled meeting. Senate meeting 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: Queen Brown, Ann Eargle, Helen Jones, Candy Massey, Mary Maupin, and Debbie Starnes.

I. Call to Order
President James Batchelder called the meeting to order at 2:30 pm.

II. Guest Speaker
President James Batchelder introduced Dr. Amy Johnson, Assistant Dean of the School of Continuing Studies and Academic Outreach and Chair of InTopForm. She spoke about how InTopForm was chosen as the university’s new QEP and how the staff and faculty would be involved with the committee.

II. Approval of Minutes
Dr. Collins noted an amendment to the minutes of August 13, 2012. He requested that the minutes reflect “equity plan” instead of “equity pool.” With this correction to the minutes, a motion to approve the minutes of August 13, 2012 was made by Senator David Robinson and seconded by Senator Gary Bishop. The minutes will be posted on the Staff Senate website.

III. President’s Report – President James Batchelder
President Batchelder gave updates on: (1) Vision 125 Committee - Where will the university be in 25 years? Three people will be chosen for each category. There will be a mass email to all staff asking for nominations. (2) Voting for the new Executive Board – President Batchelder turned the meeting over to Senator Linda Greenwell, chairperson of the Election Committee to facilitate election procedures. She explained that there was one nomination for President-Elect: Lisa Belcher. She asked if there were nominations from the floor. Senator Tom Hill requested to place Senator Carolyn Bond on the ballot for President-Elect. Senator David Robinson motioned for the ceasing of nominations. Senator Greenwell asked senators to write in Senator Bond’s name and proceed with their vote of choice. The outcome of voting identified the President-Elect of choice to be Senator Lisa Belcher. The nominees for Secretary were Senator Carolyn Bond and Senator Ann Eargle. The outcome of voting identified the Secretary of choice to be Senator Ann Eargle. There was one nominee for Treasurer – Senator Josh Whitlock. Senator Greenwell called for additional nominations. Senator David Robinson made the motion to cease nominations. There being no other nominations, Senator Josh Whitlock was deemed Treasurer. There was one nominee for Member-at-Large – Senator Candy Massey. There being no other nominations, Senator Massey was deemed Member-at-Large. President Batchelder passed the gavel Senator Christy Buckles, who will serve as the President of Staff Senate for the 2012-2013 term.

IV. Treasurer’s Report – Senator Carolyn Bond
In the Staff Senate account, the balance is $6,000. In the CBC account, there was $5,131.25. The Holiday Drive account remains the same at $3.79.

V. Report on Standing Committees
Committee on Committees: There are three committees with vacancies which require fulfillment by Senate members. Senator Chuck Patton has volunteered to serve as the representative for Staff Senate on the University Planning Committee. Senator Lisa Booher volunteered to serve a one-year term on the Disclosure Review Committee, and Senator Dawn Tipton volunteered to serve a one-year term on the Campus Sustainability Committee.
A. **Committee of Elections:** See President’s report above.

B. **Communications and Website Committee:** No report.

C. **Community Benevolence Committee (CBC):** President Buckles noted the passing of Senator Massey’s mother. After Senate discussion, a motion was made to approve $250 for assistance with funeral expenses. Senator David Robinson made a motion to approve the benevolent funds; the motion was seconded by Senator Tom Hill, and the motion was approved.

D. **Liaison Committee:** Senator Patton shared that the ETSU Staff Survey is complete and has been approved by the IRB. The survey and brochure will be distributed soon. The survey will be mailed to the staff members in Facilities Management for completion.

E. **Staff Awards Committee:** No report.

F. **Staff Concerns Committee:** No report.

G. **Staff Development and Evaluation Committee:** No report.

H. **Visibility Committee:** Senator Tom Hill shared that the Staff Senate brochure and business cards are ready for distribution.

VI. **Report on Project Committees**

A. **Blood Drive Committee:** No report.

B. **Staff Picnic Committee:** No report.

VII. **Old Business:**

A. **2012 Staff Convocation, October 2, 2012** – Final plans for the convocation were discussed, speakers have been identified and confirmed, and rehearsal is planned for the day prior to convocation.

VIII. **New Business**

A. **Welcome New Senators** - President Christy Buckles introduced and welcomed the new Senators: Senator Chris Collins, Senator David Smith, Senator Edith Tillman, and Senator Stefanie Murphy. President Buckles noted that all new senators have attended Staff Senate Orientation.

B. **Staff Pins** – The Senate approved the mock-up of the new Staff Senator pin. The majority of the Senate was in favor of the “square” version.

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

A. **Bucky’s Food Pantry Update** - Senator Hill and Senator Bond offered an update regarding the Food Pantry. It is hoped that a ribbon cutting will be scheduled soon.

X. **Announcements**

A. **Next Meeting** - President Buckles mentioned that our October 8th meeting would be in Meeting Room 6.
B. **New Senators** - The Senate bid farewell to three senators whose terms have ended: Senator Tom Hill, Senator Janet Keener and Senator Margaret Pate.

C. **Grand Opening of Starbuck’s** – There was a very profitable soft opening on Friday, September 7th and a grand opening planned on Monday, September 10th.

XI. **Adjournment**

There being no other business to discuss, Senator David Robinson made the motion to adjourn. The motion was seconded and the meeting was adjourned at 4:00 pm.

Respectfully submitted by:

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Senator Carolyn Bond