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: Barbara Chamberlain, David Collins, Donna Cox, Shelly Higgins, Helen Jones, Dianne Pittarese, Scott Vaughn, and Amanda Worley.

UNEXCUSED: Laura Morin

I. Call to Order – President Lisa Belcher called the meeting to order at 2:35pm.

President Belcher welcomed and introduced the newly elected senators. They were Jessica Miller, Jennifer Rice, Brian Thompson, Libby Tipton, Scott Vaughn, and Wayne Winkler. She also welcomed and introduced the new Executive Committee. Josh Whitlock will be moving up as President, Brian Bennett will be President Elect, Kristi Smith will be the new Secretary, Candy Massey will be staying on as Treasurer, and Stephanie Murphy will be the Member at Large. The new committee took their place at the table, and with the tap of the gavel, Josh welcomed and thanked the previous executive committee with special thanks going to Ann Eargle and Lisa Belcher.

II. Approval of Minutes – The meeting minutes of August 11, 2014 were approved as distributed.

III. Special Guest Presentation – Mrs. Kathleen Moore, Director of Sustainability

Kathleen Moore, Director of Sustainability was present to share information about the new recycling program on campus. She began by stating that she would like to have a Senator appointed to the sustainability committee. The first meeting is the week of September 14. She stated her purpose today was to update everyone on the progress of the new recycling program and to also inform all the new senators of the program history. The mission of the Department of Sustainability is to review and act on ways to reduce the university’s impact on our environmental resources which affects students, faculty, and staff members. The department was formed in 2008 when the students passed the campus sustainability fee. Each semester, $5.00 from student fees go into a fund where we can fund sustainability projects. At the same time they petitioned Dr. Stanton to revamp our recycling program. At the time we only had a paper recycling program, which was not very active; we were only recycling about 8% of our waste at that time. Dr. Stanton agreed and hired a Recycling Coordinator. John Nelson is the current and 4th coordinator. 2009-2012 a new recycling center was built on campus. It is located at the far west end of campus, back by the climbing tower at the CPA, two big green metal buildings. We currently have a 24/7 drop-off station.
Lots of people bring recycling from home and drop it off there. The items to be recycled have been expanded, and they have also added many inside and outside containers around campus. A Recycling Task Force was formed as a part of the STARS Program – Sustainability, Tracking, Assessment, and Rating System. STARS is a program which began approximately four years ago and is an independent, transparent, self-reporting, international rating system for higher education. The rating is dependent on how the university fares on various identified initiatives. In addition to energy saving and recycling, some of the initiatives not known to many throughout the campus include student engagement, diversity, employment, employee transportation, etc. Possible ratings that can be received include gold, silver, bronze, and platinum. In 2010, the university assessed its current state of sustainability to determine a base line. That program has brought the recycling to over 30% from 2008. Great amounts have been done thanks to the leadership of our recycling coordinator, containers, and increasing our recycling rate and all of us helping by participating. In 2013, ETSU had to keep increasing our recycling rate and a lot of other universities were going for zero waste or 90% waste diversion by a specific date. For instance Appalachian State has a 90% waste diversion by 2020. A new program called the Mini Bin system was developed out of a plan from Recycling Task Force and Accelerated MBA course gave 3 recommendations:

1. **EDUCATION/COMMUNICATION**
   a. Posters, informational meetings, website enhancement; better signage (i.e. LANDFILL)

2. **EXPANDED/SIMPLIFIED RECYCLING**
   a. Modified Single Stream - 3 bins plus special item recycling
      1. Green for ALL PAPER, Blue for PLASTIC/CANS/GLASS, Black for LANDFILL
   b. Expanded plastic recycling; cardboard recycling
      1. Cardboard is to be placed behind the 3 bin system. Anything with the cells in it will classify as cardboard.

3. **PERSONAL RESPONSIBILITY**
   a. One who generates waste is responsible for removing waste
      1. Your current waste container will become your recycling container and the mini bin is your waste container. Studies show that 90% of the waste in an individual office can be recycled.
   b. Decreased cost (up to $70,000 in cost of plastic bags for desk side bins)

Several new programs have been initiated, and methods of data collection have improved. Recommendations were presented to Senior Staff in hopes of drawing some funding in an effort to carry out some of the initiatives. Even though plans have been devised to work toward the next higher rating, it has been realized that the actual focus is not the rating, but instead the focus has become the changes on campus that make a difference in our environmental resources. Implementation has already started. Currently the mini bins are in 15 buildings on campus and 4 more buildings are in the currently in the process and will be completed by the end of September. Completion of all of campus by end of FY 14-15. In our first 15 buildings, we are over 40% recycling rate in buildings in new program. These are only in individual offices. Not in labs, classrooms, bathrooms. Custodians will clean and empty trash in these areas on a daily basis. With the new system, custodians only clean offices one day a week. VA Campus buildings will be the last to join the program. The old recycling bins are being used in the residence halls and are also available to anyone who might be having an event. If you have a move out or a major clean out, contact the Sustainability office for additional bins. Mrs. Moore noted that anyone interested in additional information can be found at the Sustainability website: [https://gogreen.etsu.edu/](https://gogreen.etsu.edu/).
IV. **President’s Report – President Josh Whitlock**

- President Whitlock started by thanking Senator Bennett for the new name placards. Everyone is encouraged to leave them on the table by the door on their way out. Senator Smith will be keeping up with those for us.
- Sign-ups for committees will take place after meeting is over. Everyone is encouraged to take part in the various committees. The best way to enjoy Staff Senate is to volunteer and participate in committees. Sign up for as many as you wish. In the meantime, we need a volunteer for to fill an opening on the Sustainability Committee. If you are interested please email President Whitlock.
- Reminder of Staff Senate gathering at Dr and Mrs. Noland’s tonight at 6:00. Dress is business casual. Parking on the grounds.
- Staff Convocation is slated for Tuesday, September 30th at 2 pm. Practice is Monday, September 29th, same time. All senators will be acknowledged. Senators will be asked to stand up and wave. Be aware that President Whitlock may be emailing asking for help with Convocation; everyone please be willing to help out.
- As a reminder, if you are going to be absent from our Staff Senate monthly meeting, please email the secretary at SMITKL01@etsu.edu so that you are not marked unexcused.
- There was no report from Senior Staff.

V. **Treasurer Report** – Senator C. Massey reported the general account balance as $7900.00; the Holiday Drive account balance as $172.48; and the balance of the Community Benevolence account holds a balance of $4481.25. She also shared that we were getting ready for Convocation, so expenses would be forthcoming.

VI. **Report on Standing Committees**

- **Committee on Elections** – Senator Brian Bennett stated that an EEOC4 Senator had resigned effective September 2, 2014. That position needs to be filled. According to our bylaws we are to fill it with an alternate. Currently we do not have an alternate. The current numbers from Human Resources show that we are actually overfilled by one position in EEOC4 and we are deficient by one position in EEOC3. Senator Bennett made the suggestion that we fill the current EEOC4 position with an EEOC3 alternate to equal it out. It was pointed out that the reason we have no alternate is that there were no vacancies in the last election. According to Senator Bennett, the numbers tend to flip flop between the 3’s and 4’s as to how many we need. These are for elected positions. We currently have 12 and we need 13. EEOC 4 has 9. After a brief discussion, a motion was made to fill the current open position in EEOC4 by a EEOC3 employee. The motion was approved.

- **Staff Awards** – Senator Lorena Burton stated that the nominations were in for the Career Award and the Outstanding Senator Award, which would be presented at Staff Convocation. This Career Award is in addition to the one given this past June at the Staff Picnic. For those that are not aware, beginning this year the awards will be presented at Staff Convocation, not at the Staff Picnic.
VII. **Report of Project Committees** - No reports

VIII. **Old Business** - None

IX. **New Business**

- President Whitlock asked Senator Tim Dills to be the Parliamentarian for the year. Senator Dills accepted.

- President-Elect Bennett asked for an Ad Hoc Committee for Convocation for 2015. Moving forward, the convocation is becoming a big event, like the picnic. It would be nice to have extra help. In order to make it a standing committee, we would have to change the constitution. He encouraged everyone to start thinking about 2015 Convocation now. Senator Dills stated that since we are in the middle of adjusting the by-laws, why not go ahead and make this a Standing Committee, especially if you are going to ask for this committee every year. Ad Hoc is for a specific purpose and a specific time, not reoccurring. With a brief discussion, the Ad Hoc committee suggestion was deferred to the Constitution and By Laws committee.

**Adjournment** – There being no other business to discuss, a motion was made to adjourn. The meeting was adjourned at approximately 3:22 pm.

Submitted by Senator Kristi Smith

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Secretary

Attachment: Mini Bin Program Brochure