STAFF SENATE MEETING
MINUTES
November 9, 2015

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


FRIENDS OF THE SENATE: None

EXCUSED: Gwen Bays, Tim Dills, Charvi Greer, Kristin France, Carshonda Harris, Sean Hoyle, Helen Jones, Butch Massey, David Robinson, Connie Wyche and Diana McClay.

UNEXCUSED: Lisa Booher, Kristy Buchanan, Barbara Chamberlain, Pam Marston, Jessica Miller, Brandi Nave and Wayne Winkler

I. Call to Order – President Whitlock called the meeting to order at 2:32p.m. in the small auditorium of Stanton Gerber Hall, Building 178 on the VA Campus.

II. Approval of Minutes – A motion was made by Senator Kathy Smith to approve the minutes, and Senator Lisa Bell seconded the motion. The motion passed unanimously.

III. President’s Report – President Josh Whitlock

- A special thank you to Senator Burton who helped coordinate today’s meeting. There was no shuttle or carpool service offered today and that was intentional to show that our fellow coworkers have the same parking issues as we do when we attend an off campus meeting.
- Following the meeting we will be visiting the simulation lab on the 3rd floor with Jake Drumm. The "Patient Simulation Lab” (PSL) is a computer driven multi-discipline facility that caters to all levels of providers. The human patient simulators can simulate a variety of human physiologic conditions based on physiologically accurate algorithms. They have two simulated hospital rooms integrated with video and audio recording equipment, which provide both instant and post-simulation feedback for students. The Quillen College of Medicine emphasize application of basic science concepts / knowledge through the Human Patient Simulator. The way they see it, practice makes perfect. If a student makes a serious medical mistake, the patient is revived after a quick computer manipulation in the simulation lab. Since the real emergency scenario provides no room for error, they believe that proper preparation and application of learned knowledge on simulated mannequins provides the necessary skills and confidence needed to transfer to a real-world hospital setting.
- Senators are encouraged to stop by ID Services and get a special id badge that has been designed for Staff Senators. ID Services has a complete listing of all Senators.
- The outsourcing issue is still on the table. If you have not contacted your representative, please do so. Let them know that you feel strongly on the issue.
- Presentation materials from the September meeting are on the President’s site at http://www.etsu.edu/president/interim-council/Sept_2015.aspx. Dr. Hoff’s enrollment presentation, Dr. King’s ITS update, the Great Colleges to Work for Survey response, and the President’s University Priorities for 2015-16 are out there. Please go out there, review them, and share them with your colleagues.
- The majority of the time from the meeting was spent going through the recommendations from the Administrative Structures Review Committee and determining how to proceed forward with them. Afterwards David Smith presented on eTraining offered by HR. Dr. Howard and Dr. Byrd from Student Affairs presented the results of the 2015 Campus Climate Survey. This report dealt with Drug and Alcohol Use, Sexual Assault Training, Civility, and recommendations based on the survey results. The recommendation that would impact staff is that faculty and staff undergo Title IX training.
• Pam Ritter presented organizational changes to Advancement which involved having a number of imbedded advancement officers in each college.

• The vision statement was discussed again. After a healthy debate led by Dr. Wykoff, the group agreed to forward the following proposed vision statement to the strategic planning working group. It should serve as a starting point for their deliberations, but may evolve/change over time. *Developing world-class ideas to enhance student success and improve the quality of life in the region and the world beyond.*

• The mission statement was approved by the TBR a year ago, so that will remain the same. The last item of note was that the Director of Financial Aid, Margaret Miller, will be retiring in December. This is an important position for the university and for students. Financial Aid regulations change year to year it seems and the existing regulations are complex.

• Last item, everyone is encouraged to help with the Holiday Food Drive at the CPA equipment room on November 18, 19, and 20th. Senator Collins will report more in her report. In December, the Senate meeting will be back in the Forum, and we will have a photographer present.

IV. **Treasurer Report**—Senator Rowland reported the general account balance as $7,421.91; the Holiday Drive account balance as $204.03; and the balance of the Community Benevolence account holds a balance of $4,681.25.

V. **Report on Standing Committees**
   A. Committee on Elections - The following timeline concerns the special election in October:
      • On October 1, 2015 an email was sent out to Staff Senate regarding a special election. The email stated: The Staff Senate of East Tennessee State University’s Committee on Elections requests your assistance in filling vacant positions on the Senate for EEOC Categories 5, 6, and 7. Staff members may place their own names in nomination. For the Senate to be effective, all areas of staff need to be represented. If you are unsure of a nominee’s EEOC category, see the attached information sheet or contact Human Resources at 439-4457. You may nominate as many individuals as you wish. All nominees must be regular, full-time or part-time staff members, having been employed at ETSU for a period of not less than one year as of June 30, 2015, and employed in a position designated as one of the EEOC categories listed. The nominee should have a willingness to serve in the capacity of Staff Senator during this term, if elected. **Nominees will be verified with Human Resources before being placed on the ballot.** Nominations will be accepted October 1-16, 2015. Newly elected Senators will serve a three-year term, beginning November 1, 2015 and expiring on August 31, 2018.
      • On October 19, 2015 an email was sent out to Staff Senate regarding the elections of EEOC 7 from the Staff Senate Elections Committee. The email stated: The Elections Committee wishes to present the following motion for your consideration by an email vote: "We move to suspend the rules requiring a special election; our recent nomination process resulted in one nomination (John Lane) for the single vacancy in EEOC 5 and three nominations (Jonathan Lykins, Carl "Butch" Massey, and Cynthia Weaver) for the four vacancies in EEOC 7. Since the number of nominees were less than or equal to the number of vacancies, we move that all four individuals be elected to terms beginning on November 1, 2015 and ending August 31, 2018." Please email your vote in favor (Yes) or against (No) this motion to President Josh Whitlock by this Friday, October 23. Thanks for your assistance in this matter! The email vote was unanimous in favor of electing those nominees to their respective positions.
      • On October 22, 2015 an email was sent out to John Lane, Jonathan Lykins, Carl "Butch" Massey, and Cynthia Weaver from Senator Tim Dills, chair of the Elections Committee. The email stated in part: We are happy to welcome you to Staff Senate! We were not required to conduct an actual election for your positions, as the number of nominees for each category did not exceed the number of openings. You will be serving almost three years on the Senate, as your term will begin November 1, 2015 and end August 31, 2018.

VI. **Report on Project Committees**
   A. Senator Deb Robinson stated that the 2016 blood drive has been scheduled for Thursday, June 9th. This blood drive will be in conjunction with Red Cross and will take place in the Culp Center. We rotate from Red Cross and Blood Assurance.

   B. Senator Chris Collins stated that to date we had received 1370.00 in monetary donations. Pickups have already begun. We have about 65 requests with lots more expected as time nears. The Student Diabetic Association is having a Chili/Baked Potato Luncheon this Thursday, (November 12th) from 11-1 in the Food Lab, 1st floor of Hutchinson Hall with all money raised going to the Holiday drive. The cost is $5.00. You can also donate food. Help is needed on the 18th for sorting,
19th for bagging and the 20th for distribution. Any time you can donate will be appreciated. We will be there from 12:30 – 4:00 each day in the CPA.

XII. **Old Business**

XIII. **New Business**

- In new business President Whitlock presented a question regarding guns on campus. This is a request from the state government to get feedback. Faculty Senate was presented the question today as well. After a long discussion, Senator Whitlock will provide feedback to Dr. Noland. One thing that keeps coming up is Emergency Response Training, which we will probably be required to do soon. It was also mentioned that there are various training documents available through our Public Safety website.

IX  **Announcements**

- Senator Whitlock reminded everyone that we would return to the Forum room for our December meeting.
- Senator K. Smith reported on behalf of Bucky’s Food Pantry Coat Drive. We collected about 400 coats, and gave out over 285. The remaining coats are at Bucky’s and students can go over there during our hours of operation and select a coat. All they need to do is complete the request form, which will be given to them by one of the student workers. Also, Senator Jones wanted me to express her thanks for those who gave coats and volunteered their time to help with the drive and the giveaway.
- Senator Murphy reminded everyone that if you have not turned in your committee year-end report to her, to please do so by November 30th.

XII. **Adjournment** – Following the adjournment of the meeting, we proceeded to the 3rd floor to explore the Simulation Lab. The meeting was adjourned at 3:09 p.m.

Submitted by Senator Kristi Smith

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Secretary