STAFF SENATE MEETING
MINUTES
D.P. Culp, Forum
April 12, 2010
2:30 PM

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/staffsenate/

PRESENT: Carolyn Bond, Lisa Booher, Sarah Bradford, Angela Brewer, Queen Brown, Deanna Bryant, Cindy Canter, David Collins, Phyllis Cooper, Tim Dills, Charles Forrester, Joy Fulkerson, Linda Greenwell, Angela Haire, Thomas Hill, Myra Jones, Janet Keener, Candy Massey, Diana McClay, Joe Miller, Donna Murphy, Stephanie Nave, Margaret Pate, Chuck Patton, Betty Ann Proffitt, Shea Renfro, Wanda Richardson, David Robinson, Rob Russell, Sue Russell, Jamie Simmons, Patricia Stafford, Andre Stevens, Debbie Starnes, Karen Sullivan

ABSENT: Constance Alexander (excused), James Batchelder (excused), Kathy Carder (excused), Crystal Gilland (excused), Paul Lavoie (excused), Linda Lett (excused), Susan Lilly (excused), Sharon Riddle (excused), Billy Robinson (excused), Carla Warner (excused)

The meeting was called to order by President Jamie Simmons at approximately 2:30 p.m.

GUEST SPEAKERS: President Simmons introduced guest speakers Ramona Williams, Vice Provost, Admissions; Ashley Freeman, Student Employment Coordinator, Financial Aid; Cindy Johnson, Assistant Director/Technical Service, Financial Aid and Margaret Miller, Director, Financial Aid. (President Simmons sent the PowerPoint presentation presented to all senators on April 13 via email attachment.)

Ramona Williams began by giving a presentation explaining the Federal Work Study Reduction which will take place this coming year. Financial Aid received information that the amount of money ETSU receives from the federal government which is used to fund the FWS positions is going to be cut 55%-60%. Ms. Williams explained the process of how a student receives financial aid as well as the different FWS programs, grants and loans which are available to students. In 2002, Pell Grants were received by 3300 students. In 2009/2010, Pell Grants were received by 4700 students. Pell Grants have increased almost $6 million since the 2008/2009 award year.

Over the last 12 years, ETSU has continued to receive an increase in the amount of FWS money. It was noted the amount received for 2010/2011 dropped significantly to $621,323. In 2009/2010, $1,571,439 was received. 7% of these funds must be used in community service programs which include the library and museum.

Cindy Johnson continued the presentation and explained the FWS allocation calculation. For 2010/2011 allocations, $621,323 will come from the Federal Share; $207,108 from the Institutional Share for a total of $828,431. The APS program will receive $2,020,890.
The main goal of Financial Aid is to (1) aid as many students as possible in financing their educational costs through earnings, (2) to spend 100% of FWS allocations, (3) to provide employment assistance to departments utilizing FWS employees.

Margaret Miller ended the presentation by stating they were shocked at the numbers they saw. They have formed a committee which has representatives from various colleges and departments. The charge of the committee is to consider different scenarios and figure out what can be done to easily benefit the student without causing a hardship, make sure all the money is being used, give students as many hours as they are allowed to work and give to those that need help the most. The committee has decided for this coming summer and for 2010/2011, the FWS awards for students will be $1000 per semester which will allow them to work nine hours per week. The committee is also working to decide exactly how the summer FWS money is going to be distributed for 2009/2010. Some offices have been creative and have decided to share work study students.

MINUTES: Senator J. Miller made the motion to approve the minutes of March 8, 2010. Motion seconded by Senator T. Hill. The minutes were approved as distributed.

TREASURER’S REPORT: Senator Debbie Starnes reported a balance of $5,428.41 in the operating budget. There were no expenditures.

COMMITTEE REPORTS:

- **Staff Development and Evaluations:** Senator Stafford reported they were asked to give a description on the committee. The Committee on Staff Development and Evaluations is concerned with staff developmental activities such as training and evaluation. The committee assists in formulating workshops and training seminars as well as providing information about outside training programs. President Simmons asked the committee to look into compiling staff senate achievements since its beginning in 1978. The committee is looking at ways to do that. The committee was also asked if the Certified Professional Secretary program and the 9% raise were still available for eligible employees given our current budget situation and how we went about notifying people of this possible program. Senator McClay reported the CPS program is still available. HR advertises this in new employee orientation. It is also on their website in several places. It is under PPP41 and is also on Rich Ashley’s training site. The website gives information on where you can take review classes, where you can get materials and thoroughly explains the process. The budget office pays for the CPS exam, not the department. After certification, the 9% raise stays in your base salary regardless of any bonuses or raises. The increase is effective the next pay period after certification. Senator Stafford also reported the committee would like to look at training opportunities for staff and work with HR and the Employee Development Center to help make people aware of the different programs available. Staff Senate help to start the Employee Development Center and it is considered one of our biggest accomplishments.

- **Committee on Committees:** No Report
- **Staff Concerns and Grievances:** No Report
- **Committee on Elections:** No Report
- **Holiday Drive Committee:** No Report
- **Staff Picnic Committee:** Senator Canter reported they met with Aramark and will be having the same menu as last year. Please let them know who you have contacted for door prizes so a thank you letter can be sent to them. Senator Russell reported gifts keep coming in.
- **Blood Drive:** No Report
OLD BUSINESS

- Convocation Committee will be formed with about six people. If interested in being on this committee send President Simmons an email. A tentative date has been set for September 29, 2-4 pm. This will all depend on Dr. Stanton’s schedule.

NEW BUSINESS

- TCRS Information – the voter information sent through mail to vote for representatives did not list anyone from East Tennessee. There was a concern on how nominations are received and voted on. It was suggested we check with Tammy Hamm in HR about this.
- Centennial Committee – Senator Keener reported they have not met as a committee. The tentative date for the unveiling of the official logo is set for April 28 at 2:00 pm in the lobby at Carter Hall. However, no press releases have gone out at this time.

ANNOUNCEMENTS

- President Simmons offered congratulations to Lisa Blackburn Booher on her recent marriage.
- President Simmons also welcomed Senator Nave back.
- Recycle event is next Saturday at Liberty Bell.
- Senator Fulkerson announced April 30, 1pm-3pm is ETSU Beautification Day. If possible, please sign up to support our facilities staff.
- Carolyn Bond reported the first floor of the library has moved to second, third and fourth floors. Renovation will begin on first floor in May.
- The meeting in May will be held at the Reece Museum.

There being no further business, Senator J. Miller made a motion to adjourn the meeting; motion seconded by Senator D. Robinson.

Respectfully submitted,
Angela Brewer
Secretary

The next meeting is Monday, May 10, 2010 @2:30 pm
Reece Museum

Please send notices of non-attendance to brewera@etsu.edu and agenda items to simmons@etsu.edu