STAFF SENATE MEETING
MINUTES
DP Culp Center, Forum
August 9, 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/stsenate/default.asp

PRESENT: Constance Alexander, James Batchelder, Carolyn Bond, Sarah Bradford, Angela Brewer, Queen Brown, Deanna Bryant, Cindy Canter, David Collins, Phyllis Cooper, Tim Dills, Charles Forrester, Joy Fulkerson, Crystal Gilland, Linda Greenwell, Tom Hill, Myra Jones, Janet Keener, Paul Lavoie, Susan Lilly, Diana McClay, Donna Murphy, Stephanie Nave, Margaret Pate, Chuck Patton, Betty Ann Proffitt, Wanda Richardson, Sharon Riddle, David Robinson, Rob Russell, Jamie Simmons, Patricia Stafford, Andre Stevens, Carla Warner

ABSENT: Lisa Booher (excused), Kathy Carder (excused), Angela Haire (excused), Candy Massey (excused), Joe Miller (excused), Shea Renfro (excused), Sue Russell (excused), Debbie Starnes (excused), Karen Sullivan (excused)

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

GUEST SPEAKERS: President Simmons introduced guest speaker David Collins who spoke on the Valley Brook Facilities which is now going to be called ETSU Eastman Valley Brook Campus. Approximately 150 people attended the open house/tour of the facility. It was built around the 70’s and has been very well maintained. There are 70,000 square feet of offices and lab space and it’s on 144 acres of land. There will be a small group of people looking at ideas for utilizing the facility. They are in the beginning stages of coming up with ideas and encourage people to submit their ideas to the group. The labs are top notch and they are looking forward to using them and plan to look at it as a reward to be out there. Ideas can be submitted to the group working on this by using the ideas form which was sent with an email from Dr. Bishop. They will probably have another open house/tour of the facility in the next couple of months. Their goal is to have people out there by January 1. They are still trying to figure out the exact staffing they will need. It has been estimated operating costs would be around $350,000 – $500,000. You can still view pictures of the facility at http://www.etsu.edu/centralreceiving/updates.aspx  Click link ETSU at Valley Brook

Dan O’Brien spoke on the emergency preparedness plan. The plan is located on the safety site https://www.etsu.edu/safety/. The key component is communication. The university now has a contract with RAVE, a company that takes care of out text
messaging. If you hear the sirens you should also get a text message telling you what is going on followed by instructions on what to do. Some fire alarms have enunciator capability. Public Safety Dispatch can use a microphone to make announcements over some of those systems. Other communication tools are the ETSU alert page, mass emails and emergency phones. There is a safety committee and they meet on the 1st Monday of every month in Dr. Bishop’s office. They go over procedures, policy development, and participate in tabletop exercises with different scenarios. All key decision makers are at those meetings. Public Safety has active shooter training annually and there is also a fire safety and extinguisher training. If anyone’s interested in the fire safety and extinguisher training for their office or department contact the Environmental and Safety Office and they will schedule a time for training. The committee is also looking at creating a computer based training module which will be made available to all ETSU employees and will give basic instructions on what to do if there is an emergency. They would like to see it be a mandatory training but that would be up to the administration. Mr. O’Brien also asked if the Staff Senate would be interested in participating in beta testing. President Elect Chuck Patton said the senate would take it to vote and get back with him. There are emergency posters that are framed and placed in buildings all over campus. They identify some of the basic emergency preparedness information you will need and also tells you what to do if you hear the campus emergency sirens and identifies the assembly point for your building in case of a fire. Mr. O’Brien mentioned regardless of where you were on campus you only need to dial 911 for emergencies.

MINUTES: Dr. Collins made corrections to June 14th minutes. They are as follows: Collins reported the legislature has approved a supplemental longevity payment to be paid on October 31 to all employees having at least one year of service as of October 1, 2010. The payment will be $50 per year of service with a minimum payment of $150 and a maximum payment of $1250. This payment will be made only if actual state revenues exceed budgeted amounts by $50,000,000 as of October 1. Senator Tim Dills made the motion to approve the minutes of June 14, 2010 pending corrections. Motion seconded by Senator Paul Lavoie. The minutes for June and July were approved pending corrections to June 14th minutes.

TREASURER’S REPORT: There is $6000 in the operating budget for 2010-11.

COMMITTEE REPORTS: Regular Monthly Reports

- Blood Drive Committee: No Report
- Review of Staff Awards Process – Senator Sullivan was not in attendance.
- Committee on Committee – No Report
- Communications and Website Committee – Senator Dills report the Centennial Website link has been added.
- Staff Picnic Committee – No Report
Visibility Committee – Senator Pate reported they were going to try and set up a table in the Pedestrian Mall on August 31 for the welcome back picnic.

COMMITTEE REPORTS: Year End Reports

Staff Concerns and Grievances: Senator Keener recognized and thanked the members of the committee. They had four issues; the first was in October when a facilities employee requested to park in the fire lane behind Gilbreath. Vernon Bradley and the Parking Office consented to allow parking there for a short period of time as long as someone stayed in the vehicle to move it in case of any emergency. The next issue was the inclement weather policy. It basically came down to using your own judgment. Dr. Collins has to make a decision early in the morning to decide if they will delay or close the university. At this point it did not seem there was anything Staff Senate had to pursue as far as a policy amendment. Unfortunately the last two situations the committee met they actually had a senator termination due to excessive absences. A letter of termination was mailed to the home of Linda Lett. Thirty days have passed and there was no appeal. Her tenure is over. According to the constitution and bylaws, if a senator is terminated they must wait a year before being renominated for Staff Senate. The other incident was a member of the Staff Concerns and Grievances Committee who was terminated for excessive absences. Billy Robinson was also mailed a letter of termination on July 13. It has not been thirty days and a written appeal has not been received. Billy may still appeal to the committee and if that’s the case it comes back to the Senate for a vote. President Simmons asked since Billy has two more years left of his tenure should we find an alternate. It was suggested we go through the elections process if he doesn’t appeal. President Simmons had received an email that Billy’s mother had passed away but has not been able to confirm the information. If anyone knows anything about this please let her know.

Committee on Elections: Senator Greenwell recognized and thanked the members of the committee. They are responsible for the elections of Staff Senate and formalizing procedures and also rule on eligibility of nominees and voters. In June, Senator Greenwell contacted the chair of Staff Concerns and Grievances Committee to see if anyone needed to be terminated. Senator Keener notified of those she talked about. They also review the terms of office of the current senators and remind them if they want to be nominated again and they also contacted Tammy Hamm and Eric Crigger in HR who told them how many employees there were in each category and figured the percentages in each category. For example, in category 3 there are 43.5% of staff employed so they are entitled to thirteen representatives and since ten are staying on we only have to vote on three. They do that for every category. After HR verifies everyone is eligible they prepare the nomination forms and then the ballots. Elections are still being conducted using the electronic voting system and paper ballots have been
delivered to Physical Plant. They have only had five paper ballots returned. They have had 370 electronic votes and are over the amount of votes cast from last year. This is also the year for new appointments. All the Deans in all the colleges have been notified and asked to name someone for their appointment. Appointed positions are for three years. The deadline for voting is Thursday, August 12. After Thursday, the committee will get together and tally the paper votes and verify the electronic votes. They will get letters out to the winners and alternates by the middle of next week.

- **Holiday Food Drive Committee**: President Simmons reported this year was the highest donations they collected in the four years she has been on the senate. They received $6,296.33 and with that they were able to provide 380 food baskets to 321 families, each family received $10 in Food City Gift Cards. 79 Food City gift cards were given to parents of Little Bucs. With the remaining money they were able to do three full Christmas presents to three Little Bucs students, two full Christmas presents to two young adults in the community, 20 partial Christmas presents to Little Bucs where they had already been adopted but needed additional things, 15 full Christmas presents to senior citizens and six gift cards to staff members that were on extended sick leave.

- **Staff Development and Evaluations**: Senator Stafford thanked the committee members for their help. She has contacted Rich Ashley in HR and volunteered our input into any training. They are also coming along with the list of Staff Senate Accomplishments. It’s finished it just need to be typed into a word document.

**NEW BUSINESS:**

- **MillerCrest Apartment Fire**: President Simmons thanked those who volunteered to be on the committee and for coming together in such short notice to take care of a community need. This committee will be meeting after the meeting today to choose a chair for the committee. As of right now, we know of three or four students, one adjunct faculty member, Donna Nelson and one in athletics, Phillip Al-mateen. Senior Staff Council reported that athletics has made a contribution to Phillip in the amount of $1250. President Simmons reported to President Stanton that whatever we collect will be divided equally among everyone we identify. As of today we have collected $878.

- **Nibbles and Kibbles**: Senator Chuck Patton reported on a program that assists seniors with feeding their pets. Nibble and Kibbles is a pet food pantry to help those who need assistance in feeding their pets. You can make contributions to this organization and the pet food will be distributed to those families in need. Senator Patton will send a flyer to everyone with all the information.

- **Staff Senate Liaison Committee**: The purpose of this committee will be to give the Staff Senate the ability to be involved with those entities, both internal and external, that may directly impact the staff at ETSU and gives the Staff Senate the insight to help affect change if need be. This committee will expand off of the Visibility Committee. If everyone votes to approve this committee, it will have
four subcommittees: Internal Legislative Subcommittee which will enable the Staff Senate to maintain open lines of communication with the Faculty Senate, Student Government Association and University Council; The External Legislative Subcommittee which will enable the Staff Senate to maintain open lines of communication with the State of Tennessee elected officials for our region on those matters pertinent to the ETSU Staff; The Visibility Subcommittee which will bring ETSU awareness to Staff Senate by senators being accessible to the campus community throughout the year by attending various campus functions as well as sponsored special events that are non-legislative in nature; and the Life Events Subcommittee which will enable the Staff Senate to maintain open lines of communication with those entities at ETSU involved with life events and to try to assist those employees that are directly affected by life events, which may include but not limited to births, deaths, hospitalization/illness, FMLA, retirement and weddings. Senator David Robinson made motion to implement this committee and Senator Tom Hill seconded the motion.

- **Executive Council**: Open positions are President Elect, Secretary, Treasurer, and Member-at-Large. If interested in running for these offices please submit your name to Linda Greenwell by September 13. There will be a secret ballot at the September 13 meeting. Those that decide to run for Executive Council position after the ballot cutoff may announce their candidacy at the meeting. There will be write in blocks on the ballot. The results of the Executive Council election will be announce at the September 13 meeting. Each person on the Executive Council gave a brief overview of their job description on the Council.

- **Committee Chairs**: Those Senators desiring to chair a standing committee or project committee please send your name to PattonC@etsu.edu. Senators will be able to join a committee at the September 13 meeting.

**ANNOUNCEMENTS:**

- Staff Convocation is September 15.
- Centennial Convocation is October 1 at 10:00 am.
- Budget Convocation is October 13.
- James Batchelder thanked everyone for their assistance and patience while he was on sick leave.

There being no further business, Senator Joy Fulkerson made the motion to adjourn the meeting; motion seconded by Senator Wanda Richardson.

**The next meeting is scheduled Monday, October 11, 2010 @2:30 pm Forum, DP Culp**

Respectfully submitted,
Angela Brewer