STAFF SENATE MEETING
MINUTES
Forum Room, DP Culp Center
January 11, 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: Constance Alexander, Lisa Blackburn, Carolyn Bond, Sarah Bradford, Angela Brewer, Queen Brown, David Collins, Phyllis Cooper, Tim Dills, Corintha Duncan, Charles Forrester, Joy Fulkerson, Angela Haire, Thomas Hill, Myra Jones, Janet Keener, Candy Massey, Diana McClay, Joe Miller, Donna Murphy, Stephanie Nave, Margaret Pate, Chuck Patton, Shea Renfro, Wanda Richardson, Sharon Riddle, Billy Robinson, David Robinson, Sue Russell, Jamie Simmons, Patricia Stafford, Andre Stevens, Debbie Starnes, Karen Sullivan, Carla Warner

ABSENT: James Batchelder (excused), Deanne Bryant (excused), Cindy Canter (excused), Kathy Carder (excused), Linda Greenwell (excused), Paul Lavoie (unexcused), Linda Lett (unexcused), Susan Lilly (unexcused), Betty Ann Proffitt (excused)

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

GUEST SPEAKER: President Simmons welcomed Diana McClay, Lori Erickson and David Smith from Human Resources to speak about the new eValuations system. This is phase two of the electronic systems. There will be plenty of trainings beginning the week of February 8th, and all the information will be on the Human Resource website. Another phase of the eJobs system will be putting job descriptions into the system which will feed into both the advertisements and the evaluations. Staff Senate was very involved in developing the evaluation forms several years ago. The forms remain the same but now they are electronic. Lori Erickson gave a presentation of the eValuations system. The system is maintained by a 3rd party administrator and can be accessed from home. Starting with 2009-2010 evaluations, all evaluations will be historically stored in the system. The system requires every part of the evaluation to be completed. The vendor is still working on the support staff evaluations and will be completed before evaluations are due. Lori distributed a work flow chart to show how the evaluations are sent through the system. President Simmons asked if a supervisor can send an evaluation to Human Resources before the employee sees it. Lori responded by saying it could happen, but HR would send it back to the supervisor stating the evaluation has to go through the employee. HR can always see where the evaluation has been. Every employee will be given a number, and the employee has to log in to the system, open the evaluation, read it and make any comments. The system records where the evaluation has been. The employee has to go in and submit it to the supervisor. Senator Fulkerson asked if the supervisor could see the comments made by the employee. Lori said “yes” they will see comments you make. Senator Murphy asked if it was possible for the supervisor to go in and make changes to the evaluation after the employee views it. Lori responded by saying “yes”, but they can only make changes to their comments, not the employee’s comments, and the system records all activity. You can always go back in the system and see what has been done.
Kathleen Moore, Physical Plant, gave a presentation on recycling. They are trying to encourage more recycling on campus and over the past year have doubled the recycling rate. They are participating in the Recycle Mania Competition in North America. 510 Universities and Community Colleges are participating in this 10 week competition in which you measure everything you recycle. ETSU will send all their recycling information to the national recycle mania site. They keep track of each university and how much has been recycled. This starts January 17 and will continue through the end of March. They will be collecting number 1 and 2 plastic bottles and containers, as well as, all paper, cardboard and aluminum cans. They have special events planned for campus such as a spring clean-up, clean-out event around spring break and are asking all departments to contact them to collect any paper, old files, etc. However, they cannot recycle anything with social security numbers or personal identifying information. Also, they are working on a shred-it event at the same time during spring break. Also, working with athletics, there will be a recycle mania series during the ASUN competition basketball games. If you need recycling containers for your department, do a work order or email Kathleen at moore@etsu.edu.

MINUTES: Dr. Collins stated he had corrections of the December 14th minutes. They are as follows: The Budget Task Force was established with the responsibility to come up with a three year plan, so that the University would be in balance with the 25.4% reduction when the stimulus funds end in 2010-11. At this time, based on the 5% tuition increase and the 2% enrollment increase the University is currently in balance. Senator D. Robinson made the motion to accept the amended minutes. Motion seconded by Senator J. Miller. December 14th minutes were approved as amended.

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: No report
- 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 Russell reported there was a sign up sheet going around with names of businesses to contact for the staff picnic for donations of door prizes. She reminded everyone to sign up for those businesses they were willing to contact, and if there were any businesses you would like to add to write them on the list.
- Blood Drive: No Report. In process of scheduling a meeting.
- Website Committee: No report.
- Committee for Review of Staff Awards Process: No report

OLD BUSINESS
- Staff Recognition at Basketball Game – President Simmons has been in contact with the representative regarding the game. When President Simmons receives the information, she will forward to all senators.
- Staff Senate Brick – Will be meeting with Karen Sullivan in regards to taking care of getting the brick ordered for the recognition of the Staff Senate.
• Dr. Collins reported that the University has contracted with Rave Wireless and are in the middle of testing the system. Everyone should receive an email regarding this early next week.

NEW BUSINESS
• Staff Convocation Committee – The Exec. Board met and decided it was a good idea to have this particular committee. However, the committee will not be formed until early spring and will include the incoming president. Information will be sent out later for those interested in becoming a part of this committee. It will be a project committee.
• Visitation Committee - This would be a new project committee. The purpose of this committee would be to make the Staff Senate more visible on campus. Candy Massey and Margaret Pate will start this committee and will need any volunteers interested in serving on this committee. Would like to start with this committee in February. Even though we will have a committee, everybody on the Senate would be involved. Some ideas are to meet each department, see how they work and introduce ourselves. One main goal is to set up a table somewhere in the Culp Center or in Main Meal where we could be visible. Each senator would take one day a month to eat lunch at the table. We would provide a box on the table for suggestions or comments.

NEW AGENDA ITEMS/CONCERNS
• Centennial Committee – Senator Keener will be the representative for Staff Senate and is also on the Steering Committee. The committee will not meet until after January when the logo contest is closed.

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

Respectfully submitted,
Angela Brewer
Secretary

The next meeting is Monday, February 8, 2010 @2:30 pm
Forum Room, DP Culp Center

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