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

PRESENT: Constance Alexander, Carolyn Bond, Lisa Booher, Sarah Bradford, Angela Brewer, Cindy Canter, Kathy Carder, Phyllis Cooper, Tim Dills, Joy Fulkerson, Crystal Gilland, Linda Greenwell, Angela Haire, Tom Hill, Myra Jones, Janet Keener, Paul Lavoie, Susan Lilly, Candy Massey, Joe Miller, Donna Murphy, Stephanie Nave, Margaret Pate, Betty Ann Proffitt, Shea Renfro, Wanda Richardson, David Robinson, Rob Russell, Sue Russell, Jamie Simmons, Patricia Stafford, Andre Stevens, Debbie Starnes, Carla Warner

ABSENT: Queen Brown (excused), Deanna Bryant (excused), David Collins (excused), Charles Forrester (excused), Diana McClay (excused), Chuck Patton (excused), Sharron Riddle (excused), Karen Sullivan (excused)

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

GUEST SPEAKER: President Simmons introduced guest speaker Susan Wallace, President of the IAAP Tri-cities Chapter. She also works in the ETSU Department of Psychiatry. Ms. Wallace talked about the CPS and CAP exams. To view the 30 page CPS and CAP certification review guide visit www.iaap-hq.org. The CPS and CAP exams are administered on the first consecutive Friday and Saturday every May and November. It is a three part exam. Parts 1-3 of the CPS and CAP exams are administered on Saturday. The fourth part of the CAP exam is administered on Friday afternoon. The three part CPS exam covers Office Systems and Technology, Office Administration and Office Management. The CAP covers the three parts of the CPS exam and also Advance Organizational Management. Employees will receive a 9% increase in salary upon completion and passing the CPS and CAP exams.

Yearly membership dues are: Professional: $83; Student: $50; Associate: $180. This information was taken from: http://www.iaap-hq.org/join/types.html.

Fees for the exams are:
### 3-part CPS exam
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### 4-part CAP exam
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### CPS hold taking part 4 of CAP exam
| Member        | Exam Fee       | $120|
| Nonmember     | Exam Fee       | $160|

### Retaking part(s) of the CPS or CAP exam
| Member        | Exam Fee (per part) | $60 |
| Nonmember     | Exam Fee (per part) | $100|

This information was taken from:

For more information on the CPS or CAP exams contact:
Susan Wallace at 423-753-2350 or wallacesta@embarqmail.com.

**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 as of October 1.** Senator David Robinson made the motion to approve the minutes of June 14, 2010 pending corrections. Motion seconded by Senator Joe Miller. The minutes were approved pending corrections.

**TREASURER’S REPORT:** All funds have been depleted except for $.93. We will start the new fiscal year with a budget of $6000.

**COMMITTEE REPORTS:** Monthly Reports –  
Year End reports are due at the August meeting.

- **Staff Concerns and Grievances:** Senator Keener reported the committee met on June 24. They had a situation where one senator exceeded the maximum allowable number of absences with in this term year. Based on the constitution and bylaws the senator was mailed a letter of termination on June 25 which was received at their house on July 1. There is a 30 day period where a written appeal
may be submitted. The committee has not received notification of a written appeal at this time.

- **Committee on Elections**: Senator Greenwell reported everyone should have received an email for nominations. The committee has received nominations for each category. Senator Greenwell hand carried paper ballots to Physical Plant. All nominations are due to the committee by July 21st. This is the year appointments are to be renewed. All Deans are aware they need to send the names of their appointees to the committee by the July 22nd. Dr. Wykoff is in agreement for Senator Patton to serve another three years with Staff Senate which will include his year as President.

- **Holiday Food Drive Committee**: No report.

- **Blood Drive**: Senator Cooper reported the blood drive was on June 29. The goal was 40 units of blood. They received 51 units and out of those 51 units there were 17 first time donors.

- **Staff Development and Evaluations**: Senator Stafford reported she is still working on compiling our list of accomplishments. She has been going through the archives and if anyone has a slow day she could use some help going through the files.

**COMMITTEE REPORTS**: Year End Reports

- **Committee on Committee** – Senator D. Robinson gave the report for Senator Warner. He started out by saying it has been a pleasure working with Carla on this committee and that if anyone gets an opportunity to work with her to take it because she is a fabulous person to work with. The Committee on Committee finds nominees for vacant standing committee positions. Last year they filled seven positions.

- **Communications and Website Committee** – Senator Dills read his full report. Members include Tim Dills - Chair, Candy Massey, Chuck Patton, Sharon Riddle and Karen Sullivan. These senators attended a CMS workshop in the ATS in the fall semester. The website has been maintained throughout the year with postings of events and activities as appropriate.

- **Staff Picnic Committee** – The purpose of this committee is to plan the annual staff appreciation picnic. The picnic was on June 4 this year. Terry Countermine was the entertainment this year and there was a costume contest as well and Aramark supplied the food. The committee met several times to plan the picnic. Over 75 vendors donated over 200 items totally approximately $3500. Flyers, emails, brochures, and postings through out all the buildings on all campuses were sent out to make all employees aware of the picnic.

- **Review of Staff Awards Process** – Senator Sullivan was not in attendance. This report will be due at the August meeting.

- **Visibility Committee** – Senator Pate reported this committee was started after the first of the year and they hope to pick up this fall. They plan to start the meet the senators for lunch in the cafeteria. 70% voted to have these lunches twice week.
Senator Fulkerson reported the Welcome Back Picnic may be a good place for Staff Senate to set up a table or booth to interact with other staff. She will send information to President Simmons.

OLD BUSINESS:
- Convocation Committee: The Staff Convocation date has been changed to September 15 in the Auditorium from 2-4 pm. The rehearsal will be September 8 from 2-3:30.

NEW BUSINESS:
- AFLAC: President Simmons was contacted by our AFLAC representatives. They want to offer the campus employee direct billing in which they take premiums directly from your checking account. It has nothing to do with the university as far as payroll deductions. The university has to approve them doing this. The benefit is you get a discounted rate. President Simmons has information and price sheets available for those interested. Senator D. Robinson asked if the rates were pre tax or post tax because that may make a difference to employees. Senator Murphy made the motion that Human Resources should handle all inquiries regarding this. Motion seconded by Senator Dills.

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

The next meeting is scheduled Monday, August 9, 2010 @ 2:30 pm
Forum, DP Culp

Respectfully submitted,
Angela Brewer