
ABSENT: Bonnie Burchett (excused), Betty Grice (excused), Judy Harrell, Karen Hughes (excused), David Jones (excused), Billie Lancaster (excused), Judy Lawson (excused), Chris Loveday (excused), Pay Myrick (excused), Cindy Proffitt (excused), Andre Stevens, Reed Sturdivant, and Shirley White.

GUESTS: Dr. Marsh Grube, Dr. Rebecca Pyles, and Dr. Bill Kirkwood

I. President Hopson called the meeting to order at 2:30 p.m.

II. President Hopson welcomed senators and guests.

III. Dr. Grube, Dr. Pyles, and Dr. Kirkwood presented a SACS update. The SACS on site review committee will be on campus February 18 – 20, 2002. ETSU is one of eight pilot schools for the process and all information is available on the web site. President Hopson thanked our guest for their presentation.

IV. A motion was made by Mary Jordan and seconded by Terry Nelson to approve the January 14, 2002 minutes with a modification that Constance Alexander was present at the January meeting. Motion carried.

V. Treasurer Charles Forrester presented the treasurer’s report. The operating account has a balance of $3,352.45, the food basket account has zero balance, the staff shirts account has $58.02, and the staff awards account has $7,000. A motion was made by Terry Nelson and seconded by Mary Duncan to approve treasurers report. Motion carried.

VI. Committee Reports

A. Staff Development Committee – Kathy Smith distributed a draft of the survey on possible brown bag lunch program topics. She requested senators review and submit comments to her. Discussions followed on the status of the Staff Development Program proposal. The committee will follow up and report at the March meeting. The handbook is on the web site and policy revisions are in process that will require updating the web site after April 1st.

B. Staff Concerns & Grievances – No report.

C. Committee on Committees – David Jones chairs this committee and will be taking a leave of absence. President Hopson distributed a list of vacancies for the 2002-2003 year for review and asked senators to provide the names of staff members who would be willing to serve. Pat Myrick has resigned as the staff senate representative for the TAF committee. President Hopson asked for anyone interested in serving to please contact her.

D. Election Committee – No report.

VII. Old Business

A. No additional news on the possibility of having CPS courses at ETSU.

B. The mailbox at the physical plant is checked weekly. No mail has been received to date.
C. Picnic Committee – Steve Honaker reported the committee recommends catering the 2002 picnic based on the survey results. The purchase of the meat, buns, trimmings, drinks, and paper products, as well cooking the meat, will continue as in the past. ARA will provide baked beans, potato salad, potato chips, slaw, and fresh fruit for an additional $2.50 per person (children under 6 free). This price also includes a variety of cakes, pies, and cookies for dessert. Tickets will be sold for $2.50 each prior to May 31st and $3.00 each afterwards. Staff senate will be required to serve the food. The tickets will be collected and entered in the door prize drawing. All personnel will be notified by e-mail of the change with the exception of physical plant employees who will receive written notification. A paper mailing will follow later to begin ticket sales. The picnic is scheduled for June 7th. Steve Honaker made a motion to cater the picnic, Donna Hauk seconded, and motion carried by majority vote.

VIII. New Business

A. Door Prize Committee – President Hopson asked for volunteers for the committee. Terry Nelson and Kathy Thacker volunteered.

IX. Meeting was adjourned at 3:30 p.m.

Respectfully submitted,
Sue Taylor, Secretary