STAFF SENATE MEETING
MINUTES
DP Culp Center, Forum
October 13, 2008
2:30 PM

PRESENT: James Batchelder, Carolyn Bond, Sarah Bradford, Angela Brewer, Queen Brown, Deanna Bryant, Robert Calkins, Cindy Canter, Corintha Duncan, Joy Fulkerson, Linda Greenwell, Myra Jones, Joe Miller, Diana McClay, Donna Murphy, Stephanie Nave, Debbie Parks, Chuck Patton, Betty Ann Proffitt, Wanda Richardson, Sharon Riddle, David Robinson, Sue Russell, Jamie Simmons, Patricia Stafford, Debbie Starnes, Vanessa Stephens, Karen Sullivan, Carla Warner

ABSENT: Constance Alexander (excused), Lisa Blackburn (excused), Renee Couch (excused), Tim Dills (excused), Charles Forrester (excused), Angela Haire (excused), Susan Lily (excused), Shea Renfro (excused), Kathy Smith (excused), Linda Lett (excused), JoAnn Fitzgerald

The meeting was called to order by President Wanda Richardson at 2:30 p.m.

GUEST SPEAKER: President Richardson welcomed Dr. Paul E. Stanton, Jr., to the meeting. In regard to the economic crisis at ETSU, Dr. Stanton gave an update on the situation:

- Possibility the crisis could last 2 – 5 years
- A total budget reversion of $3,239,800 will be implemented Nov. 1, which represents a 3.44% cut across the board
- ETSU is faced with a $2,061,800 reversion, the J. H. Quillen College of Medicine faces a $985,000 cut and ETSU Family Practice will be cut an additional $193,000
- Tuition increases, program cuts, and layoffs are not expected at this time
- 60 – 70 vacant positions will go unfilled and possibly cut from the budget
- Travel is another area that could see a significant reduction
- Future takedowns is also a concern
- For the 2009-2010 academic year, no capital projects or maintenance projects will be funded by the state
- The Fine Arts Center has been placed on hold; construction may not begin for another two years
- A one-time bonus of $400 for all university employees has not been suspended; employees with 3 years of service will receive this bonus at the end of October
- Two university sponsored events have already been cancelled: the Holiday Open House at Shellbridge, which will save $12,000, and the President’s Leadership Society Breakfast at $8,000
A Task Force on Budget Reversion has been formed to evaluate avenues for the university to improve stewardship and refine economic restraint during this cutback. Dr. Stanton stressed the importance of having a plan ready by November 30.

Lastly, Dr. Stanton thanked everyone for the kindness shown to him during this year’s Staff Convocation. He was extremely moved by the generosity of the group and in his own words stated: “I loved the video and the lantern has been placed upon the mantel in our home”.

GUEST SPEAKER: President Richardson introduced and welcomed Dr. Wilsie Bishop to the meeting. As Alternating Chair of the University Planning Committee, Dr. Bishop explained that the task of the committee is to review the university’s vision, mission, values, and strategic goals annually. The Planning Committee recently completed their charge and Dr. Bishop asked the Staff Senate to review the findings and submit feedback. She then presented a Power Point presentation, which outlined the principles, planning concepts, and mission statement of the program. It was entitled: Guiding Principles and Planning Concepts. Dr. Bishop encouraged the senators to visit http://www.zoomerang.com/Survey/?p=WEB228BQW7VYOG and submit comments and remarks. Senator Betty Ann Proffitt is a member of the committee.

Following a round of applause by the Senators, President Richardson thanked both Dr. Paul E. Stanton and Dr. Wilsie Bishop for their service to the university and for each taking time to speak to the Staff Senate.

MINUTES: Senator Linda Greenwell made the motion to approve the minutes of September 8, 2008. Motion seconded by Senator James Batchelder. The minutes were approved as distributed.

TREASURER’S REPORT: Senator Cindy Canter reported the balance in the operating account stands at $5,894.05. Expenditures included the plaque for Dr. Stanton given at Staff Convocation, portfolios for each Senator, and copy paper to be used for various printing needs.

COMMITTEE REPORTS:

- Staff Development and Evaluations: no report
- Committee on Committees: no report
- Staff Concerns and Grievances: no report
- Elections Committee: no report
- Holiday Food Drive Committee: Senator Jamie Simmons advised that the committee would have a brief meeting immediately following today’s Staff Senate Meeting.
- Staff Picnic Committee: no report
OLD BUSINESS:

- **Staff Convocation**: Following a round of applause by the Senators, President Richardson thanked everyone for their contribution to this year’s event. She reported that more than 350 employees attended the September 30 Staff Convocation. While she considered this a large number of attendees, Richardson suggested moving the date closer to the first of the month so that individuals involved in other activities could attend. She went on to explain that a major Jewish holiday, Rosh HaShanah, was celebrated on September 30 and several employees were on annual leave in observance of that holiday. This idea opened the floor for discussion on ideas and programs the Staff Senate could sponsor to encourage and promote camaraderie among the employees. Given the state of the college, the Senators were concerned morale would be low and emotions high in the coming months. It was agreed anything the Senate could do to keep the drive and spirits up would be beneficial. Everyone agreed this year’s Staff Convocations was the best ever. The staff video, *We Are Family* and the gift of conductor whistles, made the convocation most memorable.

- **Website Committee Update**: Senator Karen Sullivan reported the committee had met twice and the process of revamping and updating the website is progressing. The plan is to create a webpage that is easy to navigate, user friendly, and continually updated. A new logo is in the design stage. A completed report will be available at the next Staff Senate meeting.

- **Committee for Review of Staff Awards Process Update**: Dr. David Collins reported that the committee had met twice to discuss the review process for the staff awards nomination. Senator Cindy Canter stated the committee is reviewing the current application with the intent of possibly changing the form. In consideration of the present budget crisis, Dr. Collins informed the Senators the amount of award money will not be increased.

NEW BUSINESS:

- **Holiday Food Drive**: Senator Jamie Simmons reported this year’s food drive would run from October 27 – November 7. Collection of food from drop off locations during November 10 – 14; sorting of food in the afternoon on November 18 & 19; and delivery of baskets on November 20 & 21. A formal announcement and list of drop off locations will be forthcoming in an email from Dr. Collins’ office. Senator Simmons encouraged everyone to rally together in promotion of the food drive. She reminded the group that the decline of the economy would likely increase the requests for food baskets and more contributions would be needed.
• **Yearly Review of Supervisors:** Diane McClay informed the Senate that a process for evaluating supervisors is already in place. The form can be accessed on Human Resources’ website.

• **New Agenda Items:** Senator Chuck Patton informed the Senate that the ETSU Veterans’ Affairs Standing Committee will hold a ceremony on Tuesday, November 11 at 11:11 am to honor and remember those who have served our country through military service. The event will be held in front of Memorial Hall, home of the old Brooks Gym.

• Senator Joy Fulkerson reminded everyone of next week’s homecoming activities and encouraged our support.

• Dr. Collins advised the Senate of the upcoming changes in the schedule of holiday time off. TBR is removing Good Friday and reassigning another day, possibly the Friday after Thanksgiving. Discussion followed with the consensus of leaving the schedule as it currently stands.

Senator Joy Fulkerson made the motion that the meeting adjourn. Motion seconded by Senator Corinthia Duncan.

The next meeting is scheduled **Monday, November 10, 2008, at 2:30 pm in the Culp Center, Forum Room.**

Respectfully submitted,
Sue Russell
Secretary