STAFF SENATE MEETING
MINUTES
March 11, 2013

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/itsenate/default.asp


EXCUSED: Lisa Bell, Kathy Hawks, Helen Jones, Mary Maupin, Joe Miller, Pat Myrick, Chuck Patton, Betty Ann Proffit, Kathy Smith, Karen Sullivan, Nathan Tino, and Carla Warner.

I. Call to Order

President Christy Buckles called the meeting to order at 2:30 pm.

II. Approval of Minutes – Senator Bishop made motion to approve the minutes of the February 11, 2013 meeting. The motion was seconded by Senator Robinson. Minutes were approved as distributed and will be posted on the Staff Senate website.

III. President’s Report – President Christy Buckles

   A. Newsletter – President Buckles shared that the third Campus Voice Newsletter will be distributed in March. President Buckles asked that any ideas, thoughts, articles for inclusion, suggestions, etc., can be forwarded to her or Senator Eargle.

   B. Member-At-Large/Historian – President Buckles noted that due to the lack of cohesion and documentation of Staff Senate activity and recordkeeping, it may be beneficial for the Senate to identify an historian. The duties of the position would be to compile Senate information over the course of the year, keep it centrally located, and act as a liaison with the Archives of Appalachia by forwarding the information to them for the sake of posterity. A suggestion was made to incorporate these duties as part of the responsibilities of the Member-At-Large. Currently, the position of Member-At-Large is not well-defined. The current responsibilities of the Member-At-Large will be reviewed and edited for a possible change in the constitution and voted upon by the entire staff body. In the interim, a suggestion was made to move forward and add these duties to the current Member-At-Large as non-official duties until the change in the constitution can be made. This suggestion was met with no opposition by the Senate. President Buckles and the Executive Committee will work on redefining the Member-At-Large description and will distribute it prior to the next meeting for a possible vote.

   C. Future Senators – President Buckles shared that there is a great opportunity on the horizon. In September, there will be 17 Senate vacancies – some appointed and others elected. She encouraged current Senators to promote the Senate and activities in the hopes of receiving nominations to fill the various upcoming vacancies.

   D. Budget Meeting Update – President Buckles shared that Senator Whitlock, Senator Belcher and she met with Dr. Collins to discuss our current budget. In past years, it has been difficult to fund the Staff Picnic due, in part, to increased costs by Aramark. Dr. Collins has agreed to increase the operating budget this year by $1,000 in an effort to offset increased expenses. Dr. Collins noted that there may be a possibility of increasing the budget permanently. President Buckles thanked Dr. Collins for being a candid advisor who is always willing to listen, and for helping to meet the needs of Staff Senate.
IV. **Treasurer Report** – Senator Whitlock reported that with the additional funds added to our main account, the picnic committee was able to secure the food for our picnic. The main account balance is now $654.14 which, according to records from the previous year, should carry us through the end of this fiscal year. The CBC account balance is $4,701.25, and the holiday remains at $168.04. Senator Bond was not aware of any recent expenditure from the CBC account and asked that Senator Whitlock review the account balance for discrepancies.

V. **Report on Standing Committees**

A. **Committee on Committees** – No report.

**Committee on Elections** – No report.

B. **Communications and Website** – Senator D. Smith shared that the committee has been discussing a possible change in the manner Senators are represented on the website. The biographies are currently buried and not easily accessible. The committee suggested that a “one click” feature would be more user friendly. The “contact us” information will remain unchanged to allow for quick reference. Senator D. Smith noted that in order to redirect all of the information, it will be imperative that Senators forward their information to him or to Senator Chamberlain as soon as possible. There are some Senators who may not wish to have their photos published on the website. This desire was addressed by a suggestion made to have the listing sorted differently. The committee will continue the discussion regarding how best to present the information, and will also provide a questionnaire for new Senators to complete.

C. **Community Benevolent Committee (CBC)** – Senator Bond, Chair, commented that the committee received a note from Food City as a thank you for patronizing their store. She noted that the application and guidelines for the CBC is currently posted to the website. After discussion, it was agreed that there would be three permanent reviewers of the requests, and Senator Russell and she would serve as alternates. The ideal turnaround time for requests is 48 hours.

**Liaison Committee** – At the last meeting, we began a discussion regarding the Staff Survey. President Buckles noted that it was the hope of Senator Patton that the Senate could vote today on passing the recommendations of the survey. President Buckles commented that she has received a lot of push back from Senators indicating various reasons for not supporting the recommendation document. In order for the Senate to support the recommendation document, each recommendation would need to be voted on separately. The Executive Committee has met with Senator Patton and reported concerns voiced by the Senate members. At this point, the Executive Committee feels comfortable submitting the survey questions and answers to the Office of the President without the recommendations, and Senator Patton is agreeable. Senator Patton would also like the results to be forwarded to staff members after forwarding the information to President Noland, noting that it is especially important for staff members who participated in the survey. Further discussions, centered on the recommendations, will continue to take place in an effort to utilize the information as an internal document for forward progress. The survey will not go unnoticed, but will allow the Senate to move forward on some pertinent issues identified by staff members. Dr. Collins shared that there was some discussion among the institution’s administration regarding a similar initiative of Faculty Senate. He noted that President Noland proposed to Faculty Senate that they use a survey established by The Chronicle of Higher Ed. Annually, The Chronicle of Higher Ed conducts a survey of Great Colleges to Work For. Dr. Collins shared that the survey serves as a great benchmarking tool against other schools. Dr. Collins noted that Faculty Senate was very receptive to the suggestion, and proposed that Staff Senate use the same instrument so that both groups will have benchmarks for measurement purposes. Dr. Collins also recommended that we not forward the document of recommendations to Dr. Noland, but instead allow him to draw his own impression from the data. Senator Hill made motion to forward the survey document, which includes questions and results, without the recommendation document, to President Noland; the motion was seconded by Senator Robinson, and approved by vote.
Senator Bond shared that the Liaison Committee has taken on the task of reviewing the Staff Senate Constitution.

D. **Staff Awards Committee** – No report.

E. **Staff Concerns** – No report.

F. **Staff Development and Evaluation** – Senator Chamberlain, Chair, reported that the committee met by virtual meeting room. An additional link has been posted to the Staff Senate website for Education – Training – Resources; it is hopeful that this information will be helpful resources for staff members. Some other helpful information added to that page is the newsletter, career information, and miscellaneous benefits information. This information is primarily links to other websites.

G. **Visibility Committee** – Senator Murphy, Co-Chair, shared that the committee is moving forward with implementing visits around campus. Senator Murphy requested volunteers to help with brief visitations and has provided a sign-up sheet giving Senators the opportunity of choosing the dates in which they would like to participate in the visits. Staff Senate brochures and business cards will be available to distribute during the visits.

VI. **Report on Project Committees**

A. **Blood Drive** – President Buckles commented that there is no formal report, but shared that Senator Hawks is working with the Marsh Blood Center in an effort to identify a date for the drive.

B. **Staff Picnic** – Senator Tillman, Co-Chair, shared that the picnic date has changed to May 24th, from 1-3pm. The menu includes BBQ chicken, green beans, mashed potatoes with gravy, rolls, cookies, water, sweet/unsweet tea and lemonade. The cost of the meal is $8.50 per person. Twenty-five box lunches will be delivered to the Child Study Center and “The Edge” radio will DJ and do a live stream for $150. The Office of eLearning will record the event free of charge, and will be uploaded to YouTube. The committee is working diligently to solicit donations from areas vendors. Anyone interested in helping to secure a sufficient number of door prizes is welcome. Tables, tents, balloons, and weights for the balloons have been secured. Senator Tillman requested that members of the committee stay for a meeting immediately following today’s meeting. Senator Tillman and the members of the committee expressed their appreciation to Dr. Collins for the increase in the budget to meet the needs of the picnic.

VII. **Old Business**

There was no old business to discuss.

VIII. **New Business**

A. Senator Miller noted that, for support staff, comp time not taken by the end of April will be paid for the time in May. She suggested that administrative personnel be aware that funds will need to be available to compensate support staff for their time worked as well as for administrators who have worked on holidays.

IX. **Announcements**

A. Senator Bond noted that there is a rumor circulating regarding the move of Bucky’s Food Pantry. Dr. Collins extinguished the rumor noting that, at this time, there are no plans to relocate the food pantry.
B. Dr. Collins shared that the bill to have guns in parking lots has been approved and signed by the governor. Anyone carrying a gun in a car must be licensed and the gun is to be kept locked in the glove compartment at all times.

C. Senator Murphy shared that we currently have eight Friends of the Senate who are willing to become active participants in committees and other projects related to the Senate.

D. Senator Hill noted the change in the green areas on campus. Dr. Collins shared that the entrances to the buildings in the green areas will be changing; Brooks will have a handicapped access entrance.

E. Senator Hill shared that there is a new Veteran’s Lounge open to all student veterans.

Adjournment – There being no other business to discuss, Senator Robinson motioned to adjourn the meeting; the motion was seconded by Senator Bishop. The meeting was adjourned at approximately 3:29pm.

Submitted by Senator J. Ann Eargle

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Secretary