STAFF SENATE MEETING
MINUTES
April 14, 2014

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


EXCUSED: Lisa Bell, Gary Bishop, Kristy Buchanan, David Collins, Donna Cox, Tim Dills, Carshonda Harris, Helen Jones, Chris Loveday, Pat Myrick, Lisa Rowland, Kristi Smith, Karen Sullivan [Adv], and Edith Tillman.

UNEXCUSED: Freddie Hill.

I. Call to Order – President Lisa Belcher called the meeting to order at 2:30pm.

II. Approval of Minutes – Approval of minutes for the March 10, 2014 meeting was deferred.

III. PRESENTATION BY SPECIAL GUEST – Ms. Marla Hayman, Training Manager, David Smith, Technical Manager, Office of Human Resources – Ms. Marla Hayman, Training Manager, and Senator David Smith, Technical Manager, presented an overview of the most recent changes on the training and development website. The presentation was videotaped and will be uploaded to the website in an effort to increase communication. Ms. Hayman shared that the training and development website has been completely reformatted and streamlined to be more user-friendly. On the website you will find required training classes, eTraining classes, departmental, and open classes. Even though training classes can be found and participated in on the web, there are still many open classes in which the format has remained the same. Departmental classes are a new offer. Departments who have specific training needs may request on-site training during a staff meeting, retreat, etc. Previously, the development programs were available via on-site classroom participation only; however, now the development programs are available completely online. The library/tools link offers additional resources such as videos, slides, and a link to the Johnson City Library. The Skillsoft program remains available and offers over 50 online courses, ranging from leadership and management, customer service training, classes on Outlook, Word, Excel, etc. Every employee has access to these classes. All Skillsoft training classes are offered completely online and can be accessed from any computer. An additional benefit of Skillsoft is that the program can be utilized by supervisors to assign classes to employees as a developmental growth opportunity. A catalog of Skillsoft classes can be found by clicking on Skillsoft and Information. The icon for the catalog is found midway down the page on the right side – a navy and gold icon.

Senator D. Smith presented information in reference to “bite” size and scenario videos. The bite size videos are designed as quick informational videos providing only the information you need. There is no set up or explanation, but only information on a specific task you may be having difficulty with – you just click and watch. In addition to the bite-size videos, there are scenario videos available which are situational videos. Many times it’s difficult to navigate situations appropriately, and for some, it’s easier to receive information via watching a video than reading printed documents. The videos can be found on the Training and Development site as well as the ETSU Youtube channel. Senator Smith shared that a great deal of time has been devoted to ETSU specific videos – mainly evaluations and eJobs. The videos are topic specific, easy to follow, and you can actually “see” the procedure instead of reading about it.
In addition, there are helpful videos from Procurement such as creating carts, document search, and Procard usage. There is also a video concerning retirement planning. Additional videos will be added as needs arise. Senator Smith encouraged Senators to share this information with other staff members.

Some Senators raised questions about the executive aide training course. Ms. Hayman noted that the executive aide training is ETSU specific whereas Skillsoft is an outside vendor offering generic training. Ms. Hayman also noted that the executive aide training is useful for more than executive aides and covers information beyond executive aide duties. She shared that supervisors and staff members in other administrative-type positions have utilized the training due to the various types of information covered in the training. Ms. McClay shared that because the executive aide position requires knowledge about many things – budgeting, purchasing, advertising, students, policies/procedures, etc. – it was requested that executive aide training be developed. Some Senators were concerned regarding the title of the training in that it is possible that office coordinators, technical clerks and some others would not choose to participate in the training due to the various types of information covered, in an effort to attract more users of that course.

In conclusion, Ms. Hayman shared that time savings is an added value in seeking assistance through the HR website prior to making a phone call to the office. The bite-size videos are very helpful and quick to watch. Ms. Hayman shared that one of her goals for the university is to develop a one-stop shop for training. She asked Senators to contact her if there are any needs not currently being covered. She requested the assistance of the Senators to help spread the word about the updated website.

IV. President’s Report – President Lisa Belcher

A. Report on Senior Staff – President Belcher shared that Mr. Joe Smith, Executive Assistant to the President for University Relations, is working on a website which will include committee reports regarding the new budget process committees. It is hoped that the website will be launched by the end of the month. Under the direction of Dr. Calhoun, a committee will examine the structure of the process, governance across the institution, decentralizing budgets, and empowering staff and faculty. Dr. Virginia Foley will serve as chair of a committee to review the academic programs. Dr. Bach will chair a committee which will conduct a review of administrative services and functions. Staff members will be participating members of the committees. In the end, the work of these three committees will create a budget process that is open, transparent and inclusive. The Student Government Association will be holding a debate April 14th at 7:00pm for those interested in attending. It’s an opportunity to meet the new candidates, and hear their ideas and views. Due to the recent incidents on campus involving robbery, if anyone is concerned about their safety and wishes to have accompaniment to evening classes, etc., they are encouraged to call Public Safety to request an escort. Senator Worley recommended utilizing Safe Voyage if you intend to be about campus late at night. Concerning the ETSU logo – group meetings will be held to finalize the logo. The 2014 ETSU Staff Woman of the Year Ceremony will be held April 16th at 4:00pm in the East Tennessee Room, and Ms. Kathleen Moore is the 2014 recipient of the award.

B. Committee Chairs – President Belcher reminded committee chairs to forward an email to Senator Eargle if they intend to present a committee report.

V. Treasurer Report – Senator C. Massey reported the general account balance as $6,905.22; the Holiday Drive account balance is $172.48; and the balance of the Community Benevolence account holds a balance of $4,481.25.
VI. **Report on Standing Committees**

A. **Committee and Committees** – Senator Warner, chair, shared that there were three university committees with vacancies. President Belcher forwarded a call for participation and several applications were received. Staff members serving on the following committees are: Veteran’s Affairs Committee, Mr. Chuck Patton; Commission for Women, Senator Amanda Worley and Dr. Michelle Hurley; and on the Disabilities Issues Committee, Ms. Darlene Constantine. Senator Murphy, member of the Intercollegiate Athletic Committee, reported that Intercollegiate Athletics will begin their ETSU Game Time Tour starting in Chattanooga on April 10th, and continuing through nine additional cities before ending on May 22nd. The tour features football, men and women’s basketball coaches and the focus of the initiative is an attempt to give the community access to coaches and administration. Additional information regarding the tour, including registration, can be found at [www.etsubucs.com](http://www.etsubucs.com). A meeting is scheduled for next week to review the composition and continued relevance of the Intercollegiate Athletic Committee.

B. **Staff Awards Committee** – Senator Burton, chair, reported that the committee met, reviewed the nomination forms, and posted the forms to the website. They also reviewed the website for required updates. Acceptance of nominations for awards begins today and will remain open for two weeks, making the deadline for nominations April 25th. Senator Burton shared that historically nominations have been accepted from any ETSU employee or student. However, the website notes that nominations will be accepted by ETSU employees only. Historically, students have not had access to the nomination form due to the email distribution to staff and faculty only. A lengthy discussion ensued regarding whether or not students should be allowed to submit nominations or serve as supporters of the nomination only. Due to sensitivity of time, the Senate was in agreement, based on past practices, to allow students to submit letters in support of nominations for the upcoming award process, but allow employees only to submit a nomination. In addition, the Senate was in agreement that committee members would continue their discussion, and review of the process and procedures in an effort to offer a resolution to the Senate for the purpose of discussion and voting at a later date.

Senator Burton also noted that the online nomination form will soon be available as a fillable form for those who have access to Adobe Reader – all others will need to continue printing the hardcopy forms. Senator Burton reminded committee members of the meeting scheduled for April 18th to discuss the tasks which need to be completed for the current nomination period.

C. **Visibility Committee** – Senator Murphy, chair, requested to be notified of upcoming activities in an effort to help promote and support events.

VII. **Report on Project Committees**

A. **Staff Picnic** – Senator Ritchie, chair, reported that the date of the picnic is scheduled on May 23, 2014, 1-3:00pm. The theme for this year is Tex-Mex. The menu consists of chicken breasts, with various dipping sauces, Mexican rice and corn, green beans, cornbread, and drinks. The food will be set up in the Cave, and this year’s contest consists of a blue/gold piñata decorating contest. The piñatas will be hung for decoration. There will be door prizes and entertainment will be provided by Chris Dula and Friends. The main events will be held at the Amphitheatre. The Cave and Cave Patio will be utilized in the event of inclement weather. Volunteers for setup and cleanup are needed. Set-up begins at 9:00am.

VIII. **Old Business** – There was no old business to discuss.

IX. **New Business** – There was no new business to discuss.
X. Announcements

A. Wellapolooza – Senator Hill shared that the Wellapolooza event is scheduled for April 23, 2014. In the event of rain, the event will be cancelled and not rescheduled. Bucky’s Food Pantry will participate.

B. Bucky’s Food Pantry – Senator Hill shared that Bucky’s Food Pantry will not be interrupted during the renovation of the MiniDome.

There were no other announcements.

Adjournment – There being no other business to discuss, a motion was made to adjourn. The meeting was adjourned at approximately 3:45pm.

Submitted by Senator J. Ann Eargle

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Secretary