STAFF SENATE MEETING
MINUTES
June 9, 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, Lisa Booher, Kristy Buchanan, Chris Collins, Ann Eargle, Tom Hill, Helen Jones, Laura Morin, Stefanie Murphy, David Robinson, Kristi Smith, Karen Sullivan [P&A], and Edith Tillman.

UNEXCUSED: Freddie Hill, Pat Myrick, Amanda Worley and Connie Wyche.

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

II. Approval of Minutes – Approval of the meeting minutes of May 12, 2014 was deferred until the July meeting.

III. President’s Report – President Lisa Belcher

A. Welcome New Senators – President Belcher offered a warm welcome to new senators, Senator Shelly Higgins, College of Medicine, and Senator Gwen Bays, ETSU at Kingsport.

B. Periodic Meetings with Executive Committee and President Noland – President Belcher shared that the Executive Committee meets periodically with Dr. Noland. In discussing ways to keep the lines of communication open between the President and members of staff, two dates have been identified as informal opportunities for discussion. At both meetings, Dr. Noland will provide university updates followed by Q & A sessions to provide an opportunity for further understanding of topics of interest. The first open forum is scheduled for July 15, 2014 from 10:00am-11:00am, Meeting Room 6, in the Culp Center. A second open forum is scheduled on August 5, 2014 from 3:00-4:00pm in the East Tennessee Room. Concerns/questions may be emailed to any member of the Executive Committee prior to the forums in order to provide appropriate time to address each question and protect anonymity. The forums will be facilitated by the Executive Committee members, and there will be appropriate time at the end of the meeting for additional inquiries. There will be no formal minutes provided of the meeting nor will it be live streamed, but instead the opportunity will be that of an informal setting. It is the hope of the Executive Committee that staff turnout will be high.

C. Amazing Race at the Sherrod Library for Staff Members – President Belcher shared that the Amazing Race at the Sherrod Library, for members of staff, has been scheduled for June 24, 2014 at 2:00pm. It is expected that the Amazing Race will last approximately one hour. Refreshments will be served. Sign up for the event will be conducted through the library. The event will consist of a scavenger hunt along with some problem solving activities. Weather permitting, some components of the event could take place outdoors. When details of the event are finalized, President Belcher will share the information with members of staff.

D. New Welcome Center – President Belcher reported that she contacted Ms. Corintha Duncan regarding conducting a future Staff Senate Meeting at the new Welcome Center.
Ms. Duncan shared that at this time, the Center is not prepared for meetings; however, Ms. Duncan has invited the Senate to participate in a facility tour in the very near future.

E. Project Committees – President Belcher thanked the entire Senate for a job well done on this year’s Staff Picnic, and she extended a special thank you to the members of the Picnic Committee. Remarks and comments received from staff members and members of administration were extremely positive. In addition, a warm thank you was extended to the Staff Awards Committee. This year’s review of nominations was no small feat. Accolades were also extended to Senator Roberson and the members of the Blood Drive Committee; even though short staffed, the drive was a success.

IV. Treasurer Report – Senator C. Massey reported the general account balance as $556.42; the Holiday Drive account balance is $172.48; and the balance of the Community Benevolence account holds a balance of $4,481.25. Of the remaining funds in the general account, a new Staff Senate tablecloth will be purchased as well as letterhead; both will include the new university logo. We were able to take advantage of a price-break opportunity on the tablecloth due to the number of items being purchased through the university.

V. Report on Standing Committees

A. Committee on Elections – Senator Bennett, chair, shared that the nomination period began today and extends through June 20, 2014. The actual election period begins July 7th extending through the 18th.

B. Staff Awards Committee – Senator Burton, chair, reported that the Facebook page and website have been updated to include the recipients of the Distinguished Staff Awards, and the recipients of the awards were featured in the June 3rd edition of the Accent. The committee will continue to meet and discuss the electronic submission of nominations in an effort to be prepared for next year. Certificates of nomination and copies of the submissions will be distributed to nominees as a way of thanking the nominees for actively participating in the success of the ETSU family.

Senator Burton shared that thank you notes and emails have been received from award recipients. In addition, an email was received by a faculty member thanking the Senate for a transparent and well organized process for nominations.

VI. Report on Project Committees

A. Blood Drive – Senator Roberson shared that the Blood Drive was a success. Originally, one day was scheduled for the drive. However, in light of a cancellation, the Red Cross requested that we accept a second donation day. The goal for the drive, which was set by the Red Cross, was to collect 40 pints of blood. The first day, 33 units were donated. Approximately five donors were rejected for various reasons and there were several first-time donors. The second day yielded eight pints of blood for a total donation of 41 pints. T-shirts were provided for donors. Ms. Hunter, the Red Cross representative, was very pleased with the results of the drive. Senator Roberson thanked the volunteers for helping with the drive.

B. Staff Picnic – Senator Ritchie, chair, shared that the Staff Picnic was successful. Wonderful reviews were received by members of staff as well as members of administration. Kryss Dula and Friends were very well received, and the group of entertainers shared that they are willing to perform again at next year’s picnic. Senator Ritchie shared that there were some remaining door prizes and that they should be picked up by June 30th. Lists of vendor donors were provided at each picnic table informing staff members of community involvement. Senator Ritchie is creating personalized thank you cards for vendors.
VII. Old Business

A. Distinguished Staff Awards 2015 – Senator Burton resumed a tabled discussion, from a prior meeting, concerning from whom nominees for the Distinguished Staff Award would be accepted. Based on a report from the committee, submissions of nominees from students was low, but was twice the number when compared to last year’s submissions. Currently, the nomination verbiage notes that ETSU employees may submit nominations for the award with no mention of student participation. Senator Burton noted that if student submission of nominations will not be allowed, clarification on the nomination form and the information on the Senate website must be changed to more clearly reflect the intent. A lengthy discussion ensued among the Senate members. There were some concerns among some Senators that all departments do not have the opportunity of direct involvement with students, a concern of the possibility of the award becoming a popularity contest, and lastly, there needs to be certainty that the award criteria is clearly understood. A motion was brought forward to clarify the current process in that the 2014-2015 Distinguished Staff Award nominations should be limited to ETSU employees only. The motion was seconded. There was no further discussion. The motion passed with one opposition.

B. Change in Venue for Presentation of the Career Award – At a recent meeting of the Executive Committee Members and Dr. Noland, there was a suggestion made for the presentation of the Career Award to be moved to the Staff Convocation. This change was discussed as an effort to draw more members of staff to the convocation and that the award could be presented closer to the holiday. A discussion ensued among the Senate members. President-Elect Whitlock shared that since the Career Award has already been presented for this year (2013-2014), the award for the 2014-2015 year could be presented at the Staff Convocation this year. Dr. Collins noted that due to the Convocation occurring in the 2014-2015 fiscal year, we could present the 2014-2015 Career Award at the fall Convocation. The Outstanding Senator Award will be presented at the Staff Convocation as is customary. A motion was made to present the Distinguished Career Award at the Staff Convocation beginning in the 2014-2015 fiscal year. The motion was seconded. There was no further discussion. The motion passed with one opposition.

VIII. New Business – There was no new business to discuss.

IX. Announcements

There were no announcements.

Adjournment – There being no other business to discuss, a motion was made to adjourn. The meeting was adjourned at approximately 3:20pm.

Submitted by Senator J. Ann Eargle

Secretary