STAFF SENATE MEETING
MINUTES
August 12, 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/stsenate/default.asp


EXCUSED: James Batchelder, Brian Bennett, Lisa Booher, David Collins, Kathy Hawks, Helen Jones, Joe Miller, Pat Myrick, Sue Russell, David Smith, Edith Tillman, and Donna Williams.

UNEXCUSED: Freddie Hill, Betty Ann Proffit, and Dawn Marie Tipton.

I. Call to Order

President Christy Buckles called the meeting to order at 2:35pm.

II. Approval of Minutes – Senator Robinson made motion to approve the minutes of the July 8, 2013 meeting. The motion was seconded by Senator Bishop. Minutes were approved as distributed and will be posted on the Staff Senate website.

III. Special Guest Presentation – Ms. Kathleen Moore, Director of Sustainability, offered a presentation (attached) on the university’s Department of Sustainability which was formed three years ago and based out of the Department of Facilities Management. The department’s focus is to review and act on ways to reduce the university’s impact on our environmental resources which affects students, faculty, and staff members. Ms. Moore shared that the department has been involved in a number of varying initiatives to date. One of the very first programs was the STARS Program – Sustainability, Tracking, Assessment, and Rating System. STARS is a program which began approximately three years ago and is an independent, transparent, self-reporting, international rating system for higher education. The rating is dependent on how the university fares on various identified initiatives. In addition to energy saving and recycling, some of the initiatives not known to many throughout the campus include student engagement, diversity, employment, employee transportation, etc. Possible ratings that can be received include gold, silver, bronze, and platinum. In 2010, the university assessed its current state of sustainability to determine a baseline. After submitting appropriate data in 2011, ETSU received a bronze rating, and was the first TBR School to receive a rating. As a result, sustainability was then included in the university’s strategic plan. Seven working committees were formed and tasked to identify ideas to help the campus become more sustainable, as well as to identify ways to achieve the next level. Some new programs have been initiated, and methods of data collection have improved. Recommendations were presented to Senior Staff in hopes of drawing some funding in an effort to carry out some of the initiatives. Even though plans have been devised to work toward the next higher rating, it has been realized that the actual focus is not the rating, but instead the focus has become the changes on campus that make a difference in our environmental resources. By 2014, a new report will be submitted in hopes of attaining the silver rating level. Ms. Moore noted that anyone interested in additional information can be found at the Sustainability website: https://gogreen.etsu.edu/.

IV. President’s Report – President Christy Buckles

A. September Meeting – President Buckles shared that during the September meeting we will welcome 19 new Senators and a new Executive Committee will also be in place.
In addition, Mr. Carl Torbush, ETSU’s Head Football Coach, will be our guest speaker for an informal Q&A session.

B. Dinner at Shellbridge – President Buckles shared that the turnout for dinner at Shellbridge was great with approximately 35 Senators in attendance. President Buckles noted that she is hopeful that the event will become an annual occurrence. As a thank you to the President and Mrs. Noland for hosting the Senate, flowers were purchased – any Senator who would like to contribute to payment toward the purchase can donate money today or email President Buckles and she will be happy to stop by your office to collect money.

C. Staff Convocation Update – President-Elect Belcher shared that the date of the Staff Convocation is slated for October 8th at 2:00pm in the Culp Center Auditorium. Because it takes every person and absolutely every job for our university to become the university of choice, the theme of this year’s convocation will be “You Matter.” Food has been ordered and with the assistance of Mr. David Currie, Director of Media Services, a video will be created. More information regarding the video will be shared as details unfold. Anyone who has suggestions for the convocation can send the ideas to President-Elect Belcher.

D. Executive Committee Elections – President Buckles proposed a different manner for electing Executive Committee members. Currently, the procedure includes nominating members by voice, followed by the election of members by a show of hands. In the event of a tie, a paper ballot vote would be conducted. This procedure is very time consuming and occurs during the regular September meeting. The new proposed procedure would be for President Buckles to forward an email to current Senators soliciting nominations for the positions with a nomination period of two weeks. After receiving the nominations, the Election Committee will create an electronic ballot which will be forwarded by President Buckles to all Senators with a two-week voting period. Those who are nominated will have an opportunity to contribute a blurb which would include the name of nominee, department, duration of Staff Senate participation, and any other information the nominee feels would be pertinent to help them receive votes. This new proposal is being considered, in part, to provide new Senators with an opportunity to get to know a little more about those in which they will be voting for. Prior to the September meeting, the Senate would be informed of the new Executive Committee Members, thereby eliminating the time required for the voting process during the meeting. In addition, President Buckles noted that in the past, some Senators have expressed concern regarding vulnerability with voting in the presence of the nominees, and a vote by electronic means may eliminate any awkwardness that may be experienced with voting during the regular meeting. President Buckles shared that Senate Bylaws do not exhibit any opposition to electronic voting. When Senate members were asked if there was any opposition to electronic voting; there was none. President Buckles asked Senators to email her, within 24 hours, if there are any objections not voiced today. Otherwise, if no responses are received, the Elections Committee will move forward in creating the electronic ballot and the voting process will proceed as described.

A. Certificates of Appreciation – President Buckles presented all Senators with certificates of appreciation and thanked them for their service and, many times, endless dedication throughout the past year.

B. Annual Committee Reports – President Buckles reminded all committee chairs/co-chairs that annual committee reports are due and should be forwarded to Senator Eargle and Senator Massey as soon as possible.

V. Treasurer Report – Senator Whitlock reported that the original budget for FY2013-2014 is $8,000. However, in accordance with budget reduction requirements, we began the year with a 1.5% budget decrease bringing the budget to $7,900. In addition, the convocation expenses were reduced by 1.5% for the 2013-2014 year as well.
VI. Report on Standing Committees

Committee on Committees – Senator Carla Warner, chair, reported that the term of the Senator currently serving on the Conflict of Interest Disclosure Review Committee is ending. Senator Warner requested that any interested Senators email her with their interest in serving. Ms. Diana McClay, Liaison Member of the Senate, is the current chair of the committee. Ms. McClay shared that committee members serve one-year terms, and meet periodically as necessary. Anyone suspecting a possible conflict of interest alerts the Office of Human Resources, and they in turn review the situation for determination of a possible conflict. The committee commitment is not great and at times, determination can be satisfied via email transmission.

A. Committee on Elections – Senator Greenwell, chair, shared that this year’s electronic election had the largest participation of any past election. The absence of paper ballots was disturbing. All Senate seats are currently occupied. President Buckles thanked the committee for their hard work.

B. Communications and Website – No report.

C. Community Benevolent Committee (CBC) – No report.

D. Liaison Committee – No report.

E. Staff Awards Committee – Senator Sullivan, chair, shared that the nomination period for the Outstanding Staff Senator was open beginning July 25th through August 8th. The committee will be reviewing all submissions, and the recipient will be presented the award during the Staff Convocation. This is the first year in which the award is accompanied by a monetary expression, the amount of which is $2,000.

F. Staff Concerns – No report.

G. Staff Development and Evaluation – No report.

H. Visibility Committee – No report.

VII. Report on Project Committees

A. Blood Drive – No report.

B. Staff Picnic – No report.

C. Bylaws/Constitution (Adhoc) – President-Elect Belcher shared that the committee continues to work on review of the bylaws and constitution amendment dates which were submitted by Liaison Committee members. Clarification on the mission statement for the Visibility Committee is being solidified. Senator Greenwell is working on a draft for submission regarding Article III of the Constitution concerning Membership. The Member-At-Large is not addressed as an officer in the Constitution. The Member-At-Large is an elected position, and as a result, additional research is being carried out for the purpose of clarity. Once all of the recommendations have been compiled, they will be submitted before the Senate, as a whole, in lieu of approving individually. The next meeting of the adhoc committee is August 13th.

VIII. Old Business

There was no old business to discuss.
IX. **New Business**

There was no new business to discuss.

X. **Announcements**

There were no announcements offered.

Submitted by Senator J. Ann Eargle

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Secretary

Attachments: PowerPoint Presentation by Ms. Kathleen Moore, Director of Sustainability
STARS Update

- 2010: ETSU assessed its current state of sustainability integration to determine a baseline
- 2011: ETSU received a Bronze rating from STARS based upon the information submitted
- No other TBR schools have been rated
- 300 schools have been rated in the U.S.

7 Working Committees

- Research & Curriculum
- Energy, Climate Change & Green Buildings
- Water & Waste
- Transportation
- Materials & Services
- Education & Awareness
- Planning, Administration & Engagement

Research & Curriculum

- Stimulate and facilitate student learning and engagement by integrating sustainable-related education in and outside the classroom
- Integrate sustainability principles into the curriculum
- Promote service-learning and the empowerment to engage the campus community in sustainability

Energy, Climate Change & Green Buildings

- Monitor and minimize energy consumption
- Reduce and offset greenhouse gas emissions
- Promote the development and use of renewable energy sources
- Construct and renovate the built environment to high standards of energy, water and materials efficiency with minimum impacts
- Develop campus energy policies
Water & Waste

* Monitor and minimize waste and water use
* Increase recycling rates
* Develop policies to reduce ETSU’s impact on the environment

Transportation

* Develop incentives and infrastructure for walking, cycling, ridesharing, and public transportation to, from, and around campus

Materials & Services

* Develop procurement policies and practices that support and encourage environmentally and socially responsible products and services with a focus on life cycle impact and closed-loop material practices
*Pilot program for a reuse exchange of office materials

*Education & Awareness
* Promote and raise awareness of all activities and successes on campus around sustainability
* Integrate sustainability into all aspects of campus communications and encourage all ETSU members to take action

*Eco Ambassadors

*Green Teams

*Planning, Administration & Engagement
* Facilitate the civic engagement of all ETSU personnel and students in service, outreach, and other efforts to promote sustainable practices
* Encourage education and practices that promote diversity, affordability, and accessibility for all

*YERT – Welcome Week, August 26th at 8 p.m.

Questions, answers, comments?