Staff Senate
September 9, 2013
2:30pm
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STAFF SENATE MEETING
MINUTES
September 9, 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: David Collins, Freddie Hill, Joe Miller, Pat Myrick, Debra Roberson, and David Robinson.

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

II. Special Guest Presentation – Coach Carl Torbush, Head Football Coach, and his football program staff – Mr. Lee Morrow, Administrative Coordinator, Coach Teddy Gaines, Assistant Coach, and Coach Billy Taylor, Defensive Coordinator were present to share information about the university’s new football program. Coach Torbush shared that he would like to see football become an integral part of the university in terms of athletics as well as academics. He commented that he has an “old school” attitude in that he is going to work hard to be certain the football team “does right” including appropriating discipline if necessary. He is seeking to recruit young men who legitimately have an opportunity to graduate from the university. He claims to be a firm believer that for students, academia is important, as is a respectful attitude, and he will be seeking recruits who will be good representatives of the university. Coach Torbush shared that the Department of Athletics recently offered a one-day football clinic, geared toward women, in an effort to help women become involved and possibly increase their knowledge of football rules, techniques, lingo, etc. The clinic was a huge success. Coach Torbush noted that he is encouraged that another clinic can be offered next year in the hope that other faculty and staff members, who are interested in expanding their football knowledge, would enroll in the clinic. Coach Torbush believes that football is a very important part of the overall college experience. Coach Torbush participated in a Q&A session and offered responses to some very direct questions from some Senate members. Some responses to inquiries include: recruiting will begin the weekend of September 14th; the location of the stadium has not yet been determined; there is a good possibility that the first year’s games will, most likely, be played at Science Hill High School; it is planned that the stadium field will be artificial turf due to maintainability; three coaches are currently in place with plans to hire three or four additional coaches; and plans are to enroll more than one hundred football players, one hundred new female athletes, and at least two-hundred band members. In addition, Coach Torbush noted that his coaching staff and he would be willing to visit academic departments across the main campus and the VA campus to offer football program updates, and the visits should be arranged through Mr. Morrow. Funding sources include student fees, and phon-a-thons which are currently being conducted by former ETSU football players. Coach Torbush noted that the football program has been initiated with new monies via donations and will not affect the salaries of faculty or staff members. Coach Torbush expressed excitement about being a part of athletics, the academic programs, the social and spiritual components of the university, and provoking and nurturing a positive environment at our university. Coach Torbush noted that we can assist in the development of the football program by promoting the program throughout our respective communities.
III. **Approval of Minutes** – A motion was made to approve the minutes of the August 12, 2013 meeting. The motion was seconded; approved; and will be posted on the Staff Senate website.

IV. **President’s Report – President Christy Buckles**

A. **Welcome New Senators** – President Buckles shared that a new senator orientation meeting was conducted on September 4, 2013 which was very well attended. President-Elect Belcher provided a detailed overview of the senate as a whole, expectations of senators, meeting protocol, etc. President Buckles welcomed new senators, and each offered a brief introduction. President Buckles commented that the Senate appears to be well-rounded in the representation of staff members. The Senate is fully staffed.

**Treasurer Report** – Senator Whitlock reported the main account balance at $7,781.79; the Holiday Drive account balance is $188.04; and the balance of the Community Benevolence account holds a balance of $4,681.25.

V. **Report on Standing Committees**

A. **Committee on Committees** – Senator Carla Warner, chair, reported that the vacancy on the Conflict of Interest Disclosure Review Committee has been filled by Senator Booher.

B. **Committee on Elections** – President Buckles noted that the voting process and election for the 2013-2014 Executive Committee was conducted electronically. The result of the election is as follows: President, Lisa Belcher; President-Elect, Josh Whitlock; Past-President, Christy Buckles; Secretary, Ann Eargle; Treasurer, Candy Massey; and Member-At-Large, Brian Bennett.

C. **Communications and Website** – Senator D. Smith, co-chair, shared that a pre-populated form was forwarded to new Senators to solicit indentifying information. Senator Smith noted that, to the best of his knowledge, information regarding new Senators is now posted on the website.

D. **Community Benevolent Committee (CBC)** – No report.

E. **Liaison Committee** – No report.

F. **Staff Awards Committee** – Senator Sullivan, chair, shared that the vote for Outstanding Senator has been conducted. The recipient of the award will be announced at the Staff Convocation in October. This is the first year in which the award is accompanied by a monetary expression, the amount of which is $2,000.

G. **Staff Concerns** – No report.

H. **Staff Development and Evaluation** – No report.

I. **Visibility Committee** – No report.

VI. **Report on Project Committees**

A. **Blood Drive** – No report.

B. **Staff Picnic** – No report.

C. **Bylaws/Constitution (Adhoc)** – President-Elect Belcher shared that due to her new role as President, she will be stepping down as chair and Senator Whitlock has agreed to assume the chair position. Currently, the committee is working on updating the Bylaws and Constitution up to date.
President-Elect Belcher congratulated the Liaison Committee for doing the majority of the ground work. When all of the recommendations for editing have been compiled, they will be submitted before the Senate, as a whole, in lieu of approving individually. The committee did not meet in August. Senator Whitlock will work with the committee to identify the next meeting date.

VII. Old Business

A. **Staff Convocation** – President-Elect Belcher reminded Senators that the Senate will not meet as a whole prior to the convocation. President-Elect Belcher shared that she is working with Senator Ritchie and Mr. David Currie on creating a video to present at the convocation. The theme for this year’s convocation is “You Matter!” The theme was birthed from the realization that staff members do matter to the success of the university. The video will be light and fun, and hopefully it will be enjoyable to watch. Mr. Currie has agreed to venture out to offices off campus such as the VA campus, Kingsport, Bristol, and our campus in Sevierville. The Senators will also have a part in the video. Refreshment tables will be arranged differently this year in an effort to promote sociability of Senators and staff members. President-Elect Belcher encouraged Senators to introduce themselves and mingle with staff members and guests. The convocation will be a zero-waste event coordinated by Ms. Kathleen Moore. A display promoting recycling will be set up in the Atrium, in addition to a table promoting Staff Senate and Friends of the Senate. President-Elect Belcher asked for ideas on how to better present the Celebration of Life piece of the convocation. At the end of the convocation, Staff Senate will present a parting gift to attendees.

VIII. New Business

There was no new business to discuss.

IX. Announcements

A. **Center for Physical Activity** – Senator Booher encouraged Senators to visit the new addition to the Center for Physical Activity. There are new work-out circuits, a new basketball court, the yoga and martial arts areas has been relocated to the upper level, and many other modifications have been added to the facility as well.

X. Induction of New Executive Committee

A. **New Executive Committee Induction** – The new members of the Executive Committee were inducted.

B. **Bylaws Clarification** – President Belcher shared that the Bylaws currently state that the Senate utilize a parliamentarian and the parliamentarian should be confirmed at the September meeting. The parliamentarian assists the Senate in moving the meeting along more smoothly, following rules, regulations, and proper meeting protocol. The parliamentarian serves as an advisor to the Executive Committee, and when advising, gives up the right to offer motions and voting privileges. The position will be a one-year service commitment. Senator Dills is very familiar with Roberts Rules of Order which the Senate is mandated to utilize during meetings. Senator Dills, who has served many years on the Senate and has also served as Past President, has volunteered to serve as the parliamentarian. No other volunteers came forward, and as a result, Senator Dills will serve as the parliamentarian. Since the utilization of a parliamentarian is fairly new to the Senate, a training session may be required.

C. **Committee Membership** – President Belcher requested that Senators sign up for committee membership before leaving the meeting today. An opportunity to serve on the Picnic Committee and Blood Drive Committee will be offered at a later date.
Adjournment – There being no other business to discuss, Senator Bishop motioned to adjourn the meeting; the motion was seconded by Senator Booher. The meeting was adjourned at approximately 3:00pm.

Submitted by Senator J. Ann Eargle

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Secretary