STAFF SENATE MEETING
MINUTES
October 14, 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: Lisa Booher, Kristy Buchanan, Barbara Chamberlain, David Collins, Tim Dills, Freddie Hill, Diana McClay, Stefanie Murphy, Pat Myrick, Debra Roberson, Lisa Rowland, David Smith, Malenia Truelove, Carla Warner, and Josh Whitlock.

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

II. Approval of Minutes – President Belcher informed the Senate that according to Roberts Rules of Order, a formal motion is not needed for approval of the minutes. From this meeting forward, barring any corrections to the minutes, they will be approved. Therefore, the minutes of September 9, 2013 are approved as distributed.

III. President’s Report – President Lisa Belcher

A. Highlights from the Meeting of Senior Staff – President Belcher shared some informational items from the meeting of Senior Staff. She shared that Ms. Tracy Barry has joined the staff of the Office of Equity and Diversity. The campus green space is, basically, complete, and if there is an intention to utilize the space for events, etc., a Facility Reservation form will need to be submitted. Ms. Bridget Baird, Executive Assistant to the President for Community and Government Relations, is planning a day on the hill in Nashville, February 2014, at which time ETSU will be showcased. As details unfold, President Belcher will share them with the Senate in an effort to solicit Senators who may have an interest in joining Ms. Baird.

The main ETSU website is getting a “face-lift,” and will be rolled out around November 1, 2013. Some of the changes will include a new front page look highlighting a “student” story, easier accessibility to the application process, and a more convenient way to support/give to the university. Dr. Bach and his staff are working on marketing and outreach in an effort to increase enrollment to 15,500 by fall 2014. Since the enrollment and retention of students is a concern for the university as a whole, President Belcher shared that the Executive Committee and she plan to meet with Mr. Brian Henley, Director of Admissions, in an effort to determine if the Senate can assist in the Office of Admission’s outreach. Dr. Noland has suggested that faculty and staff encourage students about campus, especially the ROTC students whose program may be in jeopardy. An ROTC task force, chaired by Mr. Scott Jeffress, has been established and tasked with identifying ways to combat a potential loss of the program. Dr. Noland also encouraged folks to write or email Congressman and Senators regarding this situation. Ms. Baird will be collecting data and facts regarding this issue for the purpose of collaborative efforts. Equity increases have been secured and all staff members should have received letters regarding increase which will be realized in the October paycheck. The visual identity focus groups have been meeting on a regular basis spearheaded by Ms. Jennifer Clements. Approximately March 2014 will be the rollout date of the new identity. A firm date will be identified and after that date, old logos, identities, etc. can no longer be used.
B. **Senate Office** - Signs to better identify the location of our Staff Senate office have been purchased and posted in the Campus Center Building. A suggestion box will soon be installed on the door of the Senate office. Plans are being discussed to offer open office hours during the lunch hours; noon-2:00pm, possibly once a week. Senators willing to help man the office or help make enhancements to the Senate office are welcome.

C. **November Senate Meeting** – President Belcher shared that Dr. Noland will be the featured speaker at our November Senate meeting. Dr. Noland will present a short talk followed by a Q&A session.

D. **Committee Chairs, Standing/Project** – President Belcher shared that committee chairs have been appointed as follows: Staff Development and Evaluation, Senator Raines; Staff Awards, Senator Booher; Visibility, Senator Murphy; Elections, Senator Bennett; Committee on Committees, Senator Warner; Staff Concerns, Senator C. Massey; Liaison, Senator T. Hill; Communications and Website, Senator Chamberlain; Community Benevolence, Senator Collins; Picnic, Senator Ritchie; Blood Drive, Senator Boberson; and Adhoc Bylaws and Constitution Committee, President-Elect Whitlock.

IV. **Treasurer Report** – Senator C. Massey reported the general account balance as $7,508.55; the Holiday Drive account balance is $188.04; and the balance of the Community Benevolence account holds a balance of $4,481.25.

V. **Report on Standing Committees**

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

B. **Committee on Elections** – Senator Bennett, chair, shared that there were a few paper ballots received via the Staff Senate mailbox from the last election. They were dated and submitted after the deadline.

C. **Communications and Website** – President Belcher shared that the convocation video has been posted to the website. Some photographs will also be posted to the web in the near future.

D. **Community Benevolent Committee (CBC)** – Senator C. Collins, chair, noted that approximately 63 offices have been contacted to serve as drop-off locations for Holiday Drive donations, and Senator Collins has received approximately 17 confirmations; some offices have already prepared their drop-off stations. It is hoped that the flyer will be distributed this week. Donations will be accepted through November 18th, and the food boxes will be prepared the following week. Senator Collins noted that the committee would meet briefly following today’s meeting.

E. **Liaison Committee** – No report.

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

G. **Staff Concerns** – Senator C. Massey shared that a staff concern was brought forward last week; the appropriate personnel were notified and the concern has been resolved.

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)** – No report.

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

**VIII. New Business**

A. **Coat Drive** – Senator Jones shared that Bucky’s Food Pantry, in collaboration with the Student Counseling Center, is sponsoring a Winter Coat Drive. There will be several collection sites on campus including the Lyle House, Facility Management, CON Student Services, Center for Physical Activity, and a few others. New or clean and gently used coats will be collected beginning October 21-31, 2013. On November 1, 2013, 2-4pm, volunteers are needed to help sort through the coats for the purpose of dividing by size and gender. On November 4 and 7, 2013 (10:00am-3:00pm), and November 5-6, 2013 (1:00pm-5:00pm), those in need of a coat will be able to pick one up at the CPA Equipment room providing a request form has been completed in order to certify that the recipient of a coat is either a faculty member, staff member, student or members of their respective families. At the end of the drive, unclaimed coats will be donated to the Salvation Army. The Salvation Army will give free coats to anyone presenting a verified E number. A campus-wide email will be distributed which will contain details for the drive. It is hoped that the drive will become an annual initiative. For further questions about the drive or to volunteer for the drive, Senator Jones can be contacted joneshm1@etsu.edu.

B. **Staff Senate Hosted Meet and Greet Planned on the VA Campus** - Senator Burton motioned that Staff Senate host a Meet & Greet session between the VA campus staff members, faculty members, students, Coach Torbush, and the football staff on the VA campus. The motion was seconded and a discussion ensued. Senator Burton proposed that staff, faculty, and students working on the VA campus could be afforded an opportunity to meet and greet Coach Torbush and the football program staff on the VA campus. In the interest of time, oftentimes, VA campus staff members do not have the opportunity to join events on the main campus. It is hoped that the campus bookstore will be part of the initiative by selling t-shirts and other items to promote football and other athletic programs. The proposed time is the lunch hour in an effort to include as many staff members as possible. The large auditorium at Stanton-Gerber is being considered for the venue. This event could also offer increased visibility for Staff Senate. There was no further discussion. The motion for Staff Senate to host a Meet & Greet session between the VA campus staff members, faculty members, students, Coach Torbush, and the football staff on the VA campus carried.

C. **Designated Senate Photographer** – President Belcher voiced her appreciation for our university photographers. Those folks are very busy covering campus events, and in an effort to lighten their load and to more easily cover Staff Senate event needs, etc., President Belcher would like to appoint Senator Marston to serve as the Senate “photographer.” Committees in need of photographic coverage of events can email Senator Marston at Marston@etsu.edu.

**Adjournment** – There being no other business to discuss, a motion was made to adjourn. The meeting was adjourned at approximately 3:15pm.

Submitted by Senator J. Ann Eargle

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Secretary