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, Barbara Chamberlain, Mary Maupin, and Stephanie Nave.

ABSENT: David Collins.

I. Call to Order

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

II. Approval of Minutes – Senator Robinson made motion to approve the minutes of the November 12, 2012 meeting. The motion was seconded by Senator Miller. Minutes were approved as distributed and will be posted on the Staff Senate website.

III. President’s Report – President-Elect Lisa Belcher

A. Increase In Amount of EEOC Staff Awards – President Buckles noted that Dr. Manahan shared, at a recent meeting, that the Foundation Executive Committee, on November 12, 2012, approved an increase in the amount of the seven EEOC staff awards presented annually. Each award recipient will receive $2000. In addition, approval was granted to monetarily award the recipient of the Outstanding Senator Award. The amount for that award will also be $2000. Dr. Manahan and the Foundation Executive Committee, wholeheartedly, agrees that an increase in the amount of the awards will help improve staff morale and contribute significantly to the overall financial well being of the staff members who receive the awards. It is also the hope of Dr. Manahan and the Foundation Executive Committee that the increase in the award amount will encourage many of the university staff to perform at optimal levels and excel in their positions.

IV. Treasurer Report – Senator Whitlock distributed a pie chart depicting the proposed 2012-2013 Staff Senate budget (attached). The budget report illustrates fixed as well as variable costs. Senator Whitlock noted the importance of remaining within the frames of the operating budget. President Buckles noted that there may be some flexibility in the budget as well as the possibility of additional resources. At this time, however, she wanted the Senate to be aware of the current budget. Budget questions or concerns may be directed to President Buckles or Senator Whitlock.

V. Report on Standing Committees

A. Committee on Committees – No report.

B. Committee on Elections – Senator Greenwell, Chair, reported that a Senate seat became available in EEOC 3. Pat Myrick was the first alternate in that category, and as a result was invited to fill the vacant seat and she accepted.
Senator Myrick’s term will extend through September 2014. Senator Greenwell also shared that a special election is planned for January 2013 in an effort to fill vacancies in categories 6 and 7.

C. **Communications and Website** – In the absence of Senator Chamberlain, Chair, Senator Smith noted that there is no report.

D. **Community Benevolent Committee (CBC)** – Senator Bond, Chair, shared that due to the amount of funds collected and the amount of food donated, the request for help from the Washington County Schools was satisfied, as well as 72 baskets for ETSI staff and students, help for 13 families outside of the university, several staff members on extended medical leave, and also will have an opportunity to play “Santa Claus” to several children of staff and students. Senator Bond extended thanks to the committee and others who helped sort, pack, etc. The CBC met last week to continue the discussion for guidelines for requesting assistance. A subcommittee will be formed and will be tasked with the responsibility of reviewing requests for assistance.

E. **Liaison Committee** – Senator Patton, Chair, reported that the committee has met and plans to meet again next Friday. Senator Patton noted that the committee would like to offer a formal presentation to the Senate at the January meeting.

F. **Staff Awards Committee** – Senator Sullivan, Chair, noted that the committee will meet briefly after the meeting today. The first full meeting will convene in January.

G. **Staff Concerns** – Senator Bishop, Chair, no report.

H. **Staff Development and Evaluation** – Senator Chamberlain, Chair, no report.

I. **Visibility Committee** – Senator Tillman, Chair, noted that some of the member met to discuss opportunities of visibility on campus. A meeting is scheduled for December 18th to meet with Facilities Management to determine how to more effectively involve the folks in that unit. After the first of the year, the committee plans to compile a list of departments/units/colleges with the hope of visiting staff members in the different areas on campus and invite them to join the Senate or become **Friends of the Senate**. **Friends of the Senate** is designed to give staff members an opportunity to work with the Senate without the full obligation of becoming full members of the Senate. President Buckles noted that the lapel pins have been placed on hold for the time being due to the high cost and the possibility of new university branding.

VI. **Report on Project Committees**

A. **Blood Drive** – Senator Hawks, Chair, no report.

B. **Staff Picnic** – Senator Tillman, Co-Chair, shared that Senator Ritchie has agreed to Co-Chair the committee. They plan to meet with Ms. Phyllis Cooper, last year’s Staff Picnic Chairperson, to review previous endeavors. The committee’s first official meeting will take place in January 2013.

VII. **Old Business**

There was no old business to discuss.

VIII. **New Business**

There was no new business to discuss.

IX. **Open Floor for New Agenda Items/Concerns**
There were no new agenda items or concerns.

X. Announcements

A. President Buckles welcomed Senator Cheryl Warner to the Senate.

B. Senator Bond shared that the grand opening of Bucky’s Food Pantry was November 14th and was a huge success. She shared that the pantry is “bursting at the seams” with food items. Senator Jones noted that even though the Pantry is bursting at the seams with food items and vegetables are plentiful, items such as boxed mashed potatoes, pasta, and baby food items are needed. In addition to food requests, two students approached Senator Bond with requests for winter coats. Senator Bond referred them to the Golden Key National Honor Society for assistance. There is a possibility that the CBC and the Golden Key National Honor Society may collaborate in a coat drive. A Bucky’s Food Pantry icon is now on the Staff Senate website. Hopefully, this icon will allow the website to be more easily identified. Senator Patton noted that there is a Bucky’s Food Pantry “snippet” available that he will forward to President Buckles for dissemination among the Senate. The snippet can be added to any website. Senator Bond also noted that the first “Caring Hands” Award was presented to Mrs. Noland. Mrs. Noland was invited to be a member of the Pantry’s advisory board.

C. President Buckles noted that there is a possibility that the Senate may meet at Bucky’s Food Pantry in February.

Adjournment – There being no other business to discuss, Senator Robinson motioned to adjourn the meeting; the motion was seconded by Senator Miller. The meeting was adjourned at approximately 2:55pm.

Submitted by Senator J. Ann Eargle

J. Ann Eargle
Secretary

Attachments: Proposed Budget 2012-13
Proposed Budget 2012-2013

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