STAFF SENATE MEETING
MINUTES
December 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: Gary Bishop, Kristy Buchanan, David Collins, Pam Marston, Butch Massey, Joe Miller, and Dianne Pittarese.

UNEXCUSED: Freddie Hill.

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

II. Approval of Minutes – President Belcher called for corrections to the minutes of November 11, 2013. There were no corrections; the minutes were approved as distributed.

III. President’s Report – President Lisa Belcher

A. Report from Senior Staff – President Belcher shared that Senior Staff met this morning. Dr. Noland attended the meeting via conference phone. Dr. Noland is continuing to improve from his automobile accident, and he hopes to be back on campus full-time around the first of the New Year. Until his return to campus, Dr. Bishop is serving in his stead. Dr. B. J. King shared that the pilot for recycling is underway in the administration building, as well as a few other buildings. To date, the pilot has been successful. Good feedback has been received from faculty, staff and students. As the initiative progresses, other buildings will begin to participate. It is hoped that the parking garage can be made available to students when they return to campus for the spring semester. It is also hoped that the new mini-mart and Subway, planned to be housed adjacent to the parking garage, will be open in early January, with the Welcome Center opening in February. The relocation of Public Safety has been delayed with an anticipation of opening around spring break. Mr. Smith shared that the Winter Celebration was a wonderful success. Several Staff Senators offered a helping hand by serving refreshments to guests. Mr. Smith also shared that the Office of University Relations has received positive feedback regarding the new ETSU main webpage. Mr. Wallace, SGA President, shared that students are preparing for a vote, in January 2014, concerning an increase in student fees to offset the cost of the Culp renovation project. President Belcher shared that Staff Senate received a “thank you” card from Dr. Noland expressing his appreciation for staff support during his period of recovery over the last month.

B. Holiday Drive – President Belcher expressed her appreciation to Senator Collins and to the Holiday Drive volunteers for the largest holiday drive to date. Senator Collins will provide a full overview in her report.

C. Staff Senate Newsletter – President Belcher shared that the Staff Senate Newsletter was distributed to staff last week. She expressed her appreciation to Senator Hoyle for his participation and expertise with the design of the newsletter. President Belcher asked that anyone desiring to help with the newsletter, in any fashion, can contact her or Senator Hoyle.
D. **Dollywood Tickets Initiative** – President Belcher shared that she has been contacted by a Dollywood representative to inquire about interest in a discounted ticket program offered by the park. A Dollywood representative will be on campus to meet with the Executive Committee and Dr. King to discuss a variety of ways for ETSU to participate in a discounted ticket program which the park offers to large corporations. At the next Senate meeting, President Belcher will share the outcome of the meeting.

E. **FlexTickets/Department of Athletics** – President Belcher reported that an anonymous donor presented Staff Senate with $200 for the purchase of FlexTickets. The gift enabled the purchase of 100 tickets which can be used for any game until March 2nd. In the interest of time, the tickets will need to be distributed quickly. The Senate discussed ideas for distribution of the tickets. Some ideas brought forward included giving tickets to the first ten staff members who stop by the Staff Senate Office, or “Like” us on Facebook, or to include a “widget” on the Senate website. In an effort to give everyone a fair opportunity for tickets, Senator Morin suggested that signs about the initiative be posted on doors where building/office keys are kept. Ms. Barbi Worley, Office Manager, Physical Plant, will also be contacted in an effort to involve folks who do not utilize computers on a regular basis. President Belcher will send an email to all staff informing them of the various ways to receive tickets.

F. **Holiday Luncheon at the Marketplace** – President Belcher shared that a holiday luncheon is planned for Senators on December 10, 2013 from 12:30pm-1:30pm, in the East Tennessee Room. There will be a sign-in sheet at the cashier’s desk in the Marketplace, and Senators will dine in the East Tennessee Room.

G. **Welcome New Senator/Senator Amanda Worley** – President Belcher welcomed the newest senator, Senator Amanda Worley. Senator Worley currently works as an officer in Public Safety, and is an adjunct faculty member.

IV. **Treasurer Report** – Senator C. Massey reported the general account balance as $6,779.51; the Holiday Drive account balance is $992.38; and the balance of the Community Benevolence account holds a balance of $4,481.25.

V. **Report on Standing Committees**

A. **Committee on Committees** – Senator Warner, chair, commented that from time to time, Senators who serve on various committees will be sharing reports from corresponding committee meetings. Senator Murphy, member of the University Planning Committee (UPC), shared that some of the charges to the UPC include review of TBR and THEC planning mandates, vision/mission/values стратегических целей университета, assist in decision making in some of the major planning items, and insure that the university community is informed in a timely fashion. Over the last couple of meetings, the committee has been reviewing the current ETSU mission statement, and also reviewing recommendations from Committee 125 to ensure correlation with the strategic plan. The committee meets on a monthly basis. Questions regarding the committee or charges can be forwarded to Senator Murphy.

B. **Committee on Elections** – Senator Bennett, chair, shared that the voting results of the special election was satisfactory, and resulted in the addition of the newest Senator, Senator Worley. Since that vote, an additional Senate seat has become vacant with the loss of an appointed member from the College of Education. Fulfillment of the position will be sought through the dean of the college.

C. **Communications and Website** – Senator Chamberlain, chair, shared that the committee met and discussed the pros and cons of social media. Due to Facebook performing as an interactive site, it was determined that it would take the committee, as a whole, to carefully monitor the site. Senator Chamberlain asked for ideas, activities, and photos of staff for the site. Navigation buttons will be changed/added after the winter break.
There are plans to spruce up the site with scrolling banners and additional photos. Winter celebration photos will be added very soon as well. It has been brought to the attention of the committee that information about the recipient of the Staff Woman of the Year for 2013 had not been included on the website. The information will be added to the site as soon as possible. For this reason and some others, Senator Chamberlain urged everyone to forward notable events and information, which should be celebrated, to the committee for inclusion on the website.

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

E. **Liaison Committee** – Senator Hill, chair, reported that he attended the Student Government Association meeting. They discussed several topics including their code of ethics policy. Senator Hill also attended the meeting of the Faculty Senate where several topics were addressed. The Drive to 55 initiative was discussed. The goal of the initiative is to bring the percentage of Tennesseans with college degrees or certifications to 55% by the year 2025. Other items discussed were the Fine Arts Project, decreased enrollment, support of the Fossil Site, and a discussion regarding changes in the new online SAI process. Senator Hill commented that the Liaison Committee members will meet today subsequent to the Senate meeting.

F. **Staff Awards Committee** – Senator Booher, chair, shared that the committee met on November 15, 2013 and reviewed and discussed the award selection process, timeline, and the possibility of electronic submissions. The Outstanding Senator Award procedure and process were also reviewed and it was the opinion of the committee that the current process is working well. The committee plans to meet again in March.

G. **Staff Concerns** – Senator C. Massey, chair, shared that a inquiry was brought forward by a staff member regarding changing the current method of receiving paychecks from monthly to bimonthly. Senator Massey forwarded the inquiry to Dr. Collins to address.

H. **Staff Development and Evaluation** – Senator Raines, chair, shared that one of the goals of the committee is to identify a centralized location for all training which would include the name of the training, the name of the facilitator, and phone number in lieu of departments listing various training opportunities on their respective webpages. The committee met with Ms. Hayman, who fully supports the goal, and in fact provided the committee with a preview of a webpage which is planned to be rolled out in early spring which will offer all training by Human Resources, as well as training through other departments. The training page will be for informational purposes and made accessible to all employees. The initiative is being spearheaded by the Employment Development Center. Senator D. Smith shared that the Employee Development Center will be transitioning to Training and Development and a new website will be built to coincide with the change. The page format will be more user-friendly and be tiered into new employee training, ongoing training, optional, annual or bi-annual training. Senator Raines suggested that Ms. Hayman be invited to a future Senate meeting after the training webpage has been rolled out to present the information to Senate members. Another subject of conversation that the committee has begun to put effort into is the topic of staff bullying. The committee is currently in the process of researching methods used by other institutions. Committee members suggested the possibility of identifying an ombudsman, someone who is not affiliated with the respective department, in an effort to reduce fear of retaliation. The committee will share additional information regarding this initiative as it becomes available. President Belcher shared that there is a “Get Help” navigation button located on the main webpage which is a great tool providing information regarding a great number of topics which may be helpful for anyone looking for information about the institution.

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.

D. Holiday Drive – Senator Collins, chair, commented that this year’s drive was very successful netting 240 baskets with gift cards. Additional requests for food baskets were received and even though the requests were late, they were not rejected. Instead, additional baskets of food were distributed, but without gift cards. More than $4,000 in monetary donations was received. Senator Collins noted that the approximate current balance is $992. It was suggested that $800 of the remaining funds be used to sponsor five children, leaving a balance of $192 in the account. A motion was made; seconded, and passed. Remaining food items were donated to Bucky’s Food Pantry.

Senator Collins suggested that next year recipients of holiday baskets complete a form certifying their need. This may help monitor and hopefully insure equality in distribution of baskets among the community, and decrease duplicity. In addition, a suggestion was made to begin preparation for the baskets earlier in the year in an effort to be fully prepared in November. President Belcher suggested beginning a search for food containers early in 2014 and bank them for usage in November so that there will not be a shortfall at the time of the 2014 drive.

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

VIII. New Business

There was no new business to discuss.

IX. Announcements

A. Coat Drive – Senator Jones shared that there are a few remaining winter coats. Anyone aware of a student or staff member in need of a coat can contact Senator Jones at jonehm1@etsu.edu, or by phone at 9-6013.

B. Bucky’s Food Pantry – Senator Hill shared that for anyone who has completed a request for food beginning December 16-20, 2013 will be given a double of amount of food in an effort to help get them through the winter break. Applications will be accepted through December 16th.

Adjournment – There being no other business to discuss, a motion was made to adjourn. The meeting was adjourned at approximately 4:00pm.

Submitted by Senator J. Ann Eargle

__________________________________________________
Secretary