STAFF SENATE MEETING
MINUTES
December 12, 2011

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

PRESENT: James Batchelder, Lisa Belcher, Lisa Bell, Brian Bennett, Gary Bishop, Carolyn Bond, Lisa Booher, Queen Brown, Christy Buckles, Harvey Byerley, Cindy Canter, Kathy Carder, Phyllis Cooper, Peggy DeLong, Linda Greenwell, Carshonda Harris, Kathy Hawks, Thomas Hill, Karen Holden, Ned Irwin, Janet Keener, Paul Lavoie, Leigh Lewis, Candy Massey, Mary Maupin, Diana McClay, Donna Miller, Joe Miller, Stephanie Nave, Crystal Nelson, Margaret Pate, Chuck Patton, David Robinson, Kathy Smith, Debbie Starnes, Karen Sullivan, Carla Warner, and Josh Whitlock.

EXCUSED: Barbara Chamberlain, David Collins, Betty Ann Proffitt, Sue Russell and Ray Webb

I. Call to Order
President James Batchelder called the meeting to order at 2:30 pm.

II. Welcome Special Guest
President Stanton appreciated the invitation to speak to the Staff Senate and was sorry that he was unable to make the last meeting. He will miss everyone, but he will still be around since he will be moving to an office on the VA campus. He will spend one day a week teaching medical students and one day a week working for Dr. Noland, helping him transition over the next several months and whatever else he needs. Dr. Stanton will probably spend time raising money for the university. As far as he knows, there will not be any changes in the President’s office. However, President Stanton has asked Janice Randolph to accompany him to the College of Medicine campus and work part time. She will probably give President Stanton her decision in a few days. The people at ETSU are like family to him and he will press Dr. Noland to focus on salary enhancements. Salary increases need to be a top priority since there have been no raises in the past few years. Dr. Stanton asked for questions. Many members of the Senate shared special stories and memories with him. President Batchelder congratulated him on his President Emeritus status.

III. Approval of Minutes
The minutes from November 14, 2011 were approved as distributed and will be posted on the Staff Senate website.

IV. President’s Report – President James Batchelder
President Batchelder welcomed Brian Bennett to the Staff Senate. Senator Bennett replaced Charles Forrester.

Dr. Brian Noland, the incoming President of ETSU, will begin on January 16, 2012. He would like to know what direction the Staff Senate would like the campus to go. Please poll your colleges and departments to find out what staff would like to present to the new president. A popular concern among staff is salary equity, which is currently being addressed through the Strategic Budget Management Committee. The recommendation was to have salaries at the 60% mark.

V. Treasurer’s Report
Senator Nelson reported a balance of $4,646.84 in the Staff Senate account. The Community Benevolence Committee account has balance of $2,643.40.

VI. Report on Standing Committees

A. Committee on Committees: There is an opening on the ITGC Security Subcommittee. Senator Chuck Patton was previously on the committee and needs to cycle off. This university committee gives networking security advice. Kathy Kelley currently chairs the committee and they meet about once every two months. Senator David Robinson agreed to serve on this committee. The next meeting will be January 24, 2012.

B. Committee of Elections: Charles Forrester was replaced by Brian Bennett.
C. **Communications and Website Committee:** The Staff Senate website has been updated. Profiles are needed on some of the new senators. Please visit the site to review the new material and let committee members know if something is incorrect or needs to be added.

D. **Community Benevolence Committee (CBC):** Please review the report that was attached to the email containing the agenda and last meeting’s minutes. Thank you to everyone who helped with the food drive. There was more food and money donated this year that any year so far.

E. **Liaison Committee:** A meeting will be held on Friday to discuss a survey for staff on different topics like guns and salaries. All the questions are pertinent to staff. Janet Keener suggested that a statistician look over the survey before it is sent out. Jim Fulbright is a statistician that’s frequently used.

F. **Staff Awards Committee:** The committee has met regarding nomination forms, a time line and duties for the upcoming staff awards. Some issues and questions need to be brought before the Executive Committee. Also, the committee needs to know the final date of the Staff Picnic. Another meeting will not be scheduled until these items are taken care of.

G. **Staff Concerns Committee:** Two issues have been brought to the attention of this committee. The first issue is the gender neutral restrooms. These are single occupancy, faculty and staff only restrooms that are being changed to public gender neutral restrooms. One of the main problems with this is that the changes are being made without notifying the faculty and staff in the building. The restrooms that have been changed over are being trashed (urinating on the walls and floors, littering the room with paper towels, etc.). The second issue was a request by a staff member to limit the terms of service for staff senate members. This will require a constitutional change and a vote by all staff members at ETSU to change the constitution. Before that a proposal will have to be made to bring the discussion to Staff Senate. It was suggested that this issue first be sent to the Committee on Elections for discussion. A formal motion and second were received to send the issue to the Committee on Elections.

H. **Staff Development and Evaluation Committee:** The committee continues to work with Rich Ashley to schedule a meeting with vendors for a vendor software system that provides online supervisor training. Congratulations to Senator Pate the appointment to her new position.

I. **Visibility Committee:** Senator DeLong is a new member of this committee. Cookbooks will be ready to pick up on Thursday and Friday in room 322 in Ross Hall. Staff senators can pick their cookbooks up today. There are still 72 cookbooks available for purchase out of the first 300 published. The last 100 are at Sir Speedy being bound. President Batchelder will send an email out to the general ETSU community for purchase at the end of the week.

VII. **Report on Project Committees**

A. **Blood Drive Committee:** No report.

B. **Staff Picnic Committee:** Every senator needs to sign up to contact two companies for staff picnic door prizes. Senator Nelson will send out the scripts you can use. Companies need to be contacted at the first of the year. Also, each senator needs to sign up to either set up or break down during the picnic. Sign-up sheets were distributed around the meeting. There are only 6 committee member and more members are needed. Senator De Long said that she would serve on the committee. The EEOC category needs to be mentioned when awards are given. Looking at either May 11th or May 18th for the picnic. Also, the committee is looking at moving the picnic time from 1-3pm. A van will be set up to shuttle people from the VA to the picnic.

VIII. **Old Business**

There was no old business.

IX. **New Business**

A. **Cell Phone Policy:** Stipends for cell phones will now be non-taxable income. Therefore ETSU has proposed a policy change to the amounts of the stipends. The smart phone stipend is currently $91.00 and under the proposed policy it will be
$80.00. A person will also have to verify that they have the service plan they are receiving a stipend for and that the plan costs at least $80.00. If you have a university provided phone, no personal calls can be made on it.

B. Staff Convocation: There has been some conversation about scheduling the Staff Convocation for a fixed date. One suggestion was to have the Staff Convocation on the same date as Faculty Convocation. Faculty Convocation is in the morning and Staff Convocation could be held in the afternoon. Senator Booher announced that this would not be possible because Freshman Preview was that afternoon.

C. ETSU Notable Staff Woman Award: Senator Patton spoke to Harriet Masters regarding a new award. There has been an ETSU Notable Woman Award, but it typically goes to faculty due to the criteria. A new ETSU Notable Staff Woman Award is being developed, with a monetary award of $500. Criteria and nomination forms will be sent out to staff senators for approval and comments.

D. Reception for President Stanton: Save the date of January 9th from 2:30 to 4:30pm for President Stanton’s retirement reception. This is during the next Staff Senate meeting. President Batchelder will see if the Staff Senate meeting can be moved to an earlier time. Then senate members can attend the reception immediately following the meeting.

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

XI. Announcements
Mr. Dalton Collins, SGA President is scheduled to speak at January’s meeting.

XII. Adjournment
There being no other business to discuss, the business meeting was adjourned at approximately 3:46pm.

Through an electronic vote, the Staff Senate endorsed the new ETSU Notable Staff Woman Award.