STAFF SENATE MEETING
MINUTES
July 9, 2012

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, Carolyn Bond, Lisa Booher, Angela Brewer, Queen Brown, Christy Buckles, Cindy Canter, Phyllis Cooper, Linda Greenwell, Carshonda Harris, Kathy Hawks, Thomas Hill, Helen Jones, Paul Lavoie, Candy Massey, Mary Maupin, Donna Miller, Joe Miller, Margaret Pate, David Robinson, Sue Russell, Debbie Starnes, Karen Sullivan, Carla Warner, Ray Webb, and Josh Whitlock


I. Call to Order
President James Batchelder called the meeting to order at 2:34 pm.

II. Approval of Minutes
The minutes from June 11, 2012 were approved and will be posted on the Staff Senate website.

III. President’s Report – President James Batchelder
TBR approved the 2.5% pay increase effective this month (July). Also TBR approved a tuition increase, which includes funding for our equity adjustment. They have not yet approved our plan for the equity adjustment completely, but it is tentatively approved. We have to turn in the details on how we plan to distribute the equity adjustment, which is 3% based on total salaries we have on campus. This money is then placed in a pool, and this is the money we will have to apply toward the disparities we have in our income. It is possible that some will not receive an equity adjustment. The detailed plan has to be turned in at the end of this month. It should be officially approved in September and implemented in October, and will be retro to July 1, 2012. This will be an increase to our base pay. Human Resources is responsible for looking at all positions and coming up with the figures regarding the adjustments.

IV. Treasurer’s Report – Senator Carolyn Bond
In the Staff Senate account, the balance is $0.00. In the CBC account, there was $4,966.87. The Holiday Drive account remains the same at $3.79.

V. Report on Standing Committees

A. Committee on Committees: None.

B. Committee of Elections: Nominations have been sent into HR. They will make sure that the nomination is in the correct category. Hope to hear back from HR next Thursday. There was not a very good turnout for nominations. There were 10 nominations in category 3, 13 nominations in category 4, 1 nomination in category 5, and zero nominations in category 7. There is 1 eligible in 6, 3, and seven. We will be down four members. New appointees will start in September.

C. Communications and Website Committee: No report.

D. Community Benevolence Committee (CBC): Committee will have to meet to decide what they are going to do. Will have to decide if it will have a foundation account or an agency account. Monies raised for a foundation account can be tax deductible, however is must strictly follow guidelines/criteria. No individual fundraising, just fundraising for a specific University event. An agency account has more flexibility. Need to set a deadline on the decision, possibly before the New Year.
E. **Liaison Committee:** No report.

F. **Staff Awards Committee:** One duty left – to get the nomination for outstanding Staff Senator. Think about who we can nominate. Would like this process completed in time for the Staff Convocation. Formal request for nominations will go through the Executive Board and an email will be sent out to the Senate. Then the committee will make the decision.

G. **Staff Concerns Committee:** None – however brought up in Senate – Janet Keener’s house suffered a lightning strike on Sunday, July 1st.

H. **Staff Development and Evaluation Committee:** Skillsoft on line training package completed.

I. **Visibility Committee:** Carolyn Bond sold 5 more cookbooks, and we have 4 left. Still working on Brochures – waiting on pictures. It was suggested to look into the possibility of selling a digital copy of the cookbook.

VI. **Report on Project Committees**

A. **Blood Drive Committee:** The Blood Drive was held on June 26, 2012 - we made our goal, which was 40 units and we had 41. Looking at having one big Blood Drive instead of 10 little blood drives.

B. **Staff Picnic Committee:** No report.

VII. **Old Business**

A. **Job Audit Pool:** Working on the resolution but have not had an opportunity to meet with the committee. Have asked the university to reestablish a pool for job audits, in which the cost of a job audit will come out of this pool. As it is now, the department must pay for the job audits within their departments. We are asking for $200,000 and will be reoccurring dollars. Hopefully it will be in the new budget.

B. **Vote for New Staff Secretary:** Helen Jones has agreed to fulfill the remaining term (3 months) of Leigh Lewis and will serve as interim Staff Secretary until elections in September.

VIII. **New Business**

A. **Convocation:** Date for the Convocation is Tuesday, October 2, 2012 at 2 PM at the Culp Center. Confirmed with our executive committee that President Noland and our Vice- President will attend. New President of the Staff Senate has also agreed to attend. Currently trying to contact the new SGA president so see if she can speak as well. Asked that a committee be established to assist Christie over the next three months – about 2 or 3 people. If interested in helping send an email to Christie.

B. **Vote for New Staff Secretary:** Senator Leigh Lewis will be leaving the College of Pharmacy for a new position with the College of Arts and Sciences starting July 1. Therefore, a new secretary will need to take her place for the remaining three months of the term year. Senator Helen Jones expressed her interest in serving in this role. Notification of her nomination and a vote will be held via email.

IX. **Open Floor for New Agenda Items/Concerns**

A. Create and distribute a document that outlines the duties of the different committees that can be distributed to the chairs/co-chairs.

B. Look into what can be done for Janet to be eligible for CBC funds (house hit by lightning).

X. **Announcements**

A. New Dean of the library – Patricia Van Zandt
B. Wednesdays - free lunch – cooperation with Salvation Army and Bucky’s Food Pantry – outside of Stone Hall. Donations welcome.

C. **Bucky’s Food Pantry**: Eastman donated heavy duty shelving. Need assistance moving water. Also, received 2 new refrigerators. TVA Employees Credit Union on Roan Street – large contribution of food for Bucky’s Food Pantry. Also Chick-Fil-A is collecting food on Thursday.

D. Welcome to new member to the Staff Senate – Angela Brewer. She is fulfilling Leigh Lewis’s term.

E. A motion was made and seconded to have the next meeting at Bucky’s Food Pantry. It was approved unanimously

XI. **Adjournment**
There being no other business to discuss, the meeting was adjourned at 3:33pm.