STAFF SENATE MEETING
MINUTES
July 13, 2018

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: Gwen Bays, Brian Bennett, Kristy Buchanan, Lorena Burton, Barbara Chamberlain, Chris Collins, David Collins, Tim Dills, Kristin France, Shelly Higgins, Tom Hill, Sean Hoyle, Katie Jeter, Chris Loveday, Candy Massey, Diana McClay, Jessica Miller, Stefanie Murphy, Dianne Pittarese, Linda Raines, Jennifer Rice, Sandra Ritchie, Debra Roberson, David Robinson, Lisa Rowland, David Smith, Kristi Smith, Brian Thompson, Libby Tipton, Joshua Whitlock and Connie Wyche

FRIENDS OF THE SENATE: None

EXCUSED: Lisa Booher, Ann Eargle, Charvi Greer, Helen Jones, Butch Massey, David Smith, Karen Sullivan and Wayne Winkler

UNEXCUSED: Carshonda Harris, Pam Marston and Amanda Worley

I. **Call to Order** – President Whitlock called the meeting to order at 2:32pm. In the Forum room of the Culp Center.

II. **Approval of Minutes** – A motion was made by Senator Brian Thompson to approve the minutes, and Senator Tom Hill seconded the motion. Everyone agreed by saying I.

III. **President’s Report – President Josh Whitlock** President Whitlock reported the following:

- The funding for the Fine and Performing Arts Center was approved by the TN State Building Commission earlier this month. There is an open information session on Monday July 20th in the Culp, Forum, at 3:30pm where the architects (McCarty Holsaple McCarty, Inc.) will present timelines and describe the design process. President Whitlock encouraged everyone to attend and invite a staff friend. The first meeting of the new Interim University Council will meet that same day, in the morning, in the Forum. President Whitlock has asked Senator Murphy to attend the session with him. The newly formed University Council will replace the Senior Staff and the President’s Council. The University Council will begin work on the master plan and budget plan.
- The next Staff Q & A Session with Dr. Noland is scheduled in the Culp Center, Meeting Room 6, on Tuesday, July 21 from 10 to 11 am. President Whitlock has requested that everyone make an effort to attend the session.
- Dr. Noland noted that the university has a balanced budget for the upcoming fiscal year. Enrollment projections are holding. Hopefully, the will be ample funds to build a “rainy day” fund (i.e. hopefully we will enroll more students than projected/budgeted for).
- The day of groundbreaking for the football facility has not yet been determined, but it is expected to be sometime in October/November. The parking lot next to the CPA will go away. There is still ample parking for staff near Warf-Pickel. The parking committee is continuing to work on parking initiatives.
- The ad hoc committee on convocation met and discussed combining the Staff Convocation with Faculty Convocation. Combining the two convocations was considered this last year and it was ultimately concluded not to be feasible. The ad hoc committee discussed what would be needed for a successful combined convocation. This included limiting the time frame of the event, ensuring that the number of awards presented would be equitable between staff and faculty, and that planning and setup be a joint effort between faculty and staff. After discussion with the Faculty Senate, it was decided to explore the possibility next year, but given the current timeframe, it would be best to again keep the convocations separate.
- There were no senate nominations for staff in EEOC Categories 5, 6, & 7. Senator Murphy recommended the appointment of individuals. This could solve the issue of vacancies on the Senate in those EEOC Categories, which is difficult due to a number of factors. Ms. McClay, Human Resources, pointed out that appointment would entail having to compensate the appointees, so that discussion was tabled.
Mr. Matthew McGahey, the Assistant to the Athletic Director for Special Projects, has shared that setup and breakdown, to accommodate the football season at Kermit-Tipton Stadium, will be a challenging task. So that Science Hill can utilize the stadium the day following our games, a timeframe of three hours is all that is available. Mr. McGahey shared that the Department of Athletics will gladly accept volunteers in an effort to return the stadium to usable order for Science Hill.

IV. **Treasurer Report** – Senator Massey reported the general account balance as $7900.00; the Holiday Drive account balance as $204.03; and the balance of the Community Benevolence account holds a balance of $4,481.25.

V. **Report on Standing Committees**

- **Committee on Committees** – No report.
- **Committee on Elections** – Senator Dills stated that we have several openings for our upcoming elections. EEOC5 = 1, EEOC6 = 1 & EEOC7 = 4. There were no nominations received for category 7. A brief discussion ensued as to how we can get more participation and involvement from the EEOC7 category. The executive committee will speak with Dr. Noland to see if he will suggest nominations from supervisors.
- **Communications and Website** – No report.
- **Community Benevolence Committee (CBC)** – No report.
- **Liaison Committee** – Senator Tom Hill spoke about the new POW/MIA exhibit at the Reece Museum. The exhibit is now open. William A. Robinson, the longest-held enlisted prisoner of war in American history, will be the guest speaker during an opening reception for “Victory from Within: The American Prisoner of War Experience,” a national traveling exhibition to be shown at the Reece Museum. The 1,200-square-foot exhibit, which is designed to educate the public about the stories and sacrifices of American prisoners of war, opened today; Monday, July 13, and continues through Sept. 18. The opening reception will be held Thursday, July 16, from 4:30-7 p.m. at the Reece Museum, and will include a POW/MIA tribute by members of Tennessee Chapter 4 of Rolling Thunder Inc., in addition to Robinson’s remarks.
- **Staff Awards** – Senator Burton stated the nomination window is now open for the 2014-2015 Outstanding Staff Senator Award. The award will be given out at the Convocation this year on Tuesday, Sept. 29th. Nominations can be emailed to Senator Burton at mckinley@etsu.edu or sent to her at P O Box 70571. Senator Smith will email the nomination form to everyone. Entries must be received by August 10.
- **Staff Concerns** – No report.
- **Staff Development and Evaluation** – No report.
- **Visibility** – No report.

VI. **Report on Project Committees**

- **Blood Drive** – No report.
- **Staff Picnic** – No report.
- **Holiday Drive** – No report.
- **Convocation** – No report.
- **Bylaws / Constitution** – President Whitlock stated that given the fact that we have had various issues lately revolving around our current bylaws & constitution we will table any discussion until next meeting.

X. **New Business**

- Senator Murphy stated that a advisory committee member was needed for the ETSU Microsoft Office 365 Migration Advisory Committee. Anyone interested should get with Senator Murphy.

XI. **Announcements** – None.
XII. **Adjournment** – There being no other business to discuss, a motion was made to adjourn by Senator D. Smith and seconded by Senator Tipton. The meeting was adjourned at 3:15p.m.

Submitted by Senator Kristi Smith

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Secretary