



## STAFF SENATE MEETING MINUTES April 9, 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:** Yaritza Abdelnor, Gwen Bays, Lisa Bell, Julie Blevins, Lisa Booher, Kristin France, Joy Fulkerson, Janet Green, John Lane, Christine Loveday, Trish Lowe, Ronald Mann, Crystal Maupin, Jennifer Mayberry, Gina Osborne, Dianne Pittarese, Sandra Ritchie, Debra Roberson, David Robinson, Hazel Robinson, Kristi Smith, Michelle Sullivan, Rita Taylor, Libby Tipton, Gabe Tocci, Josh Whitlock, and Andrew Worley

**EXCUSED:** Jake Allen, Tim Dills, Cynthia Hill, Candy Massey, Kathleen Moore, Stefanie Murphy, Evelyn Roach, Carolyn Sliger, Kathy Smith, Pat Van Zandt

**UNEXCUSED:** Jonathan Lykins, Faith Vaughn

**FRIENDS OF THE SENATE:** Vanessa Canter

**RESIGNED:** Sean Hoyle, Ann Eargle

- **Call to Order** – Vice President France called the meeting to order at 2:30 p.m. in Meeting Room 6 of the D. P. Culp Center.
- **Approval of Minutes** - Minutes for March were approved. Motions to accept them were made by Senators Robinson and Mayberry. Everyone agreed.
- **President Report** – Vice President France stated President Murphy was out sick today.
- **University Council** – Vice President France reported that University Council met this morning and covered several topics: Dr. Noland reminded everyone that the next Board of Trustees meeting will be April 27<sup>th</sup>. At that time, they will vote to accept the budget for 2018-2019. As Dr. King presented last month, there will be 2.9 percent fee increase. This is the first year in ETSU history that students will know the cost of Tuition before the leave for summer break. Also Faculty that are up for tenure will be processed before summer break. Dr. Karen King met with Information Technology Council. Due to the widespread of phishing emails, they are going to put an external tag in emails along with a disclaimer at the bottom to help us recognize legit emails. This will not be a quick process. They will inform every about the change and then set a date to turn the tag on.  
SGA elections are this week so we will be getting a new SGA President. We all thanked Keyanna Miller, current SGA President, for her dedication and work in SGA this year. SGA is promoting Faculty/Staff Appreciation Week this week. One tidbit is SGA will provide a complimentary upcharge to your drinks at Starbuck's and Einstein all week. Please go to [www.etsu.edu/SGA/Appreciation.php](http://www.etsu.edu/SGA/Appreciation.php) to see the full schedule. Let's congratulate Mrs. Yaritza Abdelnour on being today's featured staff member. Thank you for all you do for the university!  
Dr. Roane gave a presentation on Organization Culture in order to empower employees to make ETSU a great place to learn, work, and grow. The culture we create goes from the flowers to the way each ETSU participant interacts with each other. He pointed out several times that the culture starts with our leadership. They define our values and desired norms and model them with consistency. Once they are consistent, they encourage the employees to practice them. The institution culture has 2

sides: formal and informal. The formal side consists of our Policies and Procedures – management practices and governance. The informal side is our working culture consisting of our written values and norms or the day-to-day values. Investment in our culture must be maintained continually and dedicated time to it. We need to recognize, celebrate, and promote (hire) employees who live in strong culture. There was quite a bit of discussion on how this is achieved but no real solutions. So, as a Staff Member, think about our culture, review our values and goals, and bring any ideas to obtain them to Staff Senate.

Dr. Bishop mentioned that we need to be reviewing the process to reach our goal of \$18,000 students. She was very appreciative of Stefanie Murphy and Staff Senate for providing several ideas and they will be discussed in future University Council meetings.

Dr. Hoff mentioned the survey on Great Colleges to Work For. He said they are only getting a 20% response rate so they will be setting up booths with freebies to encourage participation.

- **Treasurer Report** – Senator Smith stated the balance in the Main Account is \$7,785.08 with \$69.92 being spent on supplies for the picnic. The balance in the CBC Account is at \$3,681.25 having given \$200.00 to Senator Massey (in the death of her husband), and the Holiday Drive Account remains at \$229.67
  
- **Committee Reports**
  - **Staff Awards** – Senator Smith stated the Staff Awards Committee met last week and finalized the time line for the awards. As you probably saw on the weekly news this morning, the nomination period for the Staff Senate Awards opened today and will run through Friday, April 20. Please encourage all staff to nominate. Award recipients each receive a \$2,000.00 check along with their award. Awards will be given at the Staff Picnic! The committee will meet to finalize all awards on April 25. Nomination forms can be found at the Staff Senate website and can be mailed to our PO box or emailed to [staffsenateaward@etsu.edu](mailto:staffsenateaward@etsu.edu)
  - **Picnic Committee** – Senator France stated the picnic is fast approaching and we are in the process of wrapping up the details. It will be on May 11<sup>th</sup> from 12-4:30. Dr. Noland's office sent an email that the college will be closed from 11 am – 4:30 pm. We are not changing our agenda. Firehouse Restaurant will be serving between 12 – 2. Anyone that comes early can find a seat, enjoy the booths, give blood, play games, etc., Debra Roberson will need any special dietary requests made by April 30<sup>th</sup>. Please pass the word. A flyer will be going out in our weekly Monday email soon. We are still in the process of contacting agencies for our Community Booths. Please see Gina Osborne if you have any ideas. Michele Sullivan will be managing our contest. We will be requesting participants to make ETSU Capes. Please see her if you have any questions or want to enter. Please pass the word. We are in need of games/activities. We will be collecting some from the CPA. If anyone has extra games sets like corn hole, we would be very appreciative if we could borrow them. Please be mindful that we cannot use any sets that advertise for our competition, like UT. Also, we are in need of door prizes. If you have connections at any businesses that may provide a prize, please contact Crystal Maupin. She has a list of locations we have already approached and/or received items.
  - **Liaison Committee** - Senator Andrew Worley and Senator David Robinson attended the Faculty Senate meeting on March 26, 2018. His report follows: Greeting guests – Andrew Worley and David Robinson, Celebrations and events – SGA Debate, ETSU Remembers, Board of Trustees – No Update, Committee on Committees – No Report, Discussion on Letter of Concern – thorough discussion on Technology Access Fee Advisory Committee and Classroom Utilization Committee (CUC). Faculty Senate discussed concerns on how the CUC was disbanded, when it will be reinstated, and desire for faculty representation once committee is reconvened. Motion to postpone action for 2 weeks while additional information is gathered passed. In New Business Academic Counsel – Academic Honesty Policy changes discussed. Changes made to policy and procedures. Old Business --There was a continuation of discussion on the position of ombudsman for the University. The ombudsman would be an impartial arbitrator for faculty

or staff disputes with the administration. There were instances outlined where a person in this position would have been helpful. Apparently, this issue has been ongoing and had not been resolved because of funding concerns. Susan Epps agreed to discuss it with President Noland during their next meeting. New home for Faculty Senate – Senate will meet in Building 60 on the VA Campus for the next year (maybe two) while the Culp undergoes renovations.

- Blood Drive – Senator Loveday stated for the first time, the blood drive would be in conjunction with the Staff Picnic on May 11. Will run from 10:00 – 3:30 inside the dome, near the garage door. Goal has been set at 75 units. There will be online registration prior to the event, all donors who register before April 27<sup>th</sup> will be entered into a special drawing for a \$50.00 gift card. All donors will receive a t-shirt.
- **Old Business** – None.
- **New Business** – None.
- **Announcements** –
  - The D.P. Culp University Center Renovation Groundbreaking and "Ramp Fun Run" will be Friday, April 27, at 4 p.m. at the long walkway between the Culp Center and Borchuck Plaza. Refreshments will be served.
  - The new budget model surveys forum are coming out April 18 & 19 at 3:00 in the Culp Forum room. They are requesting feedback on how the new budget models are working in your areas.
  - All students, faculty and staff are invited to attend an Open House at Bucky's Career Closet on Tuesday, April 10, from 9 a.m. to noon in Nell Dossett Hall, rooms 321 and 304. (Use side entrance next to West Hall.) Current students who are unable to afford professional wear can come to Bucky's Career Closet and get one full, interview-ready outfit to keep. Light refreshments will be provided.
- A motion to adjourn was by Senator Robinson at 2:50 with a second by Senator Tipton.