



STAFF SENATE MEETING MINUTES February 12, 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, Jake Allen, Gwen Bays, Julie Blevins, Julie Blevins, Lisa Booher, Tim Dills, Kristin France, Joy Fulkerson, Cynthia Hill, Janet Green, John Lane, Christine Loveday, Trish Lowe, Jonathan Lykins, Candy Massey, Crystal Maupin, Jennifer Mayberry, Kathleen Moore, Stefanie Murphy, Gina Osborne, Sandra Ritchie, Evelyn Roach, Debra Roberson, Hazel Robinson, Carolyn Sliger, Libby Tipton, Josh Whitlock, and Andrew Worley

FRIENDS OF THE SENATE: None

EXCUSED: Ann Eargle, Ronald Mann, Sandra Ritchie, David Robinson, Kathy Smith, Kristi Smith, Rita Taylor, Gabe Tocci

UNEXCUSED: Dianne Pittarese, Faith Vaughn

Resigned: Sean Hoyle

- **Call to Order** – President Murphy called the meeting to order at 2:33 p.m. in Meeting Room 6 of the D. P. Culp Center.
- **Guest Speaker** – Jeff Howard spoke on the Non-Student Minors Policy. Kim Young is one of the primary contacts. Policy will be presented to the BOT on February 23 for approval, and will then have to go through a rules process in the legislature in Nashville for final approval.
- **Approval of Minutes** - Minutes for November were approved. Motions to accept them were made by Senators Tipton and Lykins. Everyone agreed.
- **President Report** – President Murphy welcomed everyone and stated the Executive Committee had not met with Dr. Noland due to him having a prior commitment in Washington, DC. Hopefully we will get back on track for March.

There was a special called meeting of the University Council on January 29. Dr. Bishop discussed the origins and history of the University Council, there were two recommendations from the President (1) to combine the Budget and Planning Committee as their work will be dependent upon the other and (2) create an Evaluation and Assessment committee to be chaired by Cheri Clavier to have oversight of how we adhere to the goals of the strategic plan.

Establish a Policy Process review committee that will look at how University policies relate to the University Council and assist in determining which polices would be reviewed by the University Council. Tweak the agenda to allow for free flow information and move away from “show and tell.”

During this time, Jeremy Ross introduced Human Resources Consultant Stephanie Goode, she will be on campus three days a week through May 18. There has been a lot of assessments taking place in many areas; including marketing outreach, Finance, Athletics and Financial Aid. We are now looking at

Human Resources. Noting that with the new budget model, HR will serve a very large role. He said he is looking at HR being very customer service based. Currently, an assessment is underway with Ms. Good conducting the assessment. Her recommendations and report are forthcoming with the report expected in two weeks.

Dr. Sherlin spoke of the Culp renovations and updated the current office moves. The Post Office will remain in the building, the Marketplace will be open Fall and Spring, the Bookstore will relocate to the Ballroom. Food Services will also be available in Building 60 on the VA campus and food trucks (including Steak & Shake food truck) will be on main campus. Financial Services has a Conference Room (20 occupants) available to reserve, contact Norma Adams if needed. Still looking at the possibility of leasing the Millennium Centre.

Dr. Noland will be attending Governor Haslam's final State of the State address this evening (1/29/18). Anticipates investments in the RISE Initiative-Strategic Research pools - \$5 million investment and in Opioid Research (Overmountain Clinic).

Submitted letters to local government representatives in support of DACA.

In other meetings with other presidents, there is going to be a Spring Fling, however details/date has not been determined.

You should have received an email about the egg hunt at Shelbridge. The egg hunt is for everyone working at ETSU. This event is March 24 at Shelbridge from 2-4.

Faculty Senate, Staff Senate and SGA invite you to attend an open forum with President Noland on Wednesday, February 28 at 2:30 in the D.P. Culp Center, East Tennessee room. If you have a question for him or one of the presidents of Faculty Senate, Staff Senate and SGA, please submit questions online by Feb. 23. These questions will be answered first followed by any questions from the floor as time permits. You can submit your question to President Murphy, all questions will remain anonymous.

Finally, I received the yearly report from Sodexo. This will be passed around during the meeting for all to view.

- **University Council** – Vice President France reported that University Council met this morning and covered several topics: Stephanie Goode, HR Consultant, had a presentation discussing the weakness of HR and the plan of action for improvement. The main concern was that HR had two divisions and lacked communication and congruency between them. The goal is a 3-step process: Redesign the Core HR Process, Fill in missing functional expertise, and align the technology. Her slides should be provided on the University Council website.

Dr. Sherlin and Dr. Howard discussed the new policy, *Implementation of Non-Student Minors Policy*, which went into effect on January 1 and is online to view. They also discussed the *Revised Campus Use Policy* and making it consistent with state law. It should go out in the new few days to be reviewed. Please provide any feedback. It will be brought back to UC for review and action in the March meeting.

Dr. Duncan is sending out a draft policy of *Research Data Ownership and Retention*. It is an important policy to anyone that is working on grants, or doing any kind of research at the University. It will go out for review for 30 days and taken to a vote at the April UC meeting.

Dr. Hoff discussed the process for receiving and reviewing college and unit level strategic plans. It was requested that all strategic plans be submitted to VPs for review, then passed to the Strategic Council, and then it will be reviewed in the May UC meeting.

There was a calendar discrepancy on the website regarding Spring Break. It has now been corrected. Spring break should start on the 14th depending on Martin Luther King day. Lastly, SGA will be hosting Lawrence Ross, Lecturer on Racism on Feb. 19th, 7 p.m., in the Ballroom.

- **Treasurer Report** – Senator Massey stated the balance in the Main Account is \$7,855.00. There was no activity in the other two accounts; therefore, the balance in the CBC Account remains at \$3,881.25 and the Holiday Drive Account remains at \$229.67

- **Committee Reports**

- **Picnic Committee** – Picnic is set for Friday, May 11. Blood drive will take place as well. Dome has been reserved. Working on theme possibly Super Hero's or tied to community (service) sustainability. No word yet on the budget. Senator Fulkerson would like to partner to have nonprofits at picnic and partner with Alternative Breaks.

- **Liaison Committee** –

Senator Joy Fulkerson attended the SGA meeting on January 23, 2018. Her report follows: As it was their first meeting of the semester, the meeting was fairly brief. Several appointments by President Miller were confirmed by the Senate. Three Associate Justices and 10 Senators took their oath of office.

- Vice President Shipley reviewed goals for the semester established at the SGA Retreat in August. Goals discussed were:
 - Introduce of meaningful, impactful legislation
 - Promote participation in SGA i.e. Junior Senate Program
 - Increase student engagement
- Other announcements and points of information shared include:
 - Petition to Support Student Trustee Vote on Board of Trustees,
 - Spring Concert; March 17, 7:30 p.m.; Juicy J, Artist,
 - Availability of Open Educational Resources,
 - March Civility Series, March 25 – March 30
 - Collaborative Meeting, January 31
- Draft of Revised Constitution for Senate Review Coming Soon.
- Vice President Shipley announced several chair/member openings for Senate Committees as well as reminded Senators that office hours begin week of January 22. He shared that every new senator would be assigned a seasoned senator to help guide/mentor them in their new role.
- Chief of Staff Hess mentioned Faculty/Staff Appreciate Week, tentatively scheduled for 2nd or 3rd week of April, planning has begun. Volunteers will be needed.
- After brief remarks by the Attorney General and Secretary of Public Relations, a motion to adjourn the meeting was made 4:45 p.m.

Senator Pat Van Zandt attended the Faculty Senate meeting on January 29, 2018. Her report follows:

- Announcements from President Susan Epps:
 - No official Faculty Senate representative on the campus disability committee, but if anyone is interested, they should feel free to attend the committee meeting
- Minutes approved
- Report from the ETSU Board (Fred Alsop, faculty rep):
 - Board meeting on February 23 with committees meeting in the morning and the full board in the afternoon. Meetings are open to all.
 - April Board meeting will include approval of the budget as well as approval of promotions and tenure appointments

- Let Susan know if you're interested in attending the SACS conference; all expenses are paid by the university
- Presentation from Senator Ashley Sergiadis, Digital Scholarship Librarian at Sherrod Library:
 - Digital Commons (<https://dc.etsu.edu/>) is ETSU's institutional repository, containing original work of students, faculty and staff
 - Services for faculty available through Digital Commons:
 - Peer-reviewed journals
 - Peer-reviewed conferences
 - Selected Works profiles
 - Expert Gallery
 - Mentor Gallery
 - Undergraduate Student Research Gallery
 - Impact metrics on your work: number of downloads, views, etc. Searchable through Google and Google Scholar
 - Ashley is available for consulting on copyright, research impact, author rights, etc.
- New business:
 - Two new senators needed from College of Medicine
 - Discussion regarding faculty convocation: since the Culp Auditorium will not be available, a new location will have to be secured. Possibly have a shorter faculty convocation followed by lunch with students, then new student convocation. Generally favorable reception for this proposal.
- Old business:
 - Questions on notes sent out regarding a discussion with Drs. Noland and Bach:
 - Faculty want/need more input into academic calendar. There was some confusion regarding the favorable Board vote on the new calendar. Apparently the Board thought that it had gone to the faculty and students prior to the vote.
 - Classroom utilization committee: will ask Mike Hoff to present the work of this committee to the Senate.
- Senate broke up into work groups.

- **Old Business** – None.
- **New Business** –
 - President Murphy stated that in an effort to have more voice in planning and things going on at ETSU, one of the University Council subcommittees is looking at ways to increase the flow of information. This committee will look at developing a calendar to assist and provide feedback for Strategic Goals. Dr. Bishop would like to have input from the governing groups as well as its constituents, the first goal we will look at is - what will it take for us to get 18,000 students, we are currently at 15,000? How could it impact your area? What support will you need in your areas? Dr. Hoff said that ETSU is overstaffed according to student enrollment. A large discussion followed.
 - COPA is the fastest growing department on campus. Staff on campus increased due to BOT and separation from TBR.

- **Announcements** –
 - BOT meeting February 23
 - Blood drive with Blood Assurance, Ballroom left February 20-22.
 - March is Service month. Groups will be volunteering 4 days and at One Acre Café.

- April is Earth month. 16 events have been scheduled including tree giveaways, tree planting, and Sustainability Awards ceremony on the 17th in the East TN Room.
 - Bucky's yard sale – April 11, 12, & 13
 - Men's Basketball – still undefeated. Big game tonight at home. Support our team!
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- A motion to adjourn was by Senator Worley at 3:46 with a second by Senator Tipton.