STAFF SENATE MEETING
MINUTES
April 11, 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: Lisa Booher, Loretta Bradley, Queen Brown, Christy Buckles, Cindy Canter, Kathy Carder, Phyllis Cooper, Ann Eargle, Charles Forrester, Linda Greenwell, Karen Holden, Ned Irwin, Paul Lavoie, Leigh Lewis, Candy Massey, Mary Maupin, Joe Miller, Stephanie Nave, Crystal Nelson, Margaret Pate, Chuck Patton, Betty Ann Proffitt, Shea Renfro, Sue Russell, Jamie Simmons, Kathy Smith, Patricia Stafford, Debbie Starnes, Andre Stevens, and Carla Warner.


I. Call to Order
Mr. Chuck Patton, President, called the meeting to order at 2:35 pm.

II. Welcome Special Guests – Dan VanZant, Electronic Content Developer, and Anthony Kiech, Internet Program Support Coordinator from Academic Technology Support

Mr. Dan VanZant and Mr. Anthony Kiech were invited to speak to the Senate about GoldLink – ETSU’s Portal. The new Portal went live February 15th. The Portal is a customizable user page which pulls relevant information from several various sources into one convenient place based on your role at ETSU. GoldLink serves as a single sign-on launching point, allowing login one time for linkage to ETSU services. Mr. VanZant shared valuable information and helpful terminologies. He noted that the Portal is organized by tabs, channels, and fragments. Tabs are pages inside the Portal. All content within the Portal is organized in channels similar to mini web pages. Fragments are a tab or group of tabs specific to one role or one user attribute. Channels can be rearranged, removed, and re-added by each user, but there are some channels which cannot be deleted, such as campus announcements and personal announcements. These channels are designed to hold important information. Mr. VanZant shared that announcements can be submitted for inclusion in campus/personnel announcements. GoldLink is a quick link to D2L, SSB, email, contact information, benefits and deductions, pay information, tax documents, events, and academic calendar, etc. Mr. VanZant noted that currently Academic Technology Support is working with PlanIt Calendar to provide a means for including event information in the Portal. Mr. VanZant commented that the initiative is in a Beta phase and will remain in that phase throughout the summer. “Bugs” are still being worked out and development continues daily to include more Portal content and information in an effort to render the Portal even more useful for staff, faculty, and students. The majority of feedback from students has been good. Students are pleased with the design and also find the new system to be very user friendly in that once signed in to the Portal, they are automatically signed on to D2L, and SSB which they find to be very helpful. Mr. VanZant also noted that one of the appealing capabilities of the new system is the ability to input interesting videos. Mr. VanZant and Mr. Kiech are interested in feedback, comments, and suggestions for new content, etc. He asked that feedback be forwarded via email to either Mr. Kiech or himself and they will happily review all suggestions and comments.

III. Approval of Minutes - The minutes of March14, 2010 were approved as distributed and will be posted on the Staff Senate website.

IV. Staff President’s Report – President Chuck Patton

A. Committee for Review of Staff Awards Process, Project/Standing Committee – President Patton shared that at the last meeting the Review of Staff Awards Process Committee, due to the duties, functions, and responsibilities of the committee, proposed that the committee be converted from a project to a standing committee.
There was no further debate. President Patton made motion to end the debate and the motion was seconded. A vote of Senators disclosed all in favor of converting the committee to a standing committee.

B. Committee on Staff Elections – Senator Greenwell noted that it became apparent that the lack of alternates to fill open Senate positions has never been addressed in the bylaws. Alternates are routinely appointed to fill vacated positions in accordance with the bylaws, but the lack of an alternate, however, was not included in the bylaws. Therefore in addition to the proposal by the Committee on Staff Concerns, which was presented at the February meeting, the committee is proposing to include verbiage which will embrace alternates as well. The proposed verbiage is as follows: “This amendment, effective April, 2001, amends Article I, C: 2. e. (2) to read: Each category will be ranked by number of votes received in the election. In order of votes received and in the appropriate category, elected alternates will be appointed to fill the remainder of the term of the Staff Senate vacancies. If less than six (6) months remain of a Senator's term or if there is no alternate to fill a vacancy that space will not be filled but will be left vacant until the next election is held in July.”

Senator Greenwell commented regarding the reason for the proposed bylaw change sharing that there is rarely an instance when an alternate is not available. However, at this time, the Senate is faced with an unusual situation in that an alternate had been appointed in September, but has since retired leaving no alternates. The committee was of the opinion that in light of the upcoming full election, it didn’t appear feasible to conduct a full election for replacement when by the time the election was finished a full election would again be due. It is felt that one election would be more readily accepted by staff than having two back-to-back elections. There was no further discussion and President Patton made motion to end the debate. The motion was seconded. A motion to adopt and ratify the bylaws was brought forward. A vote of Senators disclosed all were in favor of adopting the changes to the bylaws.

Senator Greenwell noted that she has been working with Senator Keener on the changes to the Constitution, but they have not had an opportunity to meet to make final edits. When Senator Keener returns from Fall Creek Falls, final edits will be discussed and brought before the Senate. In addition, a full election for Senators will begin in the very near future.

C. Winter/Summer School Sessions – Senator Buckles shared that Winter/Summer School Sessions are currently being heavily marketed. This is the first winter program offered by ETSU and also the first of its kind in the state. Senator Buckles offered launching materials for recruitment of the two sessions – pens, Chapsticks, posters, and postcards – and all include printed pertinent information about the sessions. She encouraged Senators to help advertise the sessions by circulating the recruitment materials. Senator Buckles noted that a target of 40 course listings was anticipated for the winter term and currently 60 have been received. Contracts will be handled in the same manner as summer contracts. The dates for the winter session are December 20, 2011 – January 27, 2012. Winter sessions offers 100% online courses selected by the academic departments and colleges and options are limited to one course or a maximum of 4-credit hours per student. For more information, a website has been created which includes session details: www.etsu.edu/winter. Information can also be found on two of the social medias – Facebook and Twitter.

V. Treasurer Report – Senator Booher shared that there have been no expenditures for the month and the budget balance remains at $5,884.21.

VI. Report on Standing Committees

A. Committee on Committees – Senator Warner, Chair, reported that there are a couple of committee vacancies which require filling. A new committee has been formed which involves the recommendation of additional channels, services, editorial changes, etc. of the new ETSU Portal. Dr. Bach has requested a Staff Senate representative to serve on the committee.
Meeting frequency is uncertain at this time. Interested Senators should contact Senator Warner at warnerc@etsu.edu.

Senator Warner noted that due to a member of the Safety Committee rotating off, a vacancy has been created. The Safety Committee’s purpose is to assure a safe and healthful working/learning environment, free from all recognized hazards that might cause serious injury or death, for all segments of the University community. Senators interested in serving on this committee should contact Senator Warner.

There is also a vacancy on the Wellness Committee. Mr. Stan Webb’s is vacating his position early leaving a couple of months in his term; his term ends August 15, 2011. Senator Warner shared that Ms. Nani Kakalina is willing to complete Mr. Webb’s term. In addition, Ms. Kakalina is also willing to serve her own three-year term beginning in August 16, 2011. Information will be forwarded to all Senate members for approval.

B. Communications and Website – In the absence of Senator Jones, Chair, President Patton shared that the website is up to date and any website changes should be forwarded to Senator Jones.

C. Liaison Committee – In the absence of Senator Batchelder, Chair, Senator Buckles reported she attended the last Faculty Senate meeting at which there were two presentations: United Campus Workers (UCW); and Tennessee State Employees Association (TSEA). A status report from Tennessee University Faculty Senate (TUF) was shared. The Faculty Senate discussed a conflict in the Center for Physical Activities (CPA) policy in the Faculty Senate Handbook. The CPA policy noted that adjuncts are not allowed to utilize the CPA; however, the Faculty Senate Handbook notes that adjuncts are allowed access to the CPA. Faculty Senate is working to make sure that it is known, according to the handbook, that adjuncts are allowed to use the amenities at the CPA. In addition, the Faculty Senate would like to change online course evaluations to exclusively online evaluations. Due to the faculty being concerned about salary compensation, the majority of the meeting centered on a discussion regarding a proposal for an ETSU Equity Pay Plan created from statistics collected from various sources.

D. Committee on Staff Concerns – Senator Keener, Chair, no report.

E. Committee on Staff Development and Evaluation – Senator Renfro, Chair, noted that the committee did not meet in the month of April, but will meet instead on the May 4, 2011, 2:00pm. Mr. Rich Ashley, Training Manager, volunteered his work site for the next meeting so that the committee members could have an opportunity to appreciate some of the online professional development training offered to employees. Senator Renfro invited interested Senators to attend the May meeting. Senator Renfro further noted that the efforts in which the committee is currently involved with should be passed on after the current members’ terms have expired due to the importance of the issue. President Patton added that an update will be offered at the May meeting regarding the developments of the Salary Task Force.

F. Committee on Elections – Senator Greenwell, Chair, report above.

G. Visibility Committee – In the absence of Senator Hill, Chair, Senator Eargle presented the report on the Visibility Committee. Senator Eargle shared a short PowerPoint presentation focusing on staff awareness of the Staff Senate. Senator Eargle noted that over the last several months, the Visibility Committee has been working on an initiative to raise Staff Senate Awareness among staff members across the ETSU campus as well as the VA campus and to inform them of the endeavors accomplished on the behalf of the staff body. The committee feels that it is important to share not only those which occur annually, i.e., Blood Drive, Picnic, Distinguished Staff Award, etc., but those which staff members may not be aware of. Senators are either elected or appointed and it is the committee’s opinion that as senators, we owe an account of assignments executed while in office.
Some of the undertakings include presenting Resolutions to the ETSU Men’s Soccer Team and Paul Hoilman, who was crowned champion of the College Home Run Derby; the stance which Staff Senate took on the parking initiative; simplifying the Distinguished Staff Award Process; and the new Liaison Committee to name only a few. One way to effectively convey the accomplishments of Staff Senate to staff members is to personally visit them at their workplace. The committee mapped an illustration of each campus and VA building identifying the number of Senators in each building (attached). In viewing the map, it became immediately evident to the committee that there are ample Senators to visit the different locations on campus in an effort to share information about Staff Senate. By Senators disbursing in teams, we could reach the majority of staff members. When visiting staff members across campus, it will be important for all of us to use the same information guide. The committee will be assembling information that can be used for each presentation keeping in mind that each session may vary according to possible questions asked and the visits are meant to be primarily informal. Another focus of the visit is to share information about the upcoming convocation in hopes of experiencing a larger turnout in fall 2011. This year’s convocation will be Dr. Stanton’s last and not only are we striving for a banner turnout, but in support of Dr. Stanton, we would like to send him off with a memorable celebration. Another important piece of information which may be of interest to staff members is how senators are elected (campus-wide election/appointed), how many serve in the senate, and the percentages that are derived from the different EEOC categories. The committee is hopeful that Senators are willing to rally together in support of this “engaging campaign.”

The committee has determined some goals for raising awareness including, engaging the campus community in an effort to foster relationships with staff members, continue to be the voice of staff members as a whole, serve as liaisons across campus units, and share our university pride. Senator Eargle solicited ideas for continued visibility from the Senate. Some great ideas included sharing Senate involvement on various university standing committees, and Staff Senate representation at Faculty Senate meetings. Additional ideas offered for visibility and awareness included embracing new employee online orientation by contributing Senate information and identifying new employees for the purpose of initiating visits for introduction to the Senate, place Senate information on the main webpage scrolling banner, and identifying golf carts for disabled staff members to transport them to the convocation, meet & greets, picnic, etc. Senator Eargle recognized all ideas as potentially implementable and requested that additional ideas be forwarded to the committee chair, Senator Hill.

VII. Report on Project Committees

A. Staff Awards Committee – In the absence of Senator Sullivan, Chair, Senator Lewis reported that, to date, nominations for the Distinguished Staff Award and the Career Award have been extremely plentiful. She commented that a reminder of the deadline for submissions was disseminated last week and as a last-minute gesture, Senator Lewis asked Senators to help publicize that April 15, 2011 is the deadline for nominations. In addition, Senator Lewis shared that the committee has established guidelines for review of nominations and the process for determining recipients of the award for each of the categories. The committee has also been discussing collection methods for the new Outstanding Staff Senator award.

B. Blood Drive – Senator Booher, Chair, no report.

C. Holiday Drive – Senator Bond, Chair, no report.

D. Staff Picnic – Senator Cooper, Chair, reported that the food has been ordered for the May 20th picnic. Cake slices will be offered as dessert. Although vendor gifts are not as plentiful this year, vendors have continued to give. Some of the prizes this year include a chair from Ashley Furniture, tickets to Dollywood, Bristol Motor Speedway Tickets, passes for the Gray Fossil Site, plants, lunch for two at Wellington’s, and a variety of other prizes. A band has not yet been secured and placement of food, etc. is still being discussed.
VIII. Old Business

A. Staff Senator Biographies – President Patton circulated Senator biographies in spiral-bound notebooks (2) and asked that Senators review them for accuracy. He requested that edits be made directly on the biographies and he would be certain that corrections were made. President Patton noted that some biography pages did not include photos. He informed Senators that an appointment could be arranged for a photo session with the Photolab simply by calling and scheduling an appointment, or if Senators have photos they would rather use, he asked that they be forwarded directly to his attention. A bound notebook will be presented to President Stanton and also to the University Archives sometime within the next couple of months.

B. Staff Senate Logo - President Patton circulated two logo entries submitted by Senators (attached). The approved logo will be used for t-shirts which will be worn by Senators during the Staff Picnic in an effort for Senators to be readily identifiable. After a vote of the Senate, logo submission 1 (attached) was the logo chosen to be representative of Staff Senate.

C. Staff Senate T-shirts – In the absence of Senator Hill, President Patton shared that the costs of the t-shirts are $9.75, S-XL, and $11.50 for XXL and XXXL. The shirts will be navy blue with a logo on the back, and the front right will display the new Staff Senate logo.

IX. New Business

A. Blatant Abusers of the “Smoke Free Campus” Policy – Senator Forrester reported that he has been approached by several employees voicing a complaint of an increased number of smokers campus wide as well as a gross number of cigarette butt litter on campus. President Patton noted that he has spoken extensively with Mr. Dan O’Brien, Health and Safety, who conveyed that the officer who previously patrolled the campus for the purpose of enforcing the “No Smoking Policy” was lost due to the gentleman accepting a new position approximately a year ago; to date, a replacement has not been identified. The responsibility of enforcement was transferred to Chief Cotrel who informed administration that sufficient resources are not available to enforce the policy. President Patton suggested that we invite either Chief Cotrel or someone else from Administration to talk with the Senate regarding the flagrant abuse of the campus policy.

X. Open Floor for New Agenda Items/Concerns – None.

XI. Announcements

A. Mr. David Collins will be our special guest speaker at the next Staff Senate meeting to be held on May 9, 2011 at 2:30pm in the Forum Room, Culp Center. He will be delivering a budget update.

B. Staff Convocation Date – Thursday, October 20, 2011, 2:00 – 4:00pm, Culp Auditorium.

Adjournment – There being no other business to discuss, the meeting was adjourned at 3:40pm.

Respectfully submitted,

____________________________________
J. Ann Eargle
Secretary

Attachments:
1. Visibility Committee Presentation
2. Staff Senate Logo Submissions 1 and 2
The Visibility Committee will bring ETSU awareness to the Staff Senate by senators being accessible to the campus community throughout the year by attending various campus functions as well as sponsored special events that are non-legislative in nature.
Engage!

2010-2011
Visibility Committee Members
Some Notable Staff Senate Endeavors...

- Offered two resolutions / Soccer Team – secured the Atlantic Sun Championship!
  Paul Hoilman – Crowned Champion of 2010 TD AMERITRADE College Home Run Derby!

- Commemorative 75th Anniversary Coke bottle presented to President Stanton on March 10th.

- Meet & Greet – February 3rd, 2-4p, very successful turnout. (approx. 100 attendees)

- Parking Garage Initiative – Senate was instrumental in keeping our decal fee fixed for another year.

- Holiday Drive – Successful. With the money which was collected during the Holiday Drive, we, as a campus community were able to provide holiday needs in addition to helping a family who lost their mother in a car accident.

- Acquired approx. 500 sq. ft. of office space (former COM bldg. room 226A) to house SS archives, hold committee meetings, etc.

- The Senate was successful in officiating a Staff Senate logo.

- The Staff Awards Process was simplified to ease the nominating process and the EEOC categories were more clearly defined.

- Millercrest apartments fire/and staff member who was temporarily misplaced due to a house fire – Senate immediately rallied faculty, staff, and students to support the needs of fellow ETSU family members.

- Liaison Committee – Instituted a new committee that will maintain contact with SGA Legislative and Executive Branches on a regular basis; maintain contact with University Counsel where there could be inquiries of a legal nature; enable Staff Senate to maintain open lines of communication with the State of TN elected officials for our region on matters pertinent to ETSU staff.

- Annual Picnic, Annual Blood Drive, Convocation.
ETSU Campus
VA Campus
2010 Staff Convocation

2010 Staff Convocation
Wednesday, September 15, 2010 - 2:00 p.m.
D.P. Culp University Center • Martha Street Culp Auditorium

East Tennessee State University
Staff Senate
P.O. Box 23042 • Johnson City, TN 37614
www.etsu.edu/staffsenate
Breakdown of the Senate...

One Senator is appointed to the Senate from each of the 11 academic colleges with the exception of the College of Medicine and College of Arts and Sciences which have two Senators. Each Senator represents the college as a whole, which includes all staff within the departments and divisions that fall within its realm.

Thirty Senators are elected through a campus-wide election which occurs in July of each year. These Senators are broken down by EEOC categories 1-7. These 30 Senators are representative of their respective EEOC category on campus. As such, academic and administrative divisions are represented across campus.

The number of Senators representing each EEOC category is a percentage of the total number of staff; i.e. EEOC category 3 makes up approximately 39% percent of the total staff and that number is reflected in the in Senate seats. A detailed explanation of each EEOC category can be found at http://www.etsu.edu/staffsenate/termseeoc/eeoc.aspx.
Visibility Committee Goals…. with the help of the Senate!

- ENGAGE the campus community. It is our obligation to the staff to be their voice! We are their liaison to the President and Human Resources as well as services the university provides.
- We should share our Pride in the university.
- Relationships foster trust (staff, faculty, students.)
Questions...

Comments...
Thank You!

April 11, 2011
Visibility Committee