

# East Tennessee State University

## Staff Senate

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### Meeting Minutes

Date: January 12, 2026

Time: 2:32 p.m. – 3:18 p.m.

Location: Zoom

Facilitator: Cody Morelock, Staff Senate President

Scribe: President Morelock & William Cate, Staff Senate Secretary

Senators Present: Kari Albarado, Sharon Barger, Joe Bidwell, Dan Bishop, Vanessa Canter, William Cate, Rachel Colwell, Jennifer Crigger, OJ Early, David Finney, Archie Fortney, Joy Fulkerson, Wendy Guinn, Cody Henson, Ethan Hutchinson, Rachel Kellogg, James Lively, Jenny Lockmiller, Crystal Maupin, Skylar Moore, Cody Morelock, Stefanie Murphy, Donna Nelson-Barnes, Gina Osborne, Melanie Peters, Debbie Roach, Rusty Sells, Brayton Siddell, Aneida Skeens, Benjamin Smith, Jessimine Strauss, Liz Thomas-Joseph
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Guests: B. Dye
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Absent: Alycia Birchfield, Kim Ferrell, Brooke Garland, Suzy Hooven, Eli Montana, Amy Slaughter, Jeremy Watson
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### Agenda Overview

1. Call to Order
2. Approval of Previous Minutes
  - a. December Approvals
3. Information Items
  - a. President's Report
  - b. Treasurer's Report
  - c. Committee Updates
4. Old Business & Follow Ups
5. New Business
6. Announcements, *What is on your mind?*
7. Adjourn

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### Meeting Notes

#### 1. Call to Order

President Morelock called the meeting to order at 2:32 p.m. President Morelock welcomed the senate back from holiday break and congratulated Senator Early on his degree completion.

#### 2. Approval of Previous Minutes

President Morelock presented the December minutes for consideration. No corrections were needed. Senator Murphy made a motion to approve the December minutes, and the motion was seconded by Senator Strauss. The motion carried, and the December minutes were approved.

#### 3. Information Items

##### President's Report

President Morelock provided updates from the Executive Team's monthly meeting with Dr. Noland -

Dr. Noland expressed confidence in current enrollment numbers for spring 2026 and projections for upcoming fall 2026

The governor's budget will release in early February, Dr. Noland is confident the budgets will be flat across Tennessee higher education units.

Vice Presidents will present their budgets in spring, and Deans will present their budgets to the Provost in early February

- Senators Cate and Finney noted that budget hearings are focused on KPI review and implementation of strategic initiatives.

President Noland tasked the Executive Committee to provide hopes, aspirations, and concerns for the institution during their February monthly meeting. President Morelock will send out a Google Form to solicit feedback senate-wide.

President Morelock provided several campus updates from University Council –

The College of Nursing, in collaboration with StoryCollab, premiered “Nurse: Empathy Heals” at the Martin Center for the Arts with a focus on humanizing nursing to promote empathy. Stories from the documentary will be incorporated into curricula.

Faculty Senate President, Dr. Alan Stevens, announced a faculty climate survey is underway across campus and that the Faculty Senate continues to work on faculty policies with the Office of the Provost.

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Dr. Michelle Byrd announced that the Appalachian Folk Festival is scheduled for the first week of April 2026.

Dr. Sanders provided an update from Athletics:

- The transfer portal opened on January 2, 2026.
- Athletics is working to replace approximately 50 student-athletes who graduated or transferred.
- Dr. Sanders explained that common reasons for transferring are limited playing opportunities and financial gain.

Drs. Levesque and Mayhew provided an enrollment update:

- Approx 2,000 students remain at risk of drop non-enrollment issues.
- Fall 2026 admissions currently sits at 8,461 of 9,631 accepted applications, approx. 900 direct-admit applications with Admissions working to clarify next steps to aid students completing the admission process.
- Dr. Kim Van Wie is named the Director of Buc Central
- Of the 13,760 FAFSA applications received, 212 require verification

Dr. Mayhew provided an update on international enrollment, stating hesitancy for many international students to enroll, with travel restrictions impacting recruitment and student mobility. ETSU is preparing for a 2–3-year downturn in international enrollment.

New housing software is being onboarded and launched, with applications for fall 2026 opening in February.

Christy Graham and David Smith provided a Voyager update:

- Dr. Tony Norman is leading the Voyager Post-Go-Live Taskforce.
- David Smith and Drew Howell are attending taskforce meetings to address ITS concerns.
- Key focus areas of the taskforce are payroll, recruitment, and time/absence reporting.
- Voyager training continues to be provided, and system enhancements are frequently occurring – new check request workflows, new forms/configurations for Cost Center Managers, newly released Labor Encumbrance dashboard.

President Noland addressed University Council with a reflection on the past year, offering gratitude for everyone's efforts. He noted Voyager continues to function but requires ongoing fixes.

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University Council discussed the inaccurate annual leave balances. There is no specified timeline on a solution.

### **Treasurer's Report**

Senator Canter provided updated account balances –

- Staff Senate Main Account: \$9,760.58
- Staff Senate Awards Account: \$18,000.00
- Staff Senate Holiday: \$632.44
- CBC Account: \$681.25

President Morelock and Senator Bishop expressed concerns about the CBC fund's limited resources and suggested repurposing it for the Employee Assistance Fund, which has more financial capacity. Both President Morelock and Senator Bishop noted staff senate should maintain representation on the EAF committee.

### **Committee Updates**

President Morelock provided updates from the Executive Committee's meeting with Dr. Tony Norman regarding the work of the Voyager Post-Go-Live Taskforce.

President Morelock requests Senator's review Voyager's December email titled Voyager Implementation Progress for accuracy of resolved issues. Report any inaccuracies to President Morelock.

President Morelock presented 2 dates for the spring picnic for consideration: May 20 and May 21.

Senator Hutchinson provided an update from the Awards Committee, with the group reviewing past processes for the Distinguished Staff and Career Staff Awards. The committee is developing updated nomination guidance, including a rubric and page-length requirements to ensure fairness across nominations. The nomination period will begin February 15 and conclude March 23.

#### **4. Old Business & Follow Ups**

Senator Hutchinson asked about the status of the next phase of salary enhancements related to the 2024 compensation project. President Morelock noted that this is an ongoing topic during the Executive Team's monthly meeting with Dr. Noland, and Dr. Noland plans to provide more information in the spring.

#### **5. New Business**

[Agenda Overview](#)

Staff Senate  
January 13, 2026

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None.

### 6. **Announcements, *What is on your mind?***

- Senator Fulkerson shared information about Martin Luther King Jr. Day activities starting on January 15. Senators will be emailed additional information about these events.
- Senator Sells raised concerns about campus security after a break-in incident over the holiday closure. Senator Sells asked for input on a suitable time to lock academic buildings and requested any faulty doors be reported for repair.
  - Senator Sells explained that mobile ID cards will begin testing in the spring, and special access arrangements for afterhours labs/classes are available through Katy Beall, Director of Data Analytics for Emergency Management.

### 7. **Adjourn**

Senator Sells made a motion to adjourn, and it was seconded by Senator Murphy. The meeting adjourned at 3:18 p.m.

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### Action Items Summary

<u>Task</u>	<u>Responsible Party</u>	<u>Due Date</u>
Review December Voyager email for accuracy	All Senators	ASAP

# East Tennessee State University Staff Senate

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## Supporting Documents & Reminders

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## Campus Update: Voyager (Oracle) Implementation Progress

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From Voyager <Voyager@mail.etsu.edu>

Date Thu 12/18/2025 3:29 PM

To ETSU Staff <staff@mail.etsu.edu>



Good afternoon,

Since the Voyager go-live on July 1, 2025, campus and vendor teams have been actively working to resolve identified issues and to establish clear plans where additional work is required.

We appreciate the significant efforts of the Voyager Task Force in helping the university gather concerns and prioritize needs. We have also carefully reviewed the stakeholder survey distributed by the Task Force. In response, representatives from Human Resources, Finance, ITS, Huron Managed Services, and the Voyager Task Force collaborated to consolidate feedback into a centralized list of issues that is now guiding our work.

Based on this collective effort, we can report that many concerns have been fully resolved, and the remaining items are actively being addressed and are on track.

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### Resolved Issues

- **Graduate Assistant (GA) pay delays or incorrect charges**
  - Retroactive payroll corrections processed
  - Payroll expense detail report prepared for release
  - All tickets related to GA pay accuracy addressed
- **Missing faculty stipends**
  - Retroactive adjustments completed
  - All tickets related to missing faculty stipends addressed
- **Post go-live payroll accuracy**
  - 2.3% pay increase implemented successfully
  - Correct processing for employees with multiple job types
- **Payments applied to incorrect individuals**
  - Retroactive corrections completed
  - Ongoing payroll knowledge-transfer sessions held three times weekly
- **Job posting and hiring delays**
  - Configuration issues corrected following knowledge-transfer sessions
  - Improvements made to applicant uploads, prescreening questions, offer letters, and compliance visibility
- **Incorrect employee name display**
  - Preferred name functionality implemented
- **Public Safety leave accrual rates**
  - Sick leave accrual adjusted to 8 hours per month

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### Issues In Progress and On Track

- **Direct deposit and check processing**
  - Check printing updates underway; resolution expected by year end

- Continued payroll knowledge-transfer sessions
- **Unexplained payroll deductions and pay visibility**
  - Targeted training and communications in development
- **Training materials alignment**
  - Recruiting and system training materials being aligned with the live system
- **Hiring portal usability**
  - Twice-weekly support and knowledge-transfer sessions through January
  - Additional training planned for hiring managers
- **Timesheet submission timing**
  - System configured per ETSU policy; additional leadership communications may follow
- **Time and Absence troubleshooting**
  - Developed new troubleshooting guides for functional teams
  - Ongoing knowledge-sharing and additional training sessions scheduled
- **Holiday time entry**
  - Options under review based on peer institutions
- **Salary and wage encumbrances & labor cost visibility**
  - Implement a labor encumbrance dashboard with position-level budgeting to enhance transparency and provide clearer visibility into labor costs (scheduled for release January 5, 2026)
- **Reporting clarity**
  - Documentation in progress to map Voyager (Oracle) reports to former Banner reports
- **Post go-live financial reconciliation**
  - Sponsored Project and Accounts Receivable (AR) reconciliations in progress
- **Budget detail, chart of accounts, and fund mapping issues**
  - Active ServiceNow tickets in progress
- **Workflow and approval chains**
  - Workflows are being tailored to department-specific needs
  - Parallel approval paths being implemented where appropriate
  - Establish governance process for ongoing management of approval changes
- **Future training opportunities**
  - The Voyager Team will continue to offer training and support in 2026. Expect training in the following areas:
    - Labor Distribution
    - Budget vs. Actuals
    - Time & Absence
    - Individual Compensation Processes
    - Recruitment Processes

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## How Campus Can Help

Voyager’s implementation, launch, and ensuing months haven’t been without challenges. Likewise, there’s been wins worth celebrating. Ongoing collaboration between stakeholders, including the campus community, continues to result in steady, impactful improvements, clarifications, or enhancements. We appreciate the continued engagement from across campus. Formal feedback, conversations, or day-to-day experiences all help us better understand what’s working well and where we need to enhance processes, communication, and support.

To ensure issues are addressed promptly, it is essential that concerns are submitted through the [ticketing system](#). If an issue does not have a corresponding ticket, it may not be evident to the teams working toward resolution.

- If you have an unresolved issue, please be sure to submit a ticket.
- If you submitted a ticket and have not received a response, escalation points are listed below:
  - **Finance issues:** Christy Graham ([grahamca1@etsu.edu](mailto:grahamca1@etsu.edu))
  - **Human Resources issues:** Jeremy Ross ([rossjb@etsu.edu](mailto:rossjb@etsu.edu))
  - **Information Technology issues:** Karen King ([kingk@etsu.edu](mailto:kingk@etsu.edu))

Thank you for your patience and partnership as we continue to enhance the Voyager (Oracle) system in support of the university’s mission.

Voyager Team

# DR. MARTIN LUTHER KING, JR. LEGACY COMMEMORATION

Sponsored by ETSU Student Activities and Organizations

**All Together ETSU:** Curiosity. Conversation. Community.

**“Our Civic Life and the  
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**Thursday, January 15**

**10:00 am**

**East TN Room 272**

For more information: call (423) 439-6633

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and the  
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***Tuesday,  
January 20  
11:00 am  
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# DR. MARTIN LUTHER KING, JR. LEGACY COMMEMORATION

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DR. GREGG IVERS, KEYNOTE SPEAKER

TUESDAY, JANUARY 20, 2026, 7:00PM

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For more information: call (423) 439-6633