

## **Austin Peay State University Staff Senate**

**Meeting of 11-28-18 UC 307 3:00 pm**

### **Minutes**

**Call to order** Meeting called to order at 3:03pm by President Louise Mitchell

**Approval of today's agenda** Motion made by Ashlee Spearman; second by Wes Powell

**Approval of minutes for meeting of previous meeting (10/31/2018)** Motion made by Ashlee Spearman; second by Wes Powell

**Presentation of Staff Members of the Semester** – Lorneth Peters, Staff Appreciation Committee

- o Academic Affairs: Veronica Prescott & Rachel Carroll
- o Advancement/PR/Alumni Relations: Janie Land
- o Athletics/Human Resources: Katie Ethridge, Bud Jenkins
- o Finance & Administration/ Physical Plant/ IT (Public Safety): Derrick Oliver, Barbara Tucker
- o Student Affairs: Angie Leonard

### **Guest Speakers**

- o Sheraine Gilliam-Holmes, Executive Director and Chief Human Resources Officer
  - She discussed up-coming merit pay informational sessions. January training will be mandatory and thorough. There will be a supervisor training which will be separate from staff trainings. All training dates are listed online on Human Resources webpage.
  - Staff trainings to include: how to market yourself and user guidelines for completing the self-evaluation (these guidelines will be posted online as well).
  - Human Resources will maintain full transparency relaying information on merit based pay and will be an advocate for APSU Staff.
  - Sheraine encouraged staff to email her with any questions, concerns, or needs as well as any feedback.

### **Old Business**

- o Continuation of 2019 Holiday Calendar discussion
  - o Motion to open discussion on holiday calendar- spend 10 minutes in discussion
  - o Louise- noted that this is a difficult process. She provided the policy and reviewed the mandated holiday dates. Essentially we have 4 days to play with.
  - o Louise made a clarification that we are not available to discuss Veterans Day. Also noted that the board has said we cannot add any more additional days to the calendar.
  - o Reviewed and presented the options for winter holidays.
  - o Shanon Manly- asked for clarification and made a suggestion for Option 2.
  - o Louise also provided the 2020 and 2021 calendars and requested Staff Senate to make holiday decisions for all 3 upcoming years.
  - o Question- "Are we just making suggestions or do we make the final decision for holidays?" yes, but it is an interesting conversation. Clarification and request to understand limitations.

### **President White enters the conversation ...**

- o Shanon Manly- motion to table the calendar discussion.

- Jolann Baldwin- made second motion and said it was unnecessary.
- Senator Ashlee Spearman- moved to take the holiday calendar date options back to our constituents to discuss their preferences.
- Senator Marcellus Braxton- point of order- we do not need to table
- Senator Shanon Manly- noted that Staff Senate needs to provide an answer to Human Resources for chosen dates.
- President Alisa White- Joined in on conversation about Holiday Calendar dates for the next 3 year.
  - President White noted that in the past we had to do what the Tennessee Board of Regents did for approve holidays, but we no longer have to follow their schedule moving forward. She has no preference on our holiday dates we choose.
  - Discussed merit pay in further detail.
    - President White noted that when she came to APSU 4 years ago, the conversation about moving to merit pay raised began. Everywhere she has worked there was a 100% merit pay and/or equity corrections. She explained that the pot of money stays with the department.
    - The last 3 years have been spent getting everyone up to at least 10% of market value. Now we have to look at budget, tuition, state decisions, and enrollment numbers. We will look at loosening hiring restrictions as well.
    - Ideally we will eventually go to full merit raises.
    - Each unit will have a portion of pool based on salaries in the unit proportioned appropriately with the Supervisor allocating the percentages based on evaluations. Typically there is not much of a spread between high performers and regular performers. As always, staff with poor performances with not receive any raise, but this is not new.
    - There will be checks in place along with the training for supervisors, as well as the EEO Office reviewing all evaluations.
    - President White has been hearing a lack of trust so for this reason, she has been asked to phase in the merit based raises. She has agreed to phase in the merit based raises due to the trust issues, but emphasized that she is still concerned with this issue and said that if there is an issue with a supervisor, then EEO needs to know about it so the issue can be handled separately.
    - President White realizes that people will say merit pay is unfair, but believes it is inherently unfair to have raises across the board.
    - Question- "Is a division a unit, or a department a unit?" Yes, and yes. Situational on makeup of the division and varies due to practicality.
    - Question/Statement- "If a concerned is aired over interpersonal pull based on relationships that are non-work related that may affect evaluations." President White disagrees, but said if a staff member feels they are being treated unfairly, then that staff member needs to tell their supervisor's supervisor. "Take a good look at how you present

yourself in your self-evaluation. Also, be aware that not all of your work may be seen, but you have to tell your story to share your value. If you feel you are being treated unfairly or being targeted- then you need to appeal your evaluation and there is a way to do that.

- Questions- “ Is there a formula for raises and ranges provided?” President White “hopes not because it would take away variability in rating. Yes, people who get similar scores may result in different raises. There has to be subjectivity to address differences in position roles.”
- Question- “ Is retention pay separate from merit pay?” It is taken from the budget, but at the top when it is skimmed off. What goes into the department would be merit pay only.
- President White “ The stakes this year will not be very high because we are transitioning in.”
- Question- “What are your (President White's) thoughts on employees evaluating their supervisors?” President White is not opposed, but it should be discussed across campus. It is a departure, so it should be investigated further.
- Question- “ There is a rumor that out-of-state tuition is drastically changing next year. Is this the board going to give numbers sooner to help staff address in-coming phone calls?” The board cannot give out those numbers yet as it has to go through the process. Out-of-state tuition will pay what in-state tuition pays plus what the state pays for in-tuition. This will affect scholarships positively. The goal is to net more students by charging them less.
- Question- “ Is there a better way to communicate changes?” (TN e-campus used as an example) We need to evaluate what is the best way to communicate. President White will talk with General Bailey about after the board action communication.
- President White Final thoughts-
  - Looking forward to the board of trustees meeting that meetings Nov 29-30. They always make comments or showcase important cultural pieces.
  - Campus governance will be showcased at the board of trustees meeting i.e. Faculty Senate and Staff Senate, and she will discuss the importance of shared governance at the end of the board meeting.
  - Hopes that we take her comments as from the heart- even when it is painful. She asks for authentic communication even when we disagree.

## **Treasurer's Report**

### **New Business**

#### **Staff Senate Committee Reports**

- Awards Committee
- Constitution and Bylaws Committee
- PeayBay Committee

- Social Responsibility Committee- "Help and Elf"
- Staff Appreciation Committee
- Strategic Plan Committee
- Sustainability Committee

### **University Standing Committee Reports**

### **Department/Division Updates**

### **President's Report**

### **Announcements**

**Next Meeting** – 12/12/18, 3pm UC 307

**Adjourn –4:06 pm-** Motion made by Marcelius Braxton, second Ashlee Spearman

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**Notes:**