Call to order- Meeting called to order at 3:04pm by President Louise Mitchell
Approval of today’s agenda- Motion made by Wes Powell; second by Kelly Carpenter
Approval of minutes for meeting of previous meeting (12/12/2018)- Motion made by Kelly Carpenter; second by Matthew Kilpatrick

Guest Speakers

- Sheraine Gilliam-Holmes –Executive Director and Chief HR Officer
  - Professional development courses-
    - Human Resources is offering professional development, but if attendance stays low they may not be to continue to offer these.
    - During the month of February courses on inclusion will be offered.
    - If staff have any requests for specific trainings they would like to see offered they can email Human Resources.
  - LinkedIn Learning-
    - Instant access to over 13,000 expert-led courses to learn the most relevant skills with business, creative and tech courses.
    - 24/7 online training from experts that can be accessed anywhere (campus, home, mobile).
    - Completion certificates to display on your professional LinkedIn profile and can be attached to your APSU annual self- evaluations.
    - LinkedIn will be on campus March 13th on demonstrate how to improve profiles, and will offer a 1-on-1 intro on how to use LinkedIn learning
    - LinkedIn Learning can be accessed by smart phones
  - Troubleshooting- if you have trouble syncing personal profile with APSU profile then there is a troubleshooting link on LinkedIn Learning or you can contact Human Resources for help.
  - Question:
    - What level are the upcoming HR workshops- open level for all

- Dr. Jennifer Thayer- VITA Program (Volunteer Income Tax Assistance Program)
  - VITA Offers free tax preparation and electronic filing for households that earn under 54k annually.
  - This program is located in the Center for Service Learning Building.
  - A VITA flier will be emailed with Staff Senate minutes
  - Open to all APSU and community
  - Appointments can be made by calling 931-221-6590, walk-ins are also welcome.
  - Open hours are Tue, Wed, Thurs and Saturdays from 10am-4pm
  - Tax counselor are all certified at the advanced level and pass a test to be a tax counselor.
  - Every return is reviewed by Dr. Thayer before submitting to IRS.
  - Is there audit protection? Patrice Cheatham- Some things they cannot guarantee are protected, but most can be covered in audit protection.

- Chief Kasitz- Director of APSU Public Safety
  - Went over Browning Drive closures that will start on May 6, 2019.
This has been in the Master plan and Parking and Transportation Plan for 10 years.

Present safety issues with Browning Drive – 60 cars per hour going down the road which is considered heavy traffic.

After the closure, special delivery trucks and emergency vehicles can still be given access through and special visitors can be given access on a case by case basis.

Retractable bollards will be installed and a turnaround area will be implemented near the crosswalk from McReynolds to McCord which will cause 15 parking spaces to be lost.

15 new parking spaces for faculty/staff will be added to Wesley Foundation Building to make up for those lost on Browning Drive.

Henry St. will be reversed to allow for parking at Archwood.

Due to the large ADA community, the high level of traffic near Browning Drive, and the positioning of the nearby buildings being on top of a hill, more ADA spaces are needed in that area.

The current planters that line both sides of Browning Drive will be removed.

There will be a phase 2 for beautification and a pedestrian walkway will be created.

Events with large attendances that take place in buildings on Browning Drive will be given access to Browning Drive on a case by case basis.

• **President's Report**
  • Healthy Workplace Policy- went over the policy with President White.
  • President Cabinet Meeting-discussed the Browning Dr. closure
  • Louise made an announcement that she accepted a position with an outside company and her last day at APSU is February 8th.
    o Transition- Ashlee Spearman, current VP, to cover as interim President through end of the semester in June.
      ▪ Due to Ashlee’s job responsibilities she will not continue as President in Fall 2019
      ▪ Will need to elect interim VP now who will assume the role of President Fall 2019
      ▪ Wes Powell- read list of those who age out of Staff Senate in 2019 and are not eligible for nomination for Vice President.

• **Responsibilities of Staff Senate President:**
  o Attend monthly one-on-ones with President White (30 minutes)
  o Attend monthly one-on-ones with Mitch Robinson (1 hour)
  o Attend monthly University Policy Committee Meetings (1 hour)
  o Attend monthly Cabinet Meetings (1.5 hours)
  o Attend Staff Compensation Committee meetings (when called)
  o Sometimes the President will be placed on other hiring committees depending on the position
  o Attend Executive Committee Meetings, work with this committee to share all information and get input, also decide what gets placed on agenda.
  o Co-Chairs the Staff Senate Constitution & By Laws Committee
  o Advocate for Staff
  o Be a point of contact and liaison for all staff and their needs as a collective- not a personal agenda to move forward
  o Opportunity to learn about other areas on campus

• **Treasurer’s Report**
Old Business

New Business

- Healthy Workplace Policy- First Reading
  - Feedback
    - Remove any information regarding student employees, including the section under Procedures
    - How is the term allegations vs. complaints being used? Should choose one for consistency throughout document
    - How would abusive behavior outside of the workplace be handled? Would this fall under the purview of this document or another policy?
    - Send any feedback to both Louise Mitchell mitchelll@apsu.edu and Ashlee Spearman spearmana@apsu.edu up until Feb 8th and then after Feb 8th send only to Ashlee: title email “Healthy Workplace Policy”.
    - Ashlee will get changes made and then a vote can be taken in March.
    - Question- Marcelius Braxton- Is there any policy for abuse outside of the workplace i.e. an action was taken not on campus by a campus employee to a campus employee?
      - Louise- there may be something in a grievance policy?
    - Motion to table changes for next meeting – Wes Powell; second by Jo Baldwin- motion passes

- Interim Secretary
  - Staff Senate Responsibilities-
    - Type minutes and agenda, send to all Senators, and upload to ASPIRE for each Staff Senate meeting.
    - Get agenda approved by Staff Senate Executive Committee
    - Keep attendance for Staff Senate Meetings
    - Attend monthly Staff Senate Executive Committee Meetings from 2-3pm on the Monday before Staff Senate Meetings.
    - This Interim Secretary role will be through end of the Spring 2019 semester.
  - Nominations for Interim Secretary
    - Angie Leonard nominated by Marcelius Braxton; second by Kelly Carpenter
  - Due to Angie Leonard being absent a suggestion was made to table to the vote on the nominations until next meeting for so that Angie Leonard can first accept nomination before a vote is taken.
  - A Peaylink ballot can be created to vote on a position.
  - Motion to open floor for Vice President nominations made by Kelly Carpenter; second mad by Jo Baldwin
  - Motion made to close the floor for Vice President nominations made by Kelly Carpenter; second made by Chrystal Faulkner
  - Jo- Electronic Ballot- for nominations to be made for VP
  - Made a motion to submit nominations for through electronic ballot, then after one week to vote on nominations- motion by Kelly Carpenter; second by Jo Baldwin. Motion passes
Staff Senate Committee Reports

- Awards Committee
- Constitution and Bylaws Committee
- PeayBay Committee- Charles Booth to present
  - PeayBay Auction will be held on Feb 5, 6, & 7, 2019.
  - PeayBay Committee is looking for donations for PeayBay Auction.
    PeayBay Auction will have later hours for Feb 6th to better accommodate a wider audience.
- Social Responsibility Committee
- Staff Appreciation Committee
- Strategic Planning Committee- Chrystal Faulkner to present
  - New initiative to improve communications includes:
    - A new email address for Staff Senate - staffsenate@apsu.edu
    - New web form- under Staff Senate webpage to be able to submit questions and comments to be answered www.apsu.edu/staff-senate/questions-comments.php
      - Will be checked twice a week- this will be sent to Staff Senate President and Secretary
    - New Staff Senate Position to be created and currently looking for volunteers for this position.
    - Roles of new position: create the Staff Senate newsletter and be in charge of webpage
- Sustainability Committee- Wes Powell announced the new Sustainability Director has been hired to start in February.

University Standing Committee Reports

- University Calendar Committee- Kelly Carpenter to give update
  - The committee meets once annually to review academic calendar
  - Beginning in 2021 academic year, Clarksville Montgomery County School System has changed their school schedule for their spring break to align with APSU’s spring break.

Department/Division Updates

Announcements

Next Meeting – 2/27/2019, 3pm UC 307
Adjourn Wes 1st, Kelly 2nd 4:02pm

Notes: