

Austin Peay State University Staff Senate

Meeting of 1-30-19 UC 307 3:00 pm

Minutes

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 (**V**olunteer **I**ncome **T**ax **A**ssistance 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.
 - 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:
 - Attend monthly one-on-ones with President White (30 minutes)
 - Attend monthly one-on-ones with Mitch Robinson (1 hour)
 - Attend monthly University Policy Committee Meetings (1 hour)
 - Attend monthly Cabinet Meetings (1.5 hours)
 - Attend Staff Compensation Committee meetings (when called)
 - Sometimes the President will be placed on other hiring committees depending on the position
 - Attend Executive Committee Meetings, work with this committee to share all information and get input, also decide what gets placed on agenda.
 - Co-Chairs the Staff Senate Constitution & By Laws Committee
 - Advocate for Staff
 - Be a point of contact and liaison for all staff and their needs as a collective- not a personal agenda to move forward
 - 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 mitchell@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- Marcellus 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
 - Jennie Rhodes – going on maternity leave starting on Feb 11, 2019.
 - 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 Marcellus 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: