

AUSTIN PEAY STATE UNIVERSITY | STAFF SENATE

MINUTES OF THE MEETING

Date: Wednesday, February 27, 2019

Time: 3:00 pm

Location: MUC 307

Senators in Attendance: Braxton, Carpenter, Clayton, Croll, Hemingway, Johnson, Leonard, Linares, Longan, Manly, Peters, Phelps, Poindexter, Powell, Spearman, Stanly, Ward, Wilson

Call to order - Meeting called to order at 3:03 pm by SS President Ashlee Spearman

Approval of today's agenda- Motion made by Senator Wes Powell; second by Senator Kelly Carpenter

Guest Speakers

- Vice President for Student Affairs, Dr. Eric Norman (10 minutes)
- Excited to be here at APSU and still learning a lot but very thankful to be starting now, even in the midst of a semester instead of having to wait until the Fall
- Eager to show up to events and invited everyone to contact his office to invite him and he will try hard to be there!

Q/A: Senator Marcellus Braxton: Do you have experience working with Staff Senate and/or collaborating with them? **Dr. Norman:** His previous staff senates all seemed to manage several locations so it was set up in a very different format than ours here at APSU. Would call it, more "external" than internal. However, he is always here for us and he just needs an invite!

President's Report

- Meeting with President White highlights –
- Ashlee met with President White and spoke with her about developing the Standing Committee Allocation (SCA) process
- SCA meetings are 4 times a semester; 2 hours each.
- SCA will work to create a better process for connecting staff members/senators with committees that might fit them better as far as interests, areas of expertise, etc., go.
- SCA hopes to do this by creating a form for ALL staff to fill out which will detail the committees that have open spots available as well as, a much needed description of each committee
- SCA recognizes that Faculty Staff Senate is far more progressed in this area but hopes to mirror alongside much of what they do, making changes as necessary

Q/A: Senator Wes Powell: Will these committees be filled only utilizing the Staff Senators?

SS President Spearman: No, it is also staff; however, some committees directly request staff senators.

Treasurer's Report

- Senator Lorneth Peters: Nothing to report

New Business

- Senator Matthew Kilpatrick will be the Interim Staff Senate Vice President for 2019
- Cecil will serve as the Staff Appreciation Co-Chair

Old Business

- Healthy Workplace Policy
 - SS President Spearman reviewed document, highlighting changes
 - Senator Marcus Braxton: We need further clarification as to what "in conjunction" is doing. *(See under "Corrective Action")*
 - Senator Kelly Carpenter: "student employees" needs to be removed. *(See under "Purpose")*
 - Senator Stephen Dominy: Shared that "but not limited to" was questioned previously in other attempts to use the phrase but indicated it was not approved to be used, citing that it leaves room for interpretation.
- SS President Spearman states that she will take the comments back to the taskforce
- Motion made by Senator Wes Powell to approve this reading of the Healthy Workplace Policy w/added notes made by Staff Senate; Second by Senator Lorneth Peters; **MOTION APPROVED**

Staff Senate Committee Reports

- Awards Committee
 - No report
- Constitution and Bylaws Committee
 - Meeting on Thursday
- PeayBay Committee
 - Senator Shanon Manly: Done! A survey for feedback will go out in the next 2 weeks
- Social Responsibility Committee
 - No report
- Staff Appreciation Committee
 - No report
- Strategic Plan Committee
 - No report
- Sustainability Committee

University Standing Committee Reports

Senator Stephen Dominy: We should send the list out to all staff.

- Senator Dominic Croll: Stated he had only heard from his committee one time and that is it.
- Senator Jasmin Linares: Stated she serves on the Diversity Committee and that they are still in the interview process for the new Chief Diversity Officer/Title IX Coordinator.
- **Q/A: Senator Janice Poindexter:** Are we able to post this on the website? **SS President Spearman:** Yes, in time. Actually, the chairs are supposed to send update reports which has not been happening and that is one reason we are defining the process for Standing Committees.

- Senator Shanon Manly: Stated she serves on the Athletic committee and they have met but nothing of substance to report.
- Senator Stephen Dominy: Advised to give guidance to the VP and Deans who have said that you can only be on one committee, so maybe there is some confusion in this area and we might need to monitor things like this.
- Senator Shanon Manly: Clearer guidelines need to be given at the start about how often committees would meet; this would be excellent info to have ahead of time. This is important information so potential committee members would know how to approach their supervisors.
- SS President Spearman: Defined responsibility roles/responsibilities... so far we are talking about the current process of selecting someone to serve on the committee.
- Senator Elitha Johnson: Stated she serves on the Sustainability Committee and they have not met yet; however, they did fill the position for Coordinator, Ms. Haley Randall.
- **Q/A: Senator Wes Powell:** What are the requirements to serve on these committees? How about part-time employee? **SS President Spearman:** I will check on that.
- Senator Stephen Dominy: Reminded that he served on 3 committees (Sustainability, IE, and Space Allocation) and since he is leaving we will need to fill them.

Department/Division Updates

- SS President Spearman gave a reminder that she is the QEP/LOC Director and that they funding to support Service Learning and Study Abroad initiatives, so please apply! In fact, next week, the funds will be available for the fall 2019. Think about this over the summer and APPLY! *must involve students and Service Learning and Study Abroad course.
- Senator Shanon Manly: Spring II is starting soon, the deadline to pay/confirm is March 10th. Let your students know that they can get a discounted rate ("Concurrent Discount") if they take 12 hours or more on Clarksville Campus & pick up hours during Fall II or **Spring II** at Ft. Campbell. This gives them a \$954.75/3 hour course for \$288.75.

Q/A: Senator Lorneth Peters: What if the student drops it? **Senator Shanon Manly:** We simply reverse the fees.

Announcements

- Senator Wes Powell: It's that time of year again! Opportunities for tree seedlings (*free or severely discounted*) *10 tree seedlings per person
 - This Friday (3/1) - 9-2p at Smith Trahern mansion
 - We will have 1000 tree seedling total - 100 each of: Northern Red Oak, Shumard Oak, Nuttall Oak, Southern Crabapple, Pecan, Shagbark Hickory, Red Mulberry, Roughleaf Dogwood, Eastern Redbud, and American Hazelnut
 - More information can be found [HERE](#).
- Senator Stephen Dominy: Says THANK YOU! It has been an honor to work alongside us all. He believes we will continue to do great work. Always show up, changes cannot be made without you.
- Senator Wes Powell: Plant the Campus Red is coming up! Please email him if you want to be a team leader, he is in need!
 - SS President Spearman: Some of us should create a Staff Senate team!
- Senator Wes Powell: Don't forget, 250K Tree Day – APSU and Clarksville Parks and Recreation partnership. \$1 donation for tree – bundles of 4 – Northern Red Oak, Loblolly Pine, American Wild Plum, and Eastern Redbud.

- March 10 – Last day to register
- March 22 and 23 pickup days
- March 23 – plant day
- APSU is a pick up spot – Pettus Park pavilion behind the baseball field. More locations found [HERE](#).
- Senator Wes Powell introduced: Haley Randall, the new Sustainability Coordinator.
 - Haley Randall, in attendance states she is from Connecticut. That she is happy to be here and ready to be more... SUSTAINABLE!

Q/A: Senator Shanon Manly: Stated that she had a concern about the Ellington planter, (old health service side) as it is filled with weeds, and wonders if it could be included? **Senator Wes Powell:** Shared that there is a steam line beneath and unfortunately, nothing will grow in this *one* planter.

Next Meeting – Lead by Matthew Kilpatrick, Wednesday, March 27th / 3p / MUC 307

Adjourn – Motion to adjourn made by Senator Marcellus Braxton; Second by Senator Wes Powell

Meeting Adjourned at 3:58 pm

Notes: