

Staff Senate

Minutes

08/24/2022 | 3:00 PM | UC 307

Call to Order – 3:00 PM

President Allen welcomes everyone

Approval of Agenda – 3:00 PM

The agenda is approved and there are none opposed.

Senator Orientation – 3:05 PM to 3:25 PM

As it is our first session of the fall we do have some new members to welcome. Please raise your hand. President Allen introduces Jasmine O'Brien as the Communications Officer of the Executive Committee. She has an orientation to go over. The first thing I wanted to do is go around and say your department. Some of you in the back I can't read your names. Everyone goes around says their name, department and who they are.

There was a lot of talk last year about what we do. Some people didn't realize that we have a website. Let's talk about the mission and vision from the webpage. When President Allen sends out the agenda and we are trying to get it out earlier we give you time to review it. Anything we discuss here please go back to your area and bring back thoughts, opinions, questions back to this group for a more robust discussion.

How can we get staff buy in? Boost morale? All of these things are done with conversations we have here and take back to your department. Seems like last year there was a lot of apathy. Covid really prevented a lot of active engagement. We weren't updating staff stuff like we should. This body should not be a waste of your time. We want you to be plugged into this group and share what you learn.

President Allen is going to talk quickly about the bylaws and constitution. We will be forming a committee in having more of a say of how we operate please feel free to join. This will be under revision. You don't have to be on the committee to speak up and let us know what you think about something. This will be a safe space. This is a place of confidentiality. You can come to any of our executive committee members. We meet as an EC once a month and that's where we kind of bang out the agenda or anything to take to Dr. Licari.

President Allen speaking- Right now, with attendance, instead of having to let us know if you have an excuse we aren't going to do that anymore. I don't need to know why you can't be here. I am modeling this off the faculty senate. If you miss four meetings in an academic year you are subject to being replaced. Four meetings can

Staff Senate

Minutes

08/24/2022 | 3:00 PM | UC 307

be missed with no repercussions. If you miss a 5th meeting we will have to remove you from the senate. We do have to have a quorum to pass any action items. Please give yourself a round of applause because we have exceeded that today. If you have to be out you have to be out. We do have a new sign up sheet. We do have a new sheet that is different from last year. I have printed everyone's names and your division. Please be sure and sign in and that's how we will keep track of attendance. Please recap what we discussed and do not count me as absent- should you forget to sign in.

Is that number 4 firm? I didn't miss a lot of meetings but as a staff member (Ajay Thompson speaking), what if my student facing office and my role has to come before staff senate? President Allen says we did use to have it where you used to miss two meetings and we have now upped it to four. I don't think four is a bad number this is definitely something we can take into consideration. If the senate is open to something else we can hear you out.

Ensure after the third missed meeting that they actually reach out and let them know hey you have missed three meetings. In the bylaws for faculty senate (who we are modeling this rule after) it says that the secretary will notify people if they missed. Does that sound okay? Does this make sense.

Senator O'Brien comes over to show the staff senate website. Go to A-Z index and S for staff senate. The first page is your mission and vision. If you need to know who we are.

We do have an initiatives page and a jeans week information. Some of this we are cleaning up. Some of this will go away once we form all of our sub committees. There is a question and comment section. Senator O'Brien and President Allen check that email staffsenate@apsu.edu. The agenda minutes and meetings are also posted.

Once the minutes are approved you can see anything you want. We also have a staff senate interest form. All of these resources are available to you. Please encourage other staff members to use that link as well. Any questions about this website?

Please share ideas or things you would like to see. I am not married to any of this. Any questions?

The last quick thing we wanted to share some ideas that we have discussed as executive committee. The biggest thing is follow up to questions and concerns. When we have questions and then nobody ever gets back that's frustrating. This year we will do more follow up and find out answers, more campus involvement, also we know are supposed to be doing actions but we also want to do mixers and make all staff feel appreciated and included.

Staff Senate

Minutes

08/24/2022 | 3:00 PM | UC 307

President Allen, says great overview Jasmine! Are there any questions anyone has? Goals you want to see from the executive committee?

Senator Sanford says I do, what happened with what we voted on last year? Pay raise for bachelors or masters degrees? President says she will bring that up at her next meeting her understanding says that is still a no. As well as the tuition reimbursement policy. Senator Sanford says she would like to see a return of the staff appreciation week. Would like to see **more things showing** that the university appreciates us. We would like to form a committee. Brainstorm ideas. And what works best.

Senator Powell asks what is our budget? We just have one budget it is \$2,000 a year. We spent some funds on reception food in May. We are open to ideas about how to spend. There might be other avenues we can explore by requesting from the President, Provost, VP of finance there is potential to have more funds. Ajay asks about Peaybay. President Allen wants to save that for action item 4. Senator Frazier says am I the only person who is still giving those out? She said I am just giving them out still. Any other comments?

Action Items – 3:25 PM to 3:50 PM

- Special Elections

You may have seen the email that went out. We do have a list of nominees. Some of them have said yes. We would like to vote on them today. If they decline we will of course not add them to the senate. There is also an open position on our staff senate executive committee.

Senators for different divisions. We have some ballots here. Let's vote on these. There are two seats that aren't necessarily needed for our numbers. We use division numbers from March of that current year to determine how many we need for the next year. Academic Affairs we full but someone expressed interested (Krystal Butts) are we fine to add this seat?

Same for alumni division. Emily DeSpain was that person. We just need a general consensus. Senator Board made a motion and Senator D'Alimonte seconded. None opposed. The vote passes. Three nominees for the executive committee. Gena shire could not be here today. Gena, Tim, JJ is who we are voting for. Jana finished up her last service year but we can make exceptions. Senator Board and VP Fisher and Senator Bailey simultaneously seconded. None opposed Jana (Senator Gilbert) is confirmed.

Please pass your ballots to the end of the row and we can tally up everyone's choices. The slate of senator nominees is approved. VP Fisher says I think this is great.

Staff Senate

Minutes

08/24/2022 | 3:00 PM | UC 307

*Note that all of the senator nominees were approved.

Senator O'Brien is tallying up the ballot for our executive nominees. The new executive committee member is Senator White. President Allen says I will be forwarding you meeting invites.

- Support of Staff/Faculty Senate Mixer
President Allen says I do meet with Dr. Perry Scanlan once a month we were trying to find a way to involve faculty and staff and try to eliminate some of that ignorance of what people do. We all want to educate students and lead people to success. This is an opportunity to meet with them. I know a lot of people prefer towards the end of the day so people can kind of meet and greet and then scoot out if they want. Lunches are too hard. Teachers are teaching at that time. VP Fisher says, venues and how to do this. There are tons of things happening at this campus that are super cool. Maybe this can be a mixer happening when we open a new gallery or a music event. We can look at art. President Allen says this is specific to faculty and staff to mix.

Is there a motion to support Senator Bailey motions it. Senator Johnson says what if we have it at the same time as their meeting because they've already confirmed that is a good time. End of the day around the same time they do their meeting. Is there a second? Senator Powell seconds this. Nobody is opposed the motion passes.

- Recognition and Appreciation Committee

Let's develop a committee. We want to boost our activity with our staff members again. We want to show appreciation for all of our staff members. We want to form a committee to brainstorm initiatives. It could be anything---Peaybay is pretty much dead in the water. If we want to do something different but similar. Is there a nomination for a chair of this Jessica D'Alimonte-co chair- Jana Gilbert. Senator O'Brien motions and Senator Nicholson seconds. None are opposed the motion passes.

Megan G., Anja, Wes, Kat, Kelly P.

Senator Board motions and Senator Wornhoff Seconds. The motion passes.

VP Fisher says if we are nervous or don't want to join the committee but we have ideas send them to chair and co-chair. Senator Gaither asks anything we do in

Staff Senate

Minutes

08/24/2022 | 3:00 PM | UC 307

support of that does that come from the \$2,000 budget or do we find that money elsewhere? There are potential avenues we can look at.

A Senator on zoom asked about a joint meeting with faculty and staff. Maybe once a semester or once a year. President Allen will bring that forward to Dr. Perry Scanlan.

- Bylaws and Constitution Review Committee

Let's form this committee I nominate VP Fisher as the chair of that says President Allen. Senator Gilbert motions and Senator Powell seconds. Everyone approves none opposed.

We also need a full committee to support VP Fisher if JJ, Elizabeth, Kat, Mark motion by VP Fisher and seconded by Senator Gilbert. Everyone approves none are opposed.

- Support for Current Pending Policies
We've received monthly announcements about policies and changes. You should get the email from the legal affairs office. Did anyone not see that?

1:023 Compensation policy- there are some additions, clarifications, they do post a marked version as well as a clean copy if you don't want to go through all of the red and blue.

VP Fisher has a question; this body requested this policy be reviewed about section 5. We requested that they review this part that they rescinded. So that having that in there is a sticking point because they declined to review the policy that they had rescinded. The policy about degrees attained was changed drastically during covid. That policy was related to this. President Allen says it's still out there it hasn't been rescinded it just has eligibility dates in there. The policy is still out there so that sentence is not incorrect. President Allen says I will be bringing that forward to see how we can bring that forward.

Senator D'Alimonte asks is that any degree attainment? Yes, that's correct. There is a chart break down for this. They did revise that in 2021, January to include a section saying started by January 2021 and completed by 2028. Jana says wasn't there a date that said it would be relooked at? Yes, mandatory 5-year review period.

VP Fisher says that was my question though that's why I brought it up. This body took some action on that policy which is related to this. It sounds like it

Staff Senate

Minutes

08/24/2022 | 3:00 PM | UC 307

was brought to the president and was told were not reviewing that at this time.

Do we approve of this policy VP Fisher motions and Senator Board seconded. None opposed. This policy has to go to review for the Board of Trustees.

VP Fisher said we will do this every meeting this is the time for you to talk to your colleagues and review the email. President Allen says we will do this every time. Make sure the committee sees it. You can provide policy feedback and your fellow staff members can also use this form to submit feedback on a policy. The next policy is the moving allowance policy

5:009 this allows more specific financial statements. Basically, if a new employee gets a 5,000 moving allowance that's a taxable income. So, they don't actually get 5,000 that would be taxed. Hannah says the difference between taxable and AGI. Senator Gilbert approves.

Senator Nicholson says who gets 5,000 to moves? VP Fisher says I did. Senator Bailey says it's also part of our diversity initiatives when there is a diversity hire sometimes that's what gets them to come here. AA faculty members can pick where they want to go so that bonus gets them to come here. There is also extra money that diversity and equity funds come from. President Allen said if you were like me and already lived here you got nothing LOL.

Was there a motion, Senator Gilbert motions Senator Powell seconded? All in favor none are opposed.

One more policy, revision to alternate work arrangement 5:010 you probably saw that email. This policy doesn't include those updates yet from the email yesterday. It does include out of state remote work opportunities. An employee lives out of state and is paid to work out of state. This was a recruiter position so doesn't necessarily pertain to anyone who already lives in TN. A motion to support the policy as revised. Jasmine motions and Wes seconds. None opposed. Motion passes.

Information Items – 3:50 PM to 4:10 PM

- Mental Health Awareness Initiatives

HR has presented some mental health initiatives we want to see what you all think about these. One of these that's being proposed (is everyone aware of the half day?) the proposal is to change this to a full day. To be taken any day throughout the fiscal year. What does everyone think? Jonell says I love it. VP Fisher is going to use her Senator Dickins voice and is requesting for two days each semester by the semester

Staff Senate

Minutes

08/24/2022 | 3:00 PM | UC 307

is because our faculty are on that whatever month calendar. Two days each semester instead of one day a fiscal year. Past President Mitchell asks is that fall/spring/summer? VP Fisher says two separate days every semester so that's 4 days a year which moves it up quite a bit. Senator O'Brien says what about one full day a semester? Two days vs one day?

Past President Mitchell says rather than the two assigned days would there still be days picked? There proposal was one day to be used anytime through the year if approved by the supervisor. Senator Jeffers says what's the difference in doing that and increasing everyone's annual leave by one day? President Allen says we don't have to keep track of it. It's not logged into the system at all. We can't offer more leave than what's mandated by state legislature. Will this make it hard for a lot of people who have a lot of people working under them to track? (asked by Senator Christmas) that's a good concern to have. Will tracking be difficult. Senator Frazier says some people are already on leave and you aren't tired to one day.

Senator Johnson says she likes the one day. It doubles what we already have. Senator Johnson is excited. My son gets three days but it is a different company he works for, maybe need to pick what battles we fight for. Maybe the degree which is long lasting is what we want to fight for. President Allen is going to bring these to Fonda and JaCenda they are the ones opposing this.

Past President Mitchell says thinking from a managerial hat this is not something where an employee can call out. This has to be pre planned out. Past President Mitchell is thinking more of admissions or registrar I promise they are having mental breakdowns but Amy can't have 25 people call out on the summer orientation day.

Senator Perry, The thing about mental health is you can't schedule your breakdown. To accommodate younger employees, we have been accustomed to the pandemic and we've been given more opportunities we can't promote this as mental health if it's not it would be a part of our benefits package.

Senator Frazier says self-care day instead of mental health.

VP Fisher says we used to get a birthday day to use at my old company.

Senator Bailey says this might hit physical plant and registrar and admissions people like that. Maybe an additional form of compensation.

President Allen says this is all great.

Staff Senate

Minutes

08/24/2022 | 3:00 PM | UC 307

- University Standing Committee Reports

Has anyone met? VP Fisher says the emergency management committee had an after-action review of the cyber incident in July. Many things couldn't be discussed outside of that room but we helped Stephanie Taylor write her after action review. A lot more has come out and is able to be shared. We did not pay a \$ and we did not lose sensitive information.

President Allen met with space allocation committee and—having a better process of notifying the campus committee of available space. That way stuff isn't earmarked or people call dibs.

- Ownership, Accountability, and Participation

We already talked some about this with our new attendance policy. I want to talk about taking ownership of your position be an advocate and bring concerns forward to us. You have several options you can come to me or any EC member, adopting some professionalism be sure to do it in a kind and courteous manner everyone love everyone. No discussion is had.

- Staff Senate Meeting Location

Not sure how long we have been here in this room Senator Longan probably knows. If this room feels stuff or not conducive to good feedback. Senator Gaither asks is the HVAC always this loud? Yes, President Allen says she is soft spoken and it's hard to project for her as it is. Is there a desire to have a more comfortable on the same level setting? Senator Johnson says the room is find but it is hard to hear.

Senator Gilbert says I get what you are saying but if we go into another flat space with tables we will have an individualized thing but at least now I can talk to JJ Across the room. Plus, the secretary would have a hard time. President Allen said it might be hard maybe we can figure out a speaker situation. I hope you have picked something up at least today. Senator Nicholson says what about a wireless mic for you Hannah? You heard the question. He says it's more me with power tools for a long time. I appreciate the feedback. We didn't really have a good idea.

- Monthly Social for September

We want to have a monthly social event. A designated event where we will go as a group invite your colleagues and support APSU show your PEAY support and your department you are active and participating.

Staff Senate

Minutes

08/24/2022 | 3:00 PM | UC 307

Senator Frazier says science on tap also homecoming and family weekend. We want one designated event. Senator Gilbert says the tailgate where you rent a spot and hang out. They do still do tailgate alley. That's next Saturday. Some people have to work. It costs \$75, Senator Powell said if they had a space available they would give it to us. Jana never did it before just knew people did do that. A tailgate at the homecoming game. Homecoming is Sept 24th. Science on tap maybe for a later month. Does everyone want to make homecoming our designated event. There is homecoming Sept 3 or Sept 9. Jonell says a lot of us are really involved in homecoming so that could be difficult. I think we should stay away from homecoming. Jasmine says sept 3 is Labor Day weekend. I don't expect a lot of participation.

Senator Christmas says I love football but lots of other sports too maybe a soccer or volleyball game.

Senator Powell says along with Senator Christmas's point there we have tons of music students who play junior and senior recitals. Senator Dickins talked about art the gallery (at an EXEC meeting). Senator Christmas says lots of events could use more participation. Senator Gilbert said soccer is free. That sounds amazing.

Senator Bailey's idea is we can all go eat together over at the cafeteria. We could designate a lunch day. Leah said maybe we could have a staff senate representative at the cafeteria once a week and eat lunch with them.

University President's Report – 4:10 PM to 4:20 PM

Dr. Licari's update—you guys have been at this for a while. A few updates, first of all thank you. Just really thank you. The last week or so has been really busy it's always really good to get the students back into their homes and classes. From everywhere to house to dining to manning the ask me tents. I think things have gone really smoothly. I made sure I swung through some of the move in activities and those seem to have gone pretty well. That's one of those learning opportunities through the pandemic. Trying to move in 1500 people in a day and a half is really stressful. Wouldn't it be better if we took several days to do this instead of a day and a half?

I think the students are finding their way around. This class of incoming students seems to be very engaged with the campus events so far. I am pretty hopeful that we will have them remain in engaged in campus life and activities. Data shows the more engaged you are the more likely you are to graduate. We changed a lot this year in terms of all of the activities to welcome them to campus the new freshman always have room to improve things. I really had a good feeling about the freshman convocation that was a fundamental difference in how we approached that. In the

Staff Senate

Minutes

08/24/2022 | 3:00 PM | UC 307

past that had been pretty formal with processions and regalia I changed it to a pep rally and that was a lot more fun and lot more my style to be honest.

A couple of things about this Fall you've seen the new branding and logo that we have put out we are very intentional about those things but the intentionality really comes out with the Clarksville TN and the tri star logo really want to make sure the general public knows who we are and where we are. It's really time to stop that. I don't want to be the regions best kept secret. There is no reason that Nashville high schoolers have no idea where Clarksville or Austin Peay is. Put that in your email signature put it in your departmental webpages. Let's make sure that we get that out there.

You should have seen an email from Dannelle last Thursday. I'll push it out again in president's corner we are looking for engagement across campus in the next phase of our strategic plan. Now we are talking about how the plan is going to be implemented and what work is going to be done on campus to make things actually take place. It was also important to get people involved in the initial process last fall and spring. So, if you want please get engaged with this aspect of the strategic plan it will be very important to get this buy in across campus. I am excited about that! I **do** intent to have an annual in early fall a report out to say what we accomplished we need gauges and dashboards etc to see how we are doing. I want the results and actions to be transparent. Probably will do a full report out in each fall. The fall is when we reconvene after a summer break or something like that. When we have those initial meetings for faculty and staff and then the Board they meet as a standing meeting. Those are times I can give them a report as well. That's sort of the transparency results element that I have envisioned.

We can't get there unless it's implemented across campus. Couple of other things, the contract with Sodexo is a month and a half in there are a few hiccups I am aware of and others I will learn about. He intentionally ate in the cafeteria to see how that's going I was impressed it's full and it was fun and the food was good. They seem to be off to a good start.

My previous campus was a Sodexo campus they are new so there could be issues. Report any issues to Hannah or anyone else let's not get to far down the line before we reset expectations. Enrollment picture is a moving target I don't really have any hard numbers to report last minute enrollment are purging dropping etc. very chaotic early in the semester. Joe Mills says we are up net 16 new contracts and our occupancy rate is substantially higher than it was last year. He feels good so that means I do too.

What can I say too is that our retention rate is up substantially compared to last year at this time? That bodes well for enrollment, budget, and graduation rate all of

Staff Senate

Minutes

08/24/2022 | 3:00 PM | UC 307

which we are held accountable for by the state. Part of the funding formula is the rate at which they are moving through the process. We get funding for different aspects of the student experience. Leading indicators moving forward of a positive trending number.

Senator Updates and Announcements – 4:20 PM to 4:30 PM

President Allen references the benefits fair save the date over at the Foy. We are still working on confirming our vendor list. We will send out more information when that becomes available as well as open enrollment 10/1/22-10/14/22. Jana says in the past when you have done that fair you have let other areas come will you do that again? Yes, definitely.

Sodexo is offering one free meal a week in the cafeteria and I love the idea of everyone meeting up when we can.

VP Fisher says part of being awesome at Austin Peay is being a building coordinator and I put this together and people really seemed to like it and I printed extra copies if you want one there you go if you don't not a big deal.

President Allen reminds all to sign in for your attendance.

Senator Bailey says if you didn't get your name in you can email her directly if you want to volunteer so she can get you into the pillar groups related to the strategic plan volunteer call.

Senator Gilbert says since he brought up the new logos if your area needs one email logoapproval@apsu.edu

Communications Officer O'Brien says maybe she didn't forward that but can. Senator Gilbert can talk to the marketing ladies at Sodexo and let them know about the menu being posted. They might still be working on their kinks as well.

Senator D'Alimonte motions to adjourn and Senator Johnson seconds. The meeting is over at 4:30 PM

- Next Meeting
 - 9/28/2022 | 3:00 PM | UC 307

Adjourn – 4:30 PM



Minutes

08/24/2022 | 3:00 PM | UC 307