

Austin Peay State University Staff Senate
Meeting of 8-29-18 UC 307 3:00 pm
Minutes

Call to order- Meeting called to order at 3:06pm by President Louise Mitchell

Approval of today's agenda- Motion made by Jolann Baldwin; second by Jessica D'Alimonte

Approval of minutes for meeting of previous meeting (6/27/2018)- Motion made by Jolann Baldwin, second by Jessica D'Alimonte

Guest Speakers-

- Tammy Silva, Manager of Auxiliary Support Services- introduced our APSU Coca-Cola representatives.
- Eddie Penick, VP of Trade and Marketing, Coca-Cola Bottling in Tullahoma, TN
- Mike McCool, General Manager, Coca-Cola Bottling in Tullahoma, TN
 - Showed video highlighting the "Dear Future" next campaign, Coca-Cola's partnership with APSU, and promoting the Blackout Football game against University of Georgia.
- Sheraine Gilliam-Holmes, Executive Director of Human Resources
 - She introduced herself and noted that she met with Staff Senate President, Louise Mitchell already and realized that Staff Senate is doing the work of Human Resources. She would like to rebrand Human Resources on-campus to become a better employee advocate.
 - Some goals: to change to more innovative on-boarding process for new employees to make their transition easier. She would also like HR to assist APSU departments with their on-boarding of new employees and provide better resources for the managers within the APSU departments.
 - She would like to provide more professional development- more manager training, better information on procedure for discipline.
 - Ultimately, Human Resources wants to become more of a partner with Staff Senate.
- Ombudsman, Barry Kitterman –
 - His role is "Organizational Ombudsman"- meaning to be someone to be available for staff/faculty to be able to come talk to about any concerns they may have.
 - 4 tenants he will be following:
 1. Independence- (not tied to an org and does not report to any one)
 2. Neutrality- always be neutral and believe what is confided to him
 3. Confidentiality- everything is strictly confidential and will not be shared.
 4. Informality- nothing will be written, no notes taken or stored, if sending an email nothing will be mentioned, cannot be deposed by any attorney.
 - He is available anytime.
 - He is APSU's 4th Ombudsman on-campus.
 - Question by Marcelius Braxton- Will he give a yearly report? Yes, he will only list the number of visits he had over the year.
 - He is available to come explain his role to any department that would like him to come speak.

President's Report-

- Currently learning and familiarizing herself with the responsibilities of Staff Senate President and the responsibilities for Staff Senators.
- Staff Senate Executive Committee to meet on Mondays the week of Staff Senate meeting at 2pm. Any agenda items to be sent to Secretary, Jennie Rhodes before 11am that day to be able to review with the Executive Committee.

Treasurer's Report-

- Louise Mitchell presented in Lorneth Peters' absence.
- Current Staff Senate account balance is \$500.00
- Past Staff Senate spending- Staff Senate as a budget of \$2,300. For the Staff Appreciation Week- Staff Senate contributed \$1,000, Human Resources contributed \$1,000, Cornerstone Financial contributed \$1,000, and President White covered the remaining amount.
- Question- Marcelius- Does Staff Senate approve what we spend money on? No, but there is no approval process in place in the Staff Senate By-Laws.
- Question- by Sheraine Gilliam-Holmes - How comfortable do you feel to share when HR is present in meetings? – Shanon Manley replied that some do and some do not feel comfortable. Stephen Dominy answered- when we had a Staff Senate member that worked in Human Resources it benefitted everyone. Staff Senate meetings are public hearings so anyone can attend.

Old Business

- none

New Business

- Welcome and recognize all of the new Staff Senators. – New Senators to stand and be recognized and welcomed by President, Louise Mitchell.
- University Standing Committees
 - Email was sent notifying you of your selection for a University standing committee. If we cannot accept, email Tammy Delvendahl or Louise Mitchell.
- Staff Senate Committees-
 - Because the Staff Senate supporting documents do not state that you must be on a committee Louise Mitchell made a motion to require that every Staff Senator must be a member of a Staff Senate Committee.
 - Point made to amend the proposal so that it is dependent upon each individual's supervisor's approval whether or not one should be mandated to serve on a committee.
 - Louise Mitchell would like it to be a shared responsibility and some committees are short staffed and would like a more even representation with 5-7 members on each committee.

- Stephen- recommend the motion to go to By-Laws & Constitution Committee to approve this motion. Motion made by Jo Baldwin, Seconded- by Jessica D'Alimonte
 - Motion denied by- Tonika East and Dominic Croll.
 - Motion passes to be reviewed by By-Laws and Constitution Committee.
- Senator Responsibilities
 - Qualtrics survey created by Brandi Bickham to each Staff Senator to complete and give feedback as to which committee that they would like to serve on.
 - Link to complete the Qualtrics survey:
https://apsu.co1.qualtrics.com/jfe/form/SV_8GJ2rNkcsBScbWt
 - Responsibilities of each Staff Senate Committee -
 - Listed in Staff Senate Constitution and By-laws which can be found here <https://www.apsu.edu/staff-senate/resources/>
 - ASPIRE (Archive for Scholarship, Publication, Innovation, and Research Experience)- <https://aspire.apsu.edu>
 - Processes for Department/Division Updates-
 - Updates due to Jennie Rhodes by 11am on Mondays before Executive Committee to add to agenda

Committee Reports

- Social Responsibility (Help An Elf)
- Staff Morale
- PeayBay
- Sustainability – Green Office Initiative – Stephen Dominy- 1st Meeting will be Oct. 2.
- Bylaws and Constitution Review
- Awards

Next Meeting – 09/26/18, 3pm UC 307

Adjourn – Motion to adjourn made by Wes Powell, 2nd- by Ashlee Spearman

Meeting Adjourned at 3:59pm

Notes: