

AUSTIN PEAY STATE UNIVERSITY | STAFF SENATE

M I N U T E S O F T H E M E E T I N G

Date: Wednesday, March 27, 2019

Time: 3:00 pm

Location: MUC 307

Senators in Attendance: Bickham, Braxton, Carpenter, Clayton, Douglas, Dubinin, Duncan, East, Faulkner, Hamilton, Johnson, Kilpatrick, Leonard, Linares, Longan, Massman, McGowan, Phelps, Ramsey, Robinson, Swiger, Tucker, Ward, Wilson

Call to order - Meeting called to order at 3:03 pm by Interim SS Vice President **Matthew Kilpatrick**

Approval of today's agenda- Motion made by Senator Margaret Douglas; second by Senator Michele McGowan

Guest Speakers

Vice President for External Affairs, Ronald Bailey (10 minutes)

- Introduced himself; 18 months since his retirement.
- Shared many accomplishments and the road to APSU.
- Reminded SS of Dr. White's Listening Tour. Due to the comments she received, he was asked to share ideas on the betterment of our campus communication. His question to SS is: "What is the best way to communicate with faculty and staff?" One solution that has been mentioned is creating a platform on Peaymobile just for faculty and staff. Currently peaymobile is being used for students. However, the idea came about that it might be a great tool to push out information to all of us.

Q/A: Senator Crystal Faulkner: Would this information only be sent out via app? Would the emails stop? **General Bailey:** No clear answer given...

Q/A: Senator Tonika East: Is peaymobile as app? **General Bailey:** Yes, it is.

Q/A: Senator Barbara Tucker: Is there data on the ages of our faculty and staff? Depending on their age, one concern might be that they don't want to use an app. **General Bailey:** No data at this time; good point.

Q/A: Senator Patrice Dubinin: Personally, the graphics never load for me. Collective SS: You have to actually click to download them.

Q/A: Senator Marcus Braxton: There are currently so many email. Is there something we can do to mainstream all of the information just into one thing? **Senator Kelly Carpenter:** We want the daily GovSays back. Regarding the data on emails being opened, etc... some of that data may be skewed. Many may not click to open the actual email but instead just read through it in their reading pane. **Senator Jasmin Linares:** To be fair, they wanted to give Top Hat, etc... a chance to see if it would fix an issue. However, here we are now, still talking about this issue...

Assistant Director of Annual Giving, Sam Mynhier (5 minutes)

- Govs Give Campaign time: Be a #GovsGive Champion! Donations made to college or area of choice. When: April 8-11th; Noon to Noon. APSU goal: \$200,000. Donations up to \$250

will be matched. Email will go out Monday with more information, the link for donations, how to give/how to push the info out and links for all of the social media platforms. (toolkit)
DON'T WAIT-GIVE NOW!

- 8th- College of Business
- 9th – Behavioral Health Sciences | Student Affairs | College of Education
- 10th – College of Arts and Letters | College of Graduate Studies
- 11th – STEM | Athletics

Q/A: Senator Marcus Braxton: Has there been any talk about using apps such as the cash app or venmo for donations? Students seem to prefer this option more. **Mr. Mynhier:** I am actually working on this but it will not be ready for this year.

President's Report

- Healthy Workplace Policy
 - Information viewed on screen
 - Encouraged colleagues to post a comment to show support for this policy

Treasurer's Report

- n/a

New Business

- n/a

Old Business

- n/a

University Standing Committee Reports

- n/a

Staff Senate Committee Reports

- Awards Committee
 - No report
- Constitution and Bylaws Committee
 - 1st read & discussion/comments
 - Reviewed each document on screen; Read through provided by Senator Marcus Braxton

Q/A: Senator Tonika East: Is this the actual “first reading?” **Senator Marcus Braxton:** There is nothing actually to state how we go about doing this but as a committee, we wanted to give it a month which is why this is being presented at this meeting.

Q/A: Senator Kelly Carpenter: If we do have questions or we have answers to questions that you posed within the document, how should we go about asking them or making comments to you?

Senator Marcus Braxton: Review the document and send an email to the committee and we will collect them. Deadline for these submissions is 1 week before the next staff senate meeting. Also, please differentiate between typing/grammatical errors versus comments/suggestions/answers to content. braxtonm@apsu.edu leonarda@apsu.edu

- Social Responsibility Committee
 - **Senator Kelly Carpenter:** Plant the Campus Red. This is the 20th anniversary of the tornado! Please don't forget that you need your supervisors' approval. Sign up [here](#)! They need team leads! Date: April 18 Time: 2-4:30p.
- PeayBay Committee
 - No report
- Staff Appreciation Committee
 - **Senator Cecil Wilson:** Our committee met with Executive Director and Chief Human Resources Officer, Sheraine Gilliam-Holmes re: some of what we do here in SS. Mainly because it seems like HR might be a better fit for some items. They have a lot of ideas to share with us and they will be doing that very soon.
- Strategic Plan Committee
 - 1st read & motion of Constitution Edits for the Communications Officer
 - Information viewed on screen
 - **Senator Crystal Faulkner** shared:
 - Position would deal mainly with the marketing and communications within SS
 - Committee met to define the information for communications officer and this is what was proposed.
 - Please review information and submit comments, suggestions, etc... by end of business day, Wednesday, April 3rd. Submit to Crystal: faulknerc@apsu.edu and/or Angie: leonarda@apsu.edu
 - We will be voting on this at next month's meeting. The election of this position won't take place until the beginning of the semester.
 - Motion made by **Senator Crystal Faulkner; MOTION APPROVED**
- Sustainability Committee
 - No report

Department/Division Updates

Announcements

- **Senator Tonika East:** Monday begins APSU Career Week! There will be plenty of personal and professional development opportunities and giveaways. We will kick the week off on Monday, March 19 at 9 am in the MUC Lobby with a Jobs4Gobs registration drive and refreshments. Not to mention Patra Corporation, Target, Coca-Cola and the Memphis Police Department will be visiting campus during the week. For the full details of Career Week visit [us](#)!
- **Senator Patrice Dubinin:** Records Destruction Day: Thursday 4/25. We do not want to be audited and if we do, make sure you are up-to-date on information you need to know. Visit [here](#) to learn more or email Patrice: dubininp@apsu.edu for more information. Please utilize this opportunity!

Next Meeting – Wednesday, April 24th / 3p / MUC 307

Adjourn – Motion to adjourn made by **Senator Margaret Douglas**; Second by **Senator Kelly Carpenter**

Meeting Adjourned at 3:42 pm

Notes:

Senator Elitha Johnson: Is it possible to get an email of the list of committees and who is on them?

Senator Angie Leonard: Yes, I will take care of that!



GOVS GIVE CHAMPION

Govs Give Champions provide donors with the opportunity to be the match dollar for every contribution made during the campaign for up to \$250 per gift. This will not only give your selected college or area the ability to raise more money faster, it will also provide other supporters with an incentive to give. The beauty of this campaign is that match dollars can benefit every major, minor and area within Austin Peay State University.

How to become a Champion

To be a Govs Give Champion, we ask that you give a minimum of \$1,000 to the college or area of your choice. Champions will be recognized through various online APSU platforms (if desired) for recognition of their support to the campaign at APSU.

#GOVSGIVE

**BE A #GOVSGIVE
CHAMPION**

**College
or
Area of Choice**

April 8-11, 2019

**APSU GOAL
\$200,000**

CONTACT

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Staff Needed for Standing Committees

Committee	Recommendations for 2018-2019	Staff Needed 2018-2019
Accessible University Advisory	Louise Mitchell	Total - 1
Athletic	Marcelius Braxton Matt Kilpatrick Shanon Manly	Total – 3 Administrative/Professional Staff
Conflict of Interest	Jessica D’Alimonte	Total - 1
Emergency Management	Jennie Rhodes	Total - 1
Faculty & Staff Grievance	Tonika Jordan Allie Michael, 1 st year Rachel Carroll, 1 st year Lorneth Peters Debbie Shearon, 1 st year Donna Liverett, 1 st year 2 nd term Dominic Croll Jessica D’Alimonte, 1 st year Kim Coats, 1 st year, 2 nd term Cecil Wilson, 1 st year	Total – 10 Need – 0 All members are serving a portion of their 3 year term.
Faculty Development Planning Committee	Crystal Faulkner Ashlee Spearman	Total - 2
Financial Aid and Scholarships Appeal	Marcelius Braxton Tracy Comer	Total - 2
Gender Equity	Barbara Tucker	Total - 1
Intellectual Property and Commercialization	Charles Booth Jarad Sneed	Total - 2
Online Course	Jarad Sneed Kim Jorgenson	Total - 2
Parking	Wes Powell Marjorie Perrault Rachel Carroll Louise Mitchell	Total - 4
Residency Appeals	Jo Baldwin Doug Catellier	Total – 2
Student Non-Academic Grievance	Angie Leonard – Student Affairs Jason Longan Sherry Kendrick	Total – 3 One should be from Student Affairs
Sustainable Campus Fee (3 year term)	Carol Keller, 1 st of 2 nd term Sherry Kendrick, 1 st Elitha Johnson, 1 st Stephen Dominy Kelly Carpenter Jasmin Linares Wes Powell, 2 nd	Total – 6 Need - 0
TAF Allocation (2 year term)	Cherylle Ward	Total – 1 Need - 0
University Calendar	Kelly Carpenter	Total - 1

University Library Advisory	Michelle McGowan Jennie Rhodes	Total - 1
African American Cultural Center Advisory	Barbara Tucker Tonika Jordan Yolanda Clayton	Total – 3
Hispanic Cultural Center	Tammy Sanchez Rachel Carroll Donna Conklin	Total - 3
Space Allocations Committee	Stephen Dominy	Total - 1

Staff serving on any committee that does not specify term limits can continue to serve for 2018-2019 if staff senate recommends for them to continue. Staff may also be replaced on any committee not specifying term limits each year if staff senate would like to recommend new members to serve. However, staff serving on a committee with term limits should continue until their term is complete.

STAFF SENATE | CONSTITUTION

ARTICLE I PURPOSE AND DEFINITION OF THE STAFF SENATE

SECTION 1. The Staff Senate is an advisory body to the President of the University. The President may refer matters to the Senate and expect a response from that body. The Staff Senate is established as the official means by which university staff may be actively involved in and contribute to the governance of the institution. It shall ~~investigate explore~~, consider, and act upon any matter its members think appropriate or relevant to concerns and interests of university staff. It shall report fully to the staff, and to other elements of the University when appropriate, on all deliberations and actions of the Staff Senate.

SECTION 2. The University staff shall consist of all regular full-time and all regular ~~part-time~~ **DEFINE** employees defined as staff according to Human Resources.

SECTION 3. The Staff Senate shall be empowered to organize itself, establish its own bylaws, and discipline its own members, except as restricted by this Constitution.

ARTICLE II COMPOSITION OF THE STAFF SENATE

SECTION 1. ELECTED MEMBERS

- a) Eligibility. Any member of the support staff as defined in Article I, Section 2 shall be eligible for election to membership in the Staff Senate.
- b) Term of Office. The term of office for an elected member shall be three (3) ~~consecutive~~ years, except that a member shall be able to succeed himself/herself no more than one term until he/she has been out of the office for one (1) year. **REWRITE**
- c) Nominations. Nominations shall be made in accordance with the Bylaws (Article IV, Section 2).
- d) Election. Regular elections shall be held in April of each year with the term commencing the beginning of the fiscal year (July 1) and concluding at the end of the fiscal year (June 30).
- e) Voting Privilege. Representatives have equal voting rights. The President of the Staff Senate does not ~~ordinarily~~ exercise voting privileges except to break a voting tie.

SECTION 2. REPRESENTATION

- a) Representation in the Staff Senate shall be based on a ratio of ~~two~~ 1 representatives per ~~20~~ 10 employees, or major fraction thereof (**6 or more**), as identified in each of the Austin Peay State University divisions below:
 - Academic Affairs
 - Advancement, Communication, and Strategic Initiatives
 - Finance and Administration
 - Student Affairs
 - Other & Athletics
- b) Appointment for elected representative vacancies follow the procedures ~~outlines~~ outlined by Article IV Section 5.

- c) Reapportionment shall take place in March of each year, except that no representative shall be required to abandon his/her seat before the term has expired.

SECTION 3. OFFICERS OF THE STAFF SENATE

The Officers of the Staff Senate shall be elected from the members of the Senate by a quorum of votes cast by the members at the regular meeting in May. The Officers of the Staff Senate shall be

a) PRESIDENT OF THE STAFF SENATE

- i. The President of the Staff Senate shall be the presiding officer of the Staff Senate.
 - Which includes, but is not limited to, presiding over all meetings of the Staff Senate, initiate projects as deemed necessary for the welfare of the organization, acts as the liaison between the Staff Senate and campus community.
- ii. The President shall meet and confer regularly with the President of the University concerning matters of interest to the support staff.
- iii. The President shall have served as the Vice President during the preceding year.
- iv. If the President resigns or leaves Austin Peay State University, the Vice President will assume the duties of the President for the remainder of the year and serve as President the succeeding year.

b) VICE PRESIDENT OF THE STAFF SENATE

- i. In the absence of the President of the Staff Senate, the Vice President shall be the presiding officer.
- ii. The Vice President shall be elected from the representatives of the Senate serving the first year of the two-year term and shall assume the office of President for the succeeding year.
- iii. In the case of the resignation of the Vice President or the Vice President assuming full-time responsibilities of the President, a new Vice President shall be elected.
- iv. To be nominated and elected to serve in this position, one must complete one year service in Staff Senate as an elected senator within the current elected term. Exception, see Article 2. Section III. a. iii.

c) SECRETARY OF THE STAFF SENATE

- i. The Secretary shall be responsible for recording and distributing the minutes of regular Senate meetings to representatives and other appropriate University individuals.
- ii. Other duties as agreed upon by the Executive Committee may be assigned to the Secretary.
- iii. To be nominated and elected to serve in this position, one must complete one year service in Staff Senate as an elected senator within the current elected term.

d) IMMEDIATE PAST PRESIDENT EX-OFFICIO

- i. The immediate past president is a member ex-officio with voice but no vote.
- ii. His or Her responsibilities include external recruitment for Staff Senate.
- iii. This position is to help with the image of Staff Senate.
- iv. In an event where the President is absent the immediate past president can serve in place of the President for non-decision making representation.

e) TREASURER OF THE STAFF SENATE

- i. The Treasurer of the Staff Senate will maintain and report the balance of the Staff Senate Funds.
- ii. The Treasurer shall also maintain a ledger of transactions to report to the Executive Council upon request.

- iii. To be nominated and elected to serve in this position, one must complete one year service in Staff Senate as an elected senator within the current elected term.
- f) **EXECUTIVE COMMITTEE ~~SENATORS AT LARGE CHAIRS~~**
 - i. ~~Senators at Large Committee Chairs~~ will:
 - To propose agenda items for Staff Senate meetings;
 - To act on behalf of the Staff Senate when needed between regular meetings and to report such actions to the Staff Senate at the next scheduled meeting; and
 - Other such duties as are needed to conduct the business of the Staff Senate.
 - ii. Senators at Large are elected by a majority vote of the active membership of the Staff Senate. No more than two first-year senators may serve in a given term.
- g) **EXECUTIVE COMMITTEE OF THE STAFF SENATE**
 - i. The Executive Committee of the Staff Senate shall be composed of the President, the Vice President, the Secretary, the Treasurer, and ~~four members of the Staff Senate elected by the members of the Staff Senate Committee Chairs.~~
 - ii. The responsibilities of the Executive Committee shall be as follows:
 - iii. To propose agenda items for Staff Senate meetings;
 - iv. To conduct the elections of the Staff Senate;
 - v. To advise the President of the Staff Senate;
 - vi. To act on behalf of the Staff Senate when needed between regular meetings and to report such actions to the Staff Senate at the next scheduled meeting;
 - vii. To act as chair of at least one standing committee; and
 - viii. Other such duties as are needed to conduct the business of the Staff Senate.

SECTION 4. REMOVAL OF STAFF SENATE MEMBERS

- a) Officers. Any officer may be removed from office by a two-thirds majority vote of "no confidence." To be considered, a petition of "no confidence" must be submitted for inclusion in the next regular meeting agenda, where the petition must be approved by a majority vote. If approved by majority vote, at the next regular meeting the petition must be approved by a two-thirds majority vote by secret ballot cast by the eligible voting. Upon approval, a new officer must immediately be chosen to complete that term of office.
- ~~b) Senators.~~
- c) Committee Assignments. Any senator assigned to a committee by a previous or current Staff Senate President can be removed from their assignment at ~~his or her~~ the president's discretion.
- ~~d) Attendance. All members will be eligible are subject for to removal according to Article III. Section C of the Staff Senate Bylaws.~~

ARTICLE III MEETINGS OF THE STAFF SENATE

SECTION 1. Meetings of the Staff Senate shall be scheduled in accordance with ~~the Bylaws Article I.~~

ARTICLE IV AMENDMENTS

SECTION 1. Amendments to the Staff Senate Constitution shall be made under the following provisions, executed in sequence:

- a) Reviewed annually.

- b) Initiation of amendments shall be made by the university staff upon petition of ~~twenty (20) percent of the support staff; or by the Executive Committee; or by the Staff Senate.~~ Ten (10%) percent of the support staff; or by twenty (20%) percent of the Executive Committee; or by fifty (50%) percent of the Staff Senate.
- c) Amendments shall be submitted to the Staff Senate at a general body meeting.
- d) Action on proposed amendments shall be delayed until at least the next general body meeting of the Staff Senate. The amendment brought forth requires a quorum, defined as 50% of the voting staff senators present. Approval is based upon 50% plus one vote of the quorum established above. In the event of a tie the president should cast a deciding vote, reference Constitution Article II ~~Section III-A: Section 1 E.~~

ARTICLE V RATIFICATION OF THE CONSTITUTION

SECTION 1. The Staff Senate Constitution shall become effective immediately following a vote at the current general body meeting of the Staff Senate. The constitution requires a quorum. ~~defined as 50% of the voting staff senators present.~~ Approval Ratification is based upon ~~50% plus one vote of the quorum established above~~ two-thirds (2/3) vote **OF WHAT?**. In the event of a tie the president should cast a deciding vote, reference Constitution ~~Article IV Section I-C: Article II Section 1 E.~~

STAFF SENATE | BYLAWS

ARTICLE I PURPOSE AND DEFINITION OF THE STAFF SENATE MEETINGS

SECTION 1. Regular meetings of the Staff Senate will be scheduled by the President. Special called meetings may be scheduled by the Executive Committee. Changes to the regular meeting schedule shall be approved by the majority Executive Committee.

SECTION 2. Notice of regular meetings will be sent by email to the members at least ten (10) days prior to a meeting. Notice of called meetings will be sent no less than two (2) business days prior to the meeting.

SECTION 3. Agenda items may be submitted electronically through the Staff Senate Agenda Form located on the Staff Senate website. Agenda items must be submitted at least three (3) business days prior to a Staff Senate general meeting.

SECTION 4. A meeting of the Staff Senate should follow Robert's Rules of Order.

ARTICLE II

Quorum shall consist of fifty percent (50%) of the filled elected membership present.

SECTION 1. A quorum is required for election of officers. Quorum is defined as 50% of the voting staff senators present. Approval is based upon 50% plus one vote of the quorum established above.

SECTION 2. A majority is required for all other voting issues.

SECTION 3. No voting by proxy is allowed during regularly scheduled Staff Senate meetings. Electronic ~~proxy~~ votes may be used in circumstances deemed necessary by the Executive Committee.

ARTICLE III ATTENDANCE

SECTION 1. Regular meetings of the ~~Faculty Staff~~ Senate are open. The ~~Faculty Staff~~ Senate reserves the right to go into executive session by a majority vote of members present or to be called into executive session by the Senate Executive Committee.

SECTION 2. Any representative must notify a member of the Executive Committee if the representative is unable to attend a regular meeting. The Executive Committee may recommend to the council that a representative be removed from membership of the Staff council if more than two meetings are missed without cause.

SECTION 3. An appeal for reinstatement as a member in good standing may be made in an official to the Executive Committee, at which time the representatives will vote for or against reinstatement.

ADD SECTION 4. All Staff Senate members will serve on a Staff Senate Committee. Staff Senate Committee Chairs will be comprised of Staff Senate members serving in their second or third term.

ARTICLE IV ELECTIONS OF SENATORS

SECTION 1. Election of senators shall be held during a specified time during the spring semester of the academic year. Special elections to fill vacancies, which occur, shall be held as necessary.

SECTION 2. The nominee(s) on each ballot receiving the ~~plurality~~ majority of votes shall be elected. In case of a tie, a run-off election will be held. Should the run-off election result in a tie, the Executive Committee shall, by elect the representative.

SECTION 3. Each area of representation shall have one representatives per 10 employees or major fraction thereof; the total number shall be based on staff employment figures as of March of a given year.

Section 4. A replacement shall be appointed by the ~~Executive Committee~~ President **SHOULD THIS SAY PRESIDENT OF THE UNIVERSITY? OTHERWISE, IT MIGHT SOUND LIKE IT'S PRESIDENT OF STAFF SENATE** to fill any vacancy. The appointment will be for the remainder of the year and in no way affects the appointee's eligibility for future nominations.

Article V ELECTIONS OF OFFICERS

SECTION 1. Election of officers shall be held at the last regularly scheduled meeting of each academic year. Special elections to fill vacancies which occur shall be held as necessary.

SECTION 2. Volunteers for elected offices shall not be considered without formal nomination by another council member. Eligibility for officers shall follow requirements set forth by the Constitution.

SECTION 3. Officers (excluding President who automatically assumes office) shall be elected from members of the Staff Senate at the last regular meeting in the academic year. ~~Written~~ Verbal nominations for all other officer positions may be made by any member of the Staff Senate while the floor is open for nominations. The nominee must agree to the nomination. A nominee must receive a majority of votes to be elected as an officer.

SECTION 4. The nominee(s) on each ballot receiving the ~~plurality~~ **SHOULD THIS BE "MAJORITY," AS STATED ABOVE?** of votes shall be elected. In case of a tie, a run-off election will be held. Should the run-off election result in a tie, the Executive Committee shall, by select the representative.

ARTICLE VI RESPONSIBILITIES OF REPRESENTATIVES

SECTION 1. Representatives shall:

- a) Disperse information to all staff in the area of representation
- b) Seek counsel and advice on matters of relevance to all staff

- c) Cast votes which reflect the opinions and wishes of staff in their area.

ARTICLE VII ADOPTION AND AMENDMENTS TO THE BYLAWS

SECTION 1. The Staff Senate Bylaws shall become effective upon a quorum vote of Staff Senate at the regular meeting following presentation of the Bylaws.

SECTION 2. Amendments to these Bylaws may be made by approval of a quorum vote of Staff Senate at the next regular meeting following the presentation of the proposed amendments.

Proposed Bylaws: April 1988

Adopted:

Amended: June 1991

Amended: June 2001

Amended: September 2002

Amended: June 2004

Amended: November 2010

Amended: March 2016

Amended: 2018????

PLANT THE CAMPUS RED



AP Austin Peay
State University



APRIL 18, 2019

Join us for the 20th anniversary of Plant the Campus Red, an Austin Peay tradition of beautifying our campus before graduation that dates back to the EF4 tornado that touched down on APSU's campus in 1999.

Plant the Campus Red brings faculty, staff and students together to plant flowers, trees, and shrubs in designated landscaping beds across campus with assistance from the Montgomery County master gardeners.

Register today at:

www.apsu.edu/volunteer/plantcampus.php