

Austin Peay State University Staff Senate

Meeting of 10-31-18 UC 307 3:00 pm

Minutes

Call to order- Meeting called to order at 3:03pm by President Louise Mitchell

Approval of minutes for previous meeting (9/26/2018) – Motion made by Kelly Carpenter; second by Wes Powell

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

Guest Speakers

- Sheraine Gilliam-Holmes, Executive Director and Chief Human Resources Officer-
 - Presented on staff merit pay-
 - \$9 million dollars spent over the past 3 years to bring APSU staff up to 90% of market. 2018-2019 fiscal year the University will be moving to merit pay.
 - Self- evaluations and goal setting will be mandatory for merit pay raises.
 - Self-evaluation trainings offered by Human Resources on Jan 7-11, 2019 and performance evaluation trainings will be offered at the end of November and December 2018.
 - Staff will be able to either “acknowledge” or “dispute” their evaluations before their supervisor submits it.
 - The numbering scale will be different from the past. Now there is a weighted average that will make up a percentage score for each perspective category instead of the 1 to 5 rating scale as in the past.
 - Managers will receive training on how to better conduct evaluations based on the new system.
 - Evaluation period runs April 1- December 31. Merit raises go into effect July 1 at start of new fiscal year.
 - No across the board increases or cost of living increases this year; just merit based raises.
 - Other information-
 - Professional development classes are being offered due to requests for more training, but the courses have not been well attended. Better attendance is needed to continue to offer these classes.
 - No health insurance premiums will be deducted in the November 2018 pay period. Monthly paid employees will be paid on November 30, 2018 and bi-weekly paid employees will be paid in November 21, 2018.
- Barnes & Noble- Shonte Cadwallader, Bookstore Manager
 - They are working on affordability and campus initiatives for custom apparel and gifts. Staff can use purchasing card in the store or in Govs e-shop to make purchases.
- Promoversity- Myra Haley- Director of Sales
 - There is a link on Govs e-shop as a punch out for Promoversity.
 - All of the APSU logos have already been approved and licensed.
 - All Promoversity products are socially and ethically sourced.
 - Austin Peay has its own team and team leader to help customize designs.

- Quick turnaround- 95% of items can be shipped within 24hrs of artwork approval.
- If ordering very large quantities of products then staff would need to reach out to Promoversity team leaders for assistance to make sure they get the best value.
- If items cannot be found on the Promoversity punch-out site on Govs e-shop, then a Promoversity team leader can be reached to better assist with finding that item.

President's Report

- Meeting with President White highlights-
 - Louise spoke to President White about staff concerns over having their supervisor conduct their evaluations and the impact that could have on their merit raises.
- Meeting with Mitch Robinson, VP of Finance and Administration highlights
 - Louise reiterated the same staff concerns with merit based raises and supervisors giving fair evaluations.
- Present Cabinet meeting highlights
 - Subcontract with JLL will be changed out to CMTI as the new custodial company in late December. CMTI is already conducting interviews for new staff hires.
- Issues to bring up in the next meeting with President and Mitch Robinson
 - Suggestion- to make manager training mandatory for all supervisors who are conducting evaluations and have any effect on staff merit raises.
 - Suggestions- get clarification on the appeal process for merit evaluations and how managers would justify their decisions.
 - Question- If APSU has spent \$9 million dollars over the past 3 years to get the staff up to standard compensation, and now there are no cost of living increases for the year, how does the University plan to keep staff from falling out of the medium range again in the future?
- Marcelius Braxton- to discuss and explain Roberts Rules of Order "cheat sheet" handout.
 - Marcelius introduced basic terminology and encouraged Staff Senate members to review the handout on their own so they will feel like that can contribute to any discussions comfortably.
 - Staff Senate members to bring handout to next Staff Senate meeting for reference.

Treasurer's Report

- Lorneth Peters gave reports on current Staff Senate accounts.
 - Staff Senate Account- \$1,600.00 left until end of the Fiscal Year
 - Awards Account- \$306.00 left until the end of the Fiscal Year

Old Business

- Continuation of Holiday Calendar discussion
 - The calendar got changed again to where the extra day would be moved back to the Spring to where it falls on Good Friday in 2019 instead of added on to the 2018 Winter Break.
 - When will official Holiday Calendar be announced? – Undetermined as of now. Louise to get clarity on this.

- Suggestion- have something in writing to show in front of Staff Senate at the next meeting (11/28/18) to know what we have talked about and decided on up to this point.

New Business

Staff Senate Committee Reports

- Awards Committee- Lorneth Peters gave report
 - 22 staff members have been nominated for Outstanding Staff of the Semester.
- Constitution and Bylaws Committee
- PeayBay Committee
- Social Responsibility Committee- Kelly Carpenter to present
 - #ForTheLoveofLandrey, Volleyball Fundraising event- they are looking for teams to sign up at \$5 a person to play on a team.
 - Help and Elf update- Staff Senators to begin to ask their respective offices to donate money for this project and bring any donations received to the next Staff Senate meeting (11/28/18).
 - Help an Elf is designed to assist currently enrolled, full-time APSU students with holiday shopping by providing gifts for their children.
 - APSU students can apply for this by contacting Diana Forte in Student Affairs forted@apsu.edu .
- Staff Appreciation Committee – Ashlee Spearman reported
 - Reviewed the winners of the daily Homecoming themes.
 - Noted that there was great participation in the surveys sent out about Staff Appreciation Week and gained a lot of useful feedback.
- Strategic Plan Committee- Chrystal Faulkner reported
 - The committee identified Goal #4 – to work on communication between Staff Senate and Staff members.
- Sustainability Committee

University Standing Committee Reports

Department/Division Updates

Announcements

- Keys to the World event 11/1/18 in the ballroom from 10am-4pm.
- CPR training offered 11/9/18 at 1:30pm for \$28/person for a 2 year certification.
 - To sign up for the course, contact Kay Stanley at stanleyjk@apsu.edu or call at 931-221-7458.

Next Meeting – 11/28/18, 3pm UC 307

Adjourn – Motion to adjourn made by Ashlee Spearman, second by Chrystal Faulkner

Meeting Adjourned at 4:01pm

Notes:

STUDENT
VS
FAC/STAFF

**Free
Admission**

VOLLEYBALL
TOURNAMENT

\$5 PER PLAYER
ALL PROCEEDS WILL BE
DONATED TO LANDREY EARGLE
AND HER FAMILY

CONTACT: BMONROE2@MY.APSU.EDU

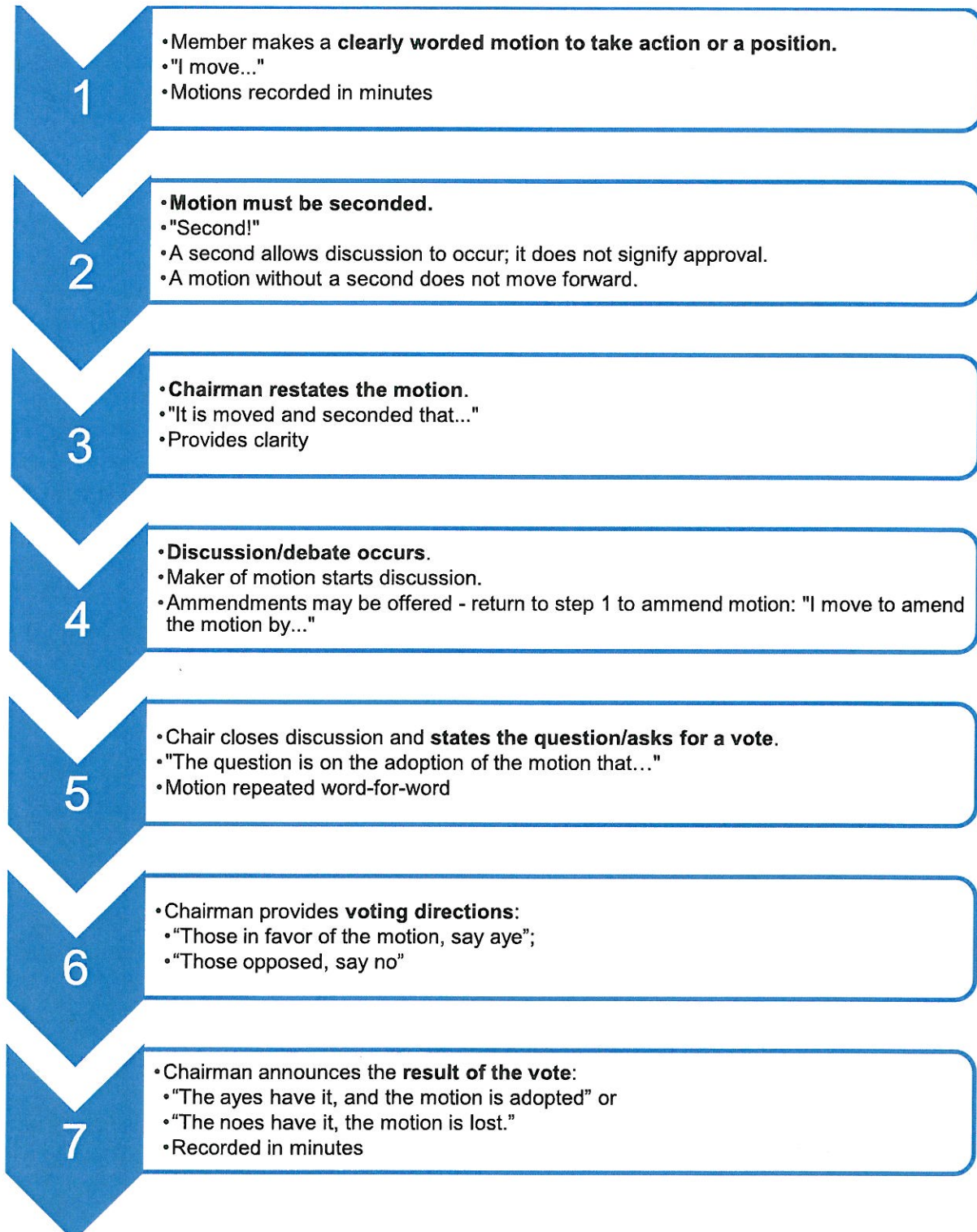
#ForTheLoveOfLandrey

November 13th
5:00pm-8:00pm
Dunn Center



Robert's Rules of Order Cheat Sheet

HOW TO INTRODUCE NEW BUSINESS – The Main Motion Process



Robert's Rules of Order Cheat Sheet

WHAT DO I SAY?

To Do This	Motion	You Say This	Debate Allowed?	Vote Required
Introduce Business	Main	"I move that..."	Yes	Majority
Second a Motion	Second	"Second!"	No	No
Change the Wording or add Clarity of a Motion	Amend	"I move to amend the motion by..." (adding words; striking out words; substitute words)	Yes	Majority
Send to Committee	Commit/Refer	"I move the motion be referred to..."	Yes	Majority
Postpone Action until a Specific Time	Postpone	"I move the motion be postponed until..." (provide a specific time on the agenda or next meeting date)	Yes	Majority
Postpone Action until an Unspecified Time (a motion will be required to discuss in the future)	Lay on the Table	"I move to lay the motion on the table."	No	Majority
Limit Debate	Limit Debate	"I move that the debate on this motion be limited to (one) speech of (two) minutes for each member."	No	Two-thirds
End Debate or Request a Vote	Previous Question	"I move the previous question."	No	Two-thirds
Take Intermission	Recess	"I move to recess for (time)."	No	Majority
Close Meeting	Adjourn	"I move to adjourn."	No	Majority