

Staff Senate

Minutes

3/23/2022 | 3:00 PM | UC-307

Call to Order

Approval of Minutes

- Meeting 2/23/2022 & 2/28/22- The minutes have been approved with no comments made.

President's Corner

- President Licari
 - **Staff Anonymous Concerns** – Hannah Allen- Vice President – Dr. Licari was stuck in traffic in Nashville and could not make the meeting. President Swiger will ask him the questions that come up at their next meeting together.

Guest:

- **Finance and Administration Overview**
 - Benjie Harmon, V.P. for Finance & Administration – Mr. Harmon was asked today to fill in for Mitch Robinson. Typically, Mitch gives an annual update and tells people what falls within the finance division and then opens it up for questions that we may have. He wants to start by going over the different areas that report to F&A.
- In terms of budget and financial planning, the department has two staff and is led by our VP Sondra Hamilton and Jacklyn Milam works in that area with her. That area prepares annual requests for THEC and estimated budgets for the university. A lot of people think the budget office is only busy 1-2 months out of the year but that's not true. There are budget revisions that have to happen throughout the year depending on what our projected expenses were. Our enrollment trends were not what they needed to be through the pandemic. Benjie oversees the business services area. This area includes 35 positions and has several openings or frozen positions. There are several vacant positions in his area. He is dealing with salaries in the Nashville market. A week of vacation at Christmas can only go so far. We are also competing with hybrid and work from home scenarios that the workforce seems to prefer.

The payroll office is something we are all thankful for. My payroll position is one that's open and she was offered a fully remote opportunity. I need some good candidates so if you know of anyone. Procurement and contract services is another area. They now work with Corey Harkey in the legal office to make sure that the wording of our contracts benefits the university in the best way possible. Student account services is our most forward-facing office that works with students. They also work closely with admissions and financial aid. Scholarships need to be applied quickly to the student accounts. We have to meet federal title four requirements there. This office with financial aid has been instrumental in dispersing student account funds. There were several tranches to get these out to the students. Our students had needs and deadlines. We only have so many days once the funds have been drawn down. Tracking students and making sure we had the correct information. This office has been extremely busy.

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A big RFP was taken care of last week and this is with the dining services contract. We will see a lot of improvements with upgrades and things needed for students. We can all benefit from these. One of the other accomplishments that is different in F&A is our work is audited by external auditors every year. This is the second year in a row that we have had zero findings. This is a big deal there is a lot more that they do and they are specifically looking for things to find. We were the first university that had financial issues. A lot of schools were dealing with findings and things. There was some information we would have presented to our board last week but none of them released the information yet because they hadn't received the word yet. This is good work from several areas on campus this includes advancement and a lot of other areas on campus. This is making sure your office is following policies as well. We have to follow the different state of TN guidelines for financials. New rules are added typically because something has happened somewhere to make this a need. Sometimes they put additional requirements on things. Some times there are very low thresholds put on things. The procurement office is always here and they are always there to help. They may have a line of 20 people but they are available and willing to help. A zero-audit finding is not just one office but that's the entire campus.

Capital planning, design, and construction is lead by Marc Brunner and they manage all of APSU's capital improvement requests. They maintain space and insurance detailing as well. Still in the design phase of the pre-professionals building. This is now with a design firm to determine the cost and see where we are budget wise. Another project that we should be working on fairly soon is the approval of the renovation of the Honda Building as the APSU welcome center. We want to welcome all of the campus guests. When will this start asks Senator D'Alimonte? Hopefully the goal is to have this complete before the Arena is complete. Comments from a couple board members let's go ahead and re-do the outside and get rid of that MTSU blue and get some red up there. Red where all the blue is will be a good start. You'll see a lot of changes to the outside before the inside. There will be great parking there at the welcome center as well. Hopefully Admissions can use this space for student recruitment? Senator Shire asks who will be in the building at all times? Benjie says yes, I would think so I can't say for sure who but I would think someone needs to be there. It seems like there will be staff there any time campus is open. VP Allen says she thinks it will be run by the admissions office. Senator Shire says its strange to be so far away from the academic buildings. She does say it will be easier to find for campus visitors as well as the parking situation. Benjie says it could be a good place to start campus tours especially with parking. This will improve the overall campus visibility. Benjie likes the design he hopes other people will too. This was the design they gave us.

The next department is HR. JaCenda Robinson leads this area she has 9 staff. We want APSU to be an employer of choice. HR endorses a high-performance culture. This allows employees to have a positive impact on the university. There is almost always an overlap. VP Allen is over benefits but she would work in retirement services or anywhere needed. That is kind of how that area functions. OIT is the next area that falls in this area. There are currently 30 positions in IT lead by David Sanchez. There are many areas that fall under this realm. We probably all get these emails about the cyber security training. Stephanie is trying to protect us all and is a great watchdog for the institution. Another area under Mitch

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is the physical plant. We do have it split up here. The construction design team does major projects. Physical plant handles routine maintenance and smaller projects. The physical plant area has about 70 employees under Tom Hutchins they maintain and operate facilities to create an environment conducive to all. Key control also falls under this as well as central utilities plant. The plant has been very busy this week because there had been a steam leak or actually a steam pushed into the wall and fried a bunch of breakers and things. The post office was not functional until this morning. All the electrical circuits are housed in walls. They got us up and running. Apologies if anyone has needed that the last two days.

We also have an arboretum. The campus features more than 120 species of trees 77 are native to TN a majority are in the middle of campus. We have done a lot of work on sustainability. We saw the connection to the greenway funded by the community health foundation. They are also ranked and received best overall and platinum level. This is a campus we can all be proud to work for.

Public safety is another area this includes 35 staff led by Michael Kasitz. Lynn Fisher was hired in the peak of the pandemic. She left the city of brotherly love to come here. The emergency management dept was created during covid to help oversee continuity we are down to 83 departmental plans created. There is still work going on. I still need to get with her for mine. In response to covid this office worked with public safety to use the ARD building as the covid testing and vax site for the state. We all know this we saw the cars lined up. 3,203 vaccines were actually given so far. Lynn Fisher and her team of herself and she utilized a lot of volunteers to make that happen.

Parking and transportation also fall under public safety. They are an auxiliary unit meaning they will fund themselves. The gray car drives around and reads your license plates. If you got the new blue-plate log into your parking account and make that update. Senator Turner says you pretty much have to say it's a new car and re-register it. Michael Kasitz would like to use a new type of software that would hopefully be more user friendly. There were some extra steps that you had to take. Senator Nicholson says her student got her new license plate she didn't know and has been given a parking ticket so I told her to go to the police and show her new registration. We would not have known besides the email. Is there going to be leniency here? He is not going to speak for Michael but he is reasonable. And he should understand that. He is going to speak for Michael and say nobody will be harmed by this. Senator Nicholson says \$25 is a lot of money for a student Benjie says hey that's like one gallon of gas.

University facilities is overseen by Andy Kean and his staff he handles the facility rentals by internal and external groups. This would be for any of the classroom or auditorium space in this building. One of the big collaboration projects from an internal standpoint with several people-Montgomery county Nashville predators, the F & M bank arena which will house our men and women's basketball program. We had to present to the state multiple times and develop a workable relationship. This will really help with the vitalization of the downtown area. There will be events going on that will hopefully keep them on campus because of a vibrant downtown. Maybe we can hang some championship men's and women's quickly. If

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Bellarmino can win the ASUN there is no reason we can't do it. The bookstore turned out really nice and this just helped brand the APSU brand get to the next level.

Senator Dickins- Food service did you say we have a new contract? Benjie says a new RFP has been chosen and student affairs and that team are dealing with that now. The two who were not chosen will have a chance to protest. All three proposals were good but one was phenomenal. You mentioned it was lucrative for us or the contract person? Benjie says a lot of upgrades need to be made on campus. In all three of these contracts there were significant funds provided by the bidder to do a lot of these capital projects. So, we don't have to use university funds to pay for this. We can bring in new restaurant and food grade items. This is something that will benefit the campus. So, they are paying for this new stuff but we keep it? That's right they'll give us the money and we will have to buy it. They are providing the funding for it.

- **Strategic Plan Update**

- Dannelle Whiteside gives this update this will take us to 2027 which will be our 100 year. We have had about 56 people help us craft this language. The plan is organized into pillars we have four totals: Academics, students, community. This sounds like a no brainer. Pillar 1, goals objectives. Once this plan is approved we will work with units and divisions to create tactics. Before I dive into this as a reminder this is a living breathing plan. Once this is approved we will monitor the plan and make sure it is in alignment with how things are working out. This will evolve and change. Think about this first pillar. We won't do specific wordsmithing but you can provide feedback on this. Kat says we have over 67 members of the APSU community contributing so it's not a single person or group. VP Allen asks about "goal champions"? Who will work with their team? Dannelle says we are flushing that out now. There will be a chance for this but it may not look exactly like that. We are trying to figure out what the structure is once the tactics are developed. It will definitely be inclusive. Keep in mind that we tried to come up with things to flush out our mission, vision, and values. Senator Johnson says is this the only pillar about academics? This is the one that is most centrally academically focused.
- The student one will have a few. You all might be aware that academic affairs are going through a similar process. We didn't want to duplicate effort. We sort of had some hybrid work on the second pillar. There were some overlaps and hybrid function and structure. The final pillar was solely the strategic planning committee.

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Let's move to the second pillar. There are numerous goals mentioned here including actively engaging students to become self-advocates for their educational and career goals. VP Allen likes this. Once you get in the real world you have to take control of your own life. We really need them to own it. Senator Fisher asks what do you mean by academically engaging beyond the classroom? Dannelle says that means like study abroad or service learning internships conferences. Kat says keep in mind we

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haven't put the tactics in there yet. You don't want to be prescriptive yet. That's really up to those groups. Is graduation rate in here anywhere? - Senator Johnson. Ex officio members include senior leadership and others. There are specific metrics we can point too. One metric is first-time full-time freshman. Dannelle says we talk about how retaining them does lead to graduation and could include a graduation rate. One of the key performance indicators is the 6-year graduate rate. That may not be appropriate because we want them to finish as quickly as they can with the least amount of debt. Senator Nicholson says financial aid could run out on them too. We have a number of people on the committee with different viewpoints like the military. The reason we took out first-time full-time freshman. We are coming up on a critical point where we might not make our bread and butter. Senator Dickins asks about a 2% increase in student retention is there a timeline or if this forever 5-10 years or what? Dannelle says this is a 5-year plan which will address how we are going to get there. She says you will see a blank percentage point. We really want to try and figure out what is possible based on our data. Dr. King Sanders is on the committee she is working hard to build a new enrollment plan and model. This group will be involved. Senator Dickins asked are we increasing resources? Are we finding out where we are slacking and funding those more? Dannelle says once we identify the factors affecting retention we can make decisions.

Let's move on to pillar 3, does anyone have any thoughts or comments about this one? There are no thoughts or comments on this one initially. Let's move on to the last pillar- Community this will include the concept of strengthening community engagement practices. VP Allen says she stumbled over gov for life. When she read it she read it as promote life and not as a forever gov. I got it on the second read. It's a very well-known hashtag for UT- #vol4life. For objective three figuring out ways to more formalize service learning. Maybe imbedding into a course or graduation requirements. You might see something like that in the tactic. With the mission, vision, values process you will see a link campus wide to send in any of our feedback. In the meantime, email Dannelle, Emily Lean, Jerica, or Kat. Jerica was a co-chair on the third pillar. Strategic-plan has a space for anonymous feedback as well on the website and you are encouraged to check that out.

- **Govs Give- Annual Giving & Shape Campaign – Staff Giving**
 - Sam Mynhier, Assistant Director of Annual Giving
Shape campaign first ever faculty and staff campaign. If 15% of our faculty and staff can give that got us thinking. We didn't even advertise we just pushed out govs give. It's time to see if we can increase that. What can we do? Our goal is for 30% of faculty and staff to give. We made a lot of phone calls and talked to a lot of folks. This campaign started January 1 and runs through June 30. You can learn more at alumni.apsu.edu/shape. We are showcasing the cool things our faculty and staff are doing. We have a lot of stories an incredible steering committee working really really hard. We need your help- what are some stories about things your colleagues are doing we want to hear about it. If you have a staff member who helped a student we want to hear about it. If you wrote a million dollar grant we want to hear

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about it. Baggetp@apsu.edu Peyton would love to showcase that for you. We want to encourage faculty and staff to give on govsgive. The theme is govstogether.

In 2020, we all know what happened and we were about a month away from launching it. We had a meeting that night when they told us all to go home. We realized we didn't have an emergency fund. Our alumni friends and family gave over 100k to our emergency fund. Alex Wills and Jonell and those great ladies over there will help you. They want to show you that because things are hard doesn't mean they are impossible. In 2021 they gave over \$450,000. This year we want to celebrate that we are govstogether. We want to do this together. April 19 & 20 it starts at 10 am and ends at 7:27 pm. That signifies our funding year of 1927. We want to encourage each and all of you to give. APSU alumni on twitter Facebook and Instagram. Sam will leave a stack of this cards we can have a conversation about that fund you want to donate to we can get it on there very very quickly. Any other questions? Senator Nicholson says thank you to everyone who does give. The one stipulation about it is that it does not cover tuition or books. We do make car repairs, rent, cell phone bills, the Bursar's office has been wonderful, we pay medical bills. This is not just for students a great benefit. Any donations made to the food pantry is by donations only. This is vitally important. Sam says both of those will be focused on during govsgive. Any other questions reach out to Jerica or Jana.

- **Office of Equity Access & Inclusion Overview**

- LaNeeca Williams, Chief Diversity Officer- She has us do an ice breaker with your finger going clock wise and bringing it down to your belly. This is about perspectives. How many people got it right? We got to warm up a little bit hopefully. Thank you for allowing me to be here. I have been trying to get here since 2019. I started July of 2019 there was not a full-time chief diversity officer. David Davenport did a wonderful job. We needed someone full time. I took over that roll. We didn't really have a place so I was asked by President White what to call it? Office of Equity, Access, and Inclusion we are not HR.
- We love HR but we are not HR. We have very different roles. I like to introduce what I do with that too. We do very different things. Part of what I do is acknowledge first generation of children who benefited from the civil rights movement. That puts me late 40's and 50's I have a 9-year-old granddaughter who lives in Denver CO she tries to make me cooler or "lit" I love that. One of the things we end our conversation is how grandma's nails look. She said peach and purple and cut them down so they didn't hurt anyone. I thought about how her world would be different than mine. What's going on in our legislature with divisive language. What we do is so important. I want you to know what. As we near the fall semester there will be opportunities to talk about what that looks like. Know that we are already talking about that. I am in connection with CEO's and conversation about

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what that looks like. A few things I Am proud of and love about APSU is the collaboration and partnership with people. There are so many people here who have helped me. I love that about APSU. Our office and you have a packet in front of you are some of our branches sexual harassment, ADA, title 7, title 9, I wanted you to have that in front of you. If anyone wants to file a complaint or they know someone who does that's what we do. We want people to feel valued, respected, and have a voice on our campus. I wanted to meet with every faculty candidate who applied for a position. As of today I have met with 53 people. Most searches I have met with their candidates. I was able to talk with them about why we feel like DEI is important. They liked that they are coming to a campus that cares about this. I want to also do this with staff. Hopefully next year I can meet with any staff candidate to help them know why that's important. This feels like my second year here because covid was such a blur. I have had the opportunity to host more events. We have an event tomorrow featuring a speaker talking about the feminist suffragist movement in TN. The other thing like I said is knowing who we are please don't hesitate to reach out to us and Marilyn Richard who is new. We just really appreciate you and want you to feel valued and respected. Another warm up-stand up and reach and then reach higher when we feel like we have reached the pinnacle we can always do more.

Policy Committee Website

- Hannah Allen- VP Staff Senate

Staff Senate Need to Know

- Jasmine O'Brien – Staff Senate Communications Officer

Treasurer's Report

- N/A

Department/Division Updates

1. Academic Affairs
2. Athletics
3. Finance & Administration
4. Legal Affairs & Organizational Strategy
5. President's Office
6. Student Affairs
7. University Advancement

Announcements

TEDX comes to APSU

Trahern Auditorium *April 20th *Time: 3-5 pm

Staff Senator Jonell Nicholson will be presenting.

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Senator Prescott, representing the Educational Opportunity Center asked me to please include the following information in the minutes as an announcement for everyone's reference:

The Educational Opportunity Center is a Department of Education grant funded program. For our 2021-2026 grant application, we are required to assist 1,500 individuals who are first-generation, low-income or Pell Grant eligible students with disabilities who reside in our target area of Houston, Stewart and Montgomery counties in Tennessee and Christian County in Kentucky. We can also assist about 150 high school seniors who are 18 years old and meet the eligibility requirements.

We assist individuals with obtaining their high school equivalency credentials, completing and submitting their admissions and financial aid (FAFSA) applications, and we provide information on financial literacy and assist with scholarship searches. It is important to note that we can assist individuals who are interested in attending a two-year, four-year, technical or trade school anywhere in the United States. Therefore, please share this information with your colleagues, friends, family members, and clubs and organizations in which you participate. Our program needs your assistance and referrals. For additional information, please feel free to call our office at 931-221-7481 or see our website at <https://www.apsu.edu/eoc/intake-application.php>.

For the month of March, the Student Support Services (SSS), Veterans Upward Bound (VUB), Tri-County Upward Bound (TCUB) and the Educational Opportunity Center programs are collecting personal hygiene and travel size toiletry items for Austin Peay's S.O.S. Food Pantry and the Manna Café in Clarksville. We have collection boxes located in rooms 333 (EOC) and 337 (SSS) of the Ellington Building, the Woodward Library and Foy Center at Austin Peay. We also have boxes located at the Vineyard Church, Beachaven Auto & Towing, and all F&M Bank locations in Clarksville. If you are interested in support Austin Peay sponsored TRiO programs, the S.O.S. Food pantry and Manna Café, please place your donation items in one of the donation boxes by Thursday, March 31, 2022.

VP Allen motions to move the rest of the meeting to the April meeting and Senator O'Brien seconds this. There are no objections.

Standing Committees Updates

(Please provide the latest update for the committee(s) you are assigned to)

1. **Accessible University Advisory**
Mary Catherine Denmark
2. **African American Cultural Center Advisory**

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- Veronica Prescott
Kelley Board
Carmen Cheatham
- 3. Athletics**
Sara Newton
Zach Inman
Lynn Fisher
- 4. Conflict of Interest**
Jessica D'Alimonte
- 5. Emergency Management (Vacant)**
~~LaRae Bane~~
- 6. Faculty & Staff Grievance Committee**
Jasmine O'Brien
Vanessa Sanford
Samantha Mallory
Kelly Pitts
Katie Ethridge
Amanda Wornhoff
Hannah Allen
- a. Residency Appeals (Vacant)**
 ~~Jawaun Rogers~~
- b. Space Allocation**
 Megan Mitchell
- 7. Fee Adjustment Appeals Committee**
Megan Simpson
- a. Student Non-academic Grievance**
 Harriet Collins
 Jason Longan
 Donna Conklin
- 8. Financial Aid & Scholarships Appeal Board**
Melissa Johnson
Jana Gilbert
- 9. Intellectual Property and Commercialization**
Ajay Thompson
JJ White
- 10. Online Course**
Mark Jeffers
Tim O'Neal
- 11. Parking**
Rachel Carroll
Keith Chezem
Michael Dickins
Sarah Robinson
Renee Hill
- 12. Sustainable Campus Fee**



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Beth Chancellor

13. Technology Access Fee

Lois Briones

14. Title IX and Gender Equity

Anja Shelton

15. University Calendar

Jonell Nicholson

16. University Library Advisory

Gena Shire

Jose Mendoza

17. University Policy

Jerica Swiger

Adjournment

The meeting was adjourned at 4:17 pm.

Next Meeting

Wednesday, April 26 @ 3pm
