

Austin Peay State University Staff Senate

Meeting of 9-26-18 UC 307 3:00 p.m.

Minutes

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

Approval of today's agenda - Motion made by Jessica D'Alimonte; second by Wes Powell

Approval of minutes for meeting of previous meeting (6/29/2018)- Motion made by Wes Powell, second by Jolann Baldwin

Guest Speakers-

- Sheraine Gilliam-Holmes, Executive Director and Chief Human Resources Officer
 - Benefits fair will be on Thursday, October 4th.
 1. Free flu shots provided from 10-1
 2. Free 5-minute chair massages available
 3. HR will be available to discuss any questions
 4. Door Prizes
 - Updated HR website.
 - Dedicated website for annual enrollment.
 1. <http://www.apsu.edu/human-resources/benefits/annual-transfer-period.php>
 - Learn. Grow. Lead.
 1. Blended learning program, offering both facilitator-led and virtual workshops to Faculty and Staff.
 2. Need a minimum of 10 people to attend each facilitator-led training to be able to keep offering in person training.
 3. Staff will receive Peay Points for every hour of completed training
 4. To sign up go to <https://www.apsu.edu/human-resources/lgi/index.php>.
 - 2019 Holiday Calendar

President's Report

Meeting with President White highlights

- She wants to reiterate that she wishes that she could come to Staff Senate meeting, but due to the Senior Leadership Team meeting going on at the same time she is not able to attend.
- She relies on Staff Senate to give her a pulse on what issues are important to staff. If you have any topics that you would like me to share with her, please let me know. My next meeting with President White is Oct. 10 at 11 a.m.
- Reminder for those that RSVP'd that we will be over at President White's house for a reception she is hosting for all of us. – Oct. 2 at 4 p.m.

Meeting with Mitch Robinson, VP of Finance Highlights

- Starting Fall 2019 the out of state tuition will be decreased to what's currently used for 250R. There is still in-state tuition that out-of-state students also pay in addition to fees.

President Cabinet Meeting Highlights

- October is Cyber Security Month. Judy Molnar shared the importance of locking your computer when you are not at your station. You are responsible for anything that happens at that computer even if it is without your consent. Use common sense.
- Enrollment numbers at that date we were at 10,800
- Mobile App is will be unveiled in November.
- Spring Commencement changes were discussed as well. An email went out to everyone recently.

Treasurer's Report

- Louise Mitchell presented in Lorneth Peters' absence.
- Current Staff Senate account balance is \$1360 does not include \$1,200 for Staff member of the year and semester.

Old Business

- Committee Assignment sheet sent around for anyone who would like to sign up for a committee.
- To add Division update to the agenda, send email to Louise or Jennie the Monday before the scheduled staff senate meeting.
- Holiday Calendar – It was the committee's recommendation to move the Dec 23rd staff holiday to Dec 31st.

New Business

- Homecoming Week Participation Opportunity
 - Staff Homecoming week participation Oct 22-27 (Louise can we add the daily activities here?)
 - Staff appreciation committee will try to incentivize participation among staff.
 - Note from Wes Powell: Physical plant may not be able to participate
 - Motion to Pass along homecoming week – Jessica D'Alimonte, Motion 2nd Jolann Baldwin
 - Monday : Monocle Monday
 - Wear a monocle, top hat, etc. To look like the Gov himself!
 - Tuesday : Twin Tuesday
 - Match with someone in your office!
 - Wednesday : Totally Super(Hero) Wednesday
 - Be a Gov, Be a Superhero. Dress as your favorite character or create your own!
 - Thursday : We Love The Govs Thursday
 - Dress like a Gov athlete from any sport
 - Friday : Football Friday
 - Wear your red & black and show all of your school spirit!

Staff Senate Committee Reports

- Meet in your committees at the end of this business meeting

University Standing Committee Reports

- University Policy Committee – Louise F. Mitchell
 - 4:009 Accounts Receivable Collections
 - 4:029 Acceptable Use of Information Technology Resources
 - 1:021 Fees, Charges, Refund and Fee Adjustments
 - 5:020 Leave Policy
 - 5:033 Support Staff Grievance
 - These policies have been placed online at <http://www.apsu.edu/policy/pending-policies.php> for comment. The comment deadline is Monday, October 1, 2018. These policies will go back to the committee for second reading.

Department/Division Updates

- Physical Plant – Wes Powell

- Accident Reporting Protocol - New procedure if you have an accident while conducting university business, in university or personal car. Every university vehicle will have instructions on what to do and who to call. Fines may be incurred if accidents are not reported using new procedure.

Announcements

- Candy for the Minds – Phi Kappa Phi Book Drive – Jessica D'Alimonte
- Hispanic Heritage Month continues through Oct. 15
- All-Greek Photo October 29 at 4 p.m. – Location TBD – Stephen Dominy
- Family Weekend Welcome Reception with President White – Oct. 5 at 4-5 p.m. in Fortera Stadium. RSVP to Jawaun Rogers at rogersja@apsu.edu,

Next Meeting – 10/31/18, 3 p.m. UC 307

Adjourn - Motion to adjourn made by Marcelius Braxton, 2nd- by Michelle McGowan.

Meeting Adjourned at 3:59pm

Notes: