

## Austin Peay State University Staff Senate

Meeting of 12-12-18 UC 307 3:00 pm

### Minutes

**Call to order-** Meeting called to order at 3:05pm by President Louise Mitchell

**Approval of today's agenda-** Motion made by Matthew Kilpatrick; second by Margaret Douglas

**Approval of minutes for meeting of previous meeting (11/28/18)-** motion made by Jo Baldwin; second by Chrystal Faulkner.

### Guest Speakers

### President's Report

- Holiday Calendar- mentimeter voting for 2019, 2020 dates options and approving of 2021 dates
  - Shanon Manly- question- "Why the name change from Good Friday to Spring Holiday?"
  - Louise Mitchell- answer- There was a change in policy. She can inquire with University Policy Committee as to why they made this change.
  - Shanon Manly- Statement – When committees are making these changes, they are not communicating them to other staff to be able to update the appropriate webpages and public documents.
  - Louise Mitchell- Agreed with Shanon's statement.
  - Marcus Braxton- Statement- If Staff Senate is going to make a decision on this instead of make a suggestion, he thinks the survey should be sent to ALL of the APSU staff.
  - Shanon Manly- In response to Marcus' statement- "Isn't this the purpose of Staff Senate, to vote on behalf of our constituents?"
  - Marcus Braxton- response to Shanon Manly's statement- Staff Senators will vote with the majority of their constituents, so not every vote is represented if they are close in numbers and majority wins.
  - Wes Powell-statement- Staff Senate is supposed to be proportionately representative of all the APSU staff.
  - Stephen Dominy-statement- When Staff Senate presents the voting outcomes, we need to say this is a "recommendation" not a "decision" made by Staff Senate.
  - Wes Powell- made a motion to vote on Calendar dates.
  - Marcus Braxton- point of order- We will need to vote on each year separately.
  - Margaret Douglas- seconds the motion, motion passes.
  - Voting Outcomes for 2019 Holiday Calendar:
    - Option 1: 4 votes,
    - Option 2: 22 votes
    - Abstain from voting: 0 votes
  - Ashlee Spearman- made a motion to vote on 2020 dates,
  - Margaret Douglas- seconds the motion- motion passes
  - Voting Outcomes for 2020 Holiday Calendar:
    - Option 1: 6 votes,
    - Option 2: 20 votes,
    - Abstain from voting: 0 votes

- Ashlee Spearman- made a motion to approve the 2021 Holiday Calendar dates as presented,
  - Shanon Manly- seconds the motion
  - Marcelius Braxton- abstains from vote
  - Motion passes
- Louise Mitchell- presented new recommendations that were given to her and Secretary, Jennie Rhodes at the Strategic Plan Committee meeting in November.
  - First recommendation – create a centralized email address for Staff Senate Executive Committee officers.
  - Second recommendation- create a web form on the Staff Senate website where staff can submit concerns, complaints, questions, etc.
    - In the transition from the old APSU website to the new APSU website, the web form went away.
  - Third Recommendation- discuss adding a new Executive Committee officer position to handle the Staff Senate website and create a newsletter and other possible duties.
    - The Staff Senate newsletter could highlight topics discussed at meetings, present University initiatives, as well as showcase award recipients or special guests.
- Louise Mitchell opened discussion on the recommendations that were presented-
  - Chrystal Faulkner- "The Strategic Committee would like to first focus on improving the lines of communication between staff and Staff Senate and this is where these initiatives came from."
  - Web form feedback-
    - Shanon Manly- thinks it is a good idea to prevent the bombarding of Executive Committee Members' personal emails.
    - Janice Poindexter- likes that staff can submit their opinions/questions/problems in a centrally located and documented place.
    - Stephen Dominy- would like to suggest that this web form be routed to an email address so it doesn't sit unchecked for long periods of time.
    - Marcelius Braxton- would like Staff Senate to clearly communicate to staff that the web form will only be checked at specific times each week.
    - Andrew Robinson- noted that for security reasons, passwords need to be changed each time the Executive Committee Officers switch yearly.
    - Chrystal Faulkner- the Strategic Plan Committee wants the web form to be transparent, but also provide an option for staff to voice concerns or questions anonymously.
  - New Executive Committee Officer media position feedback-
    - Louise Mitchell- proposed to appoint someone for Spring 2019 semester to manage Staff Senate newsletter and website. She noted that the Strategic Plan Committee would like to have someone to do more than just these duties, but this would be on a temporary basis until this position can officially be added.
    - Louise Mitchell- requested that any interested Staff Senators contact her about filling this position for Spring 2019 semester.
  - Additional Information Presented:

- Louise Mitchell to meet with President White on December 13th at 9:30am- if Staff Senators have anything to request for her to discuss with the President, please email Louise with those suggestions.

**Treasurer's Report-** Lorneth Peters presented

- \$400 will be coming out of the budget after Staff Senate Employee of Semester awards are submitted.

**Old Business**

**New Business**

**Staff Senate Committee Reports**

- Awards Committee
- Constitution and Bylaws Committee
- PeayBay Committee
  - Charles Booth- PeayBay dates will be February 5, 6 and 7, 2019
  - Shanon Manly- The PeayBay Committee has been asked why PeayBay was not offered during Christmas season like in the past; this is because it is a very busy time of year for many people on campus and not all can participate. The PeayBay Committee would like to rotate PeayBay dates from year to year to allow all departments an equal opportunity to use PeayBay.
- Social Responsibility Committee- "Help an Elf" report by Louise Mitchell
  - Great response this year with \$1,365.00 collected, and many gifts given to 6 children.
- Staff Appreciation Committee
- Strategic Plan Committee
- Sustainability Committee- Wes Powell gave report- the committee has not met yet as they are waiting on a new Sustainability Coordinator to be hired. He is hoping they can meet beginning of Spring Semester.

**University Standing Committee Reports**

**Department/Division Updates**

- Student Affairs- would like to request that the new VP of Student Affairs, Dr. Eric M. Norman, be added to the next Staff Senate's meeting agenda (1/30/2019) as a guest.

**Announcements**

- Shanon Manly- voiced a concern that there are still no changing tables located on campus and a request was made a long time ago but the issue has still not been resolved. She would like this to be brought back into consideration.
  - Louise Mitchell said she can bring this to her meeting with President White to discuss.

**Next Meeting – 1/30/2019, 3pm UC 307**

**Motion to Adjourn - Jo Baldwin motioned to adjourn; second by Ashlee Spearman**

**Meeting Adjourned at 3:45pm**

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**Notes:**

# APSU 2019 Holidays – Option 1

The following days are designated as days off for 2019:

New Year's Day	Tuesday, January 1, 2019
Martin Luther King Day	Monday, January 21, 2019
Spring Holiday	Friday, April 19, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Thanksgiving Day	Thursday, November 28, 2019
Day after Thanksgiving	Friday, November 29, 2019
Winter Break	Tuesday, December 24, 2019
Christmas Day	Wednesday, December 25, 2019
Winter Break	Thursday, December 26, 2019
Winter Break	Friday, December 27, 2019
Winter Break	Monday, December 30, 2019

\*When a recognized holiday falls on a Saturday, the Friday preceding the holiday shall be substituted. When a recognized holiday falls on a Sunday, the Monday following shall be substituted.

# APSU 2019 Holidays – Option 2

The following days are designated as days off for 2019:

New Year's Day	Tuesday, January 1, 2019
Martin Luther King Day	Monday, January 21, 2019
Spring Holiday	Friday, April 19, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Thanksgiving Day	Thursday, November 28, 2019
Day after Thanksgiving	Friday, November 29, 2019
Winter Break	Monday, December 23, 2019
Winter Break	Tuesday, December 24, 2019
Christmas Day	Wednesday, December 25, 2019
Winter Break	Thursday, December 26, 2019
Winter Break	Friday, December 27, 2019

\*When a recognized holiday falls on a Saturday, the Friday preceding the holiday shall be substituted. When a recognized holiday falls on a Sunday, the Monday following shall be substituted.

# APSU 2020 Holidays – Option 1

The following days are designated as days off for 2020:

New Year's Day	Wednesday, January 1, 2020
Martin Luther King Day	Monday, January 20, 2020
Spring Holiday	Friday, April 10, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Thanksgiving Day	Thursday, November 26, 2020
Day after Thanksgiving	Friday, November 27, 2020
Winter Break	Thursday, December 24, 2020
Christmas Day	Friday, December 25, 2020
Winter Break	Monday, December 28, 2020
Winter Break	Tuesday, December 29, 2020
Winter Break	Wednesday, December 30, 2020

\*When a recognized holiday falls on a Saturday, the Friday preceding the holiday shall be substituted. When a recognized holiday falls on a Sunday, the Monday following shall be substituted.

# APSU 2020 Holidays – Option 2

The following days are designated as days off for 2020:

New Year's Day	Wednesday, January 1, 2020
Martin Luther King Day	Monday, January 20, 2020
Spring Holiday	Friday, April 10, 2020
Memorial Day	Monday, May 25, 2020
Independence Day	Friday, July 3, 2020
Labor Day	Monday, September 7, 2020
Thanksgiving Day	Thursday, November 26, 2020
Day after Thanksgiving	Friday, November 27, 2020
Christmas Day	Friday, December 25, 2020
Winter Break	Monday, December 28, 2020
Winter Break	Tuesday, December 29, 2020
Winter Break	Wednesday, December 30, 2020
Winter Break	Thursday, December 31, 2020

\*When a recognized holiday falls on a Saturday, the Friday preceding the holiday shall be substituted. When a recognized holiday falls on a Sunday, the Monday following shall be substituted.

# APSU 2021 Holidays

The following days are designated as days off for 2021:

New Year's Day	Friday, January 1, 2021
Martin Luther King Day	Monday, January 18, 2021
Spring Holiday	Friday, April 2, 2021
Memorial Day	Monday, May 31, 2021
Independence Day	Monday, July 5, 2020
Labor Day	Monday, September 6, 2021
Thanksgiving Day	Thursday, November 25, 2021
Day after Thanksgiving	Friday, November 26, 2021
Christmas Day	Friday, December 24, 2021
Winter Break	Monday, December 27, 2021
Winter Break	Tuesday, December 28, 2021
Winter Break	Wednesday, December 29, 2021
Winter Break	Thursday, December 30, 2021
New Year's Day	Friday, December 31, 2021

\*When a recognized holiday falls on a Saturday, the Friday preceding the holiday shall be substituted. When a recognized holiday falls on a Sunday, the Monday following shall be substituted.