



# STAFF SENATE

## ATHENS STATE UNIVERSITY

February 20, 2026

McCandless Auditorium

**Present:** Jerry Stephens (Presiding Officer), D.J. Doorenbos (Secretary), Lauren Blacklidge, Elizabeth Bowden, Kathryn Doaty, Magen Johnson – Proxy Michel McAllister, Jennifer Mares, Gabrielle Whitney McGraw, Victoria Mould, Tricia Oleyte, Morgan Stanford

1. **Call to order** – Meeting called to order by Jerry Stephens at 10:00am
2. **Approval of the agenda** – Agenda was sent earlier this week for review but was not approved prior to meeting. Motion to approve agenda by Victoria Mould. Second by Gabrielle Whitney McGraw. Motion carried.
3. **Approval of minutes** – Minutes for the October monthly meeting. Motion to approve by Kathryn Doaty. Second by Tricia Oleyte. Motion carried.
4. **Senior Staff updates**
  - Michel McAllister presented Administering Effective Performance Reviews regarding the updated staff evaluation expectations and processes
    - Updates to the evaluation are being used to ensure the tasks employees are doing are in relation to their job scope and evaluate if further training is needed for their role.
    - The scale is still on a ranking of 1-5 with 3 being meets expectations.
    - These changes are being implemented to help bring consistency across campus to the evaluation process and results.
    - To receive a rating of 5, the employee must consistently go above and beyond their regular job requirements.
    - Presentation will be sent to Staff Senate President to share with Senators and Faculty Senate President.
    - Concerns expressed over rating scale and recommendations of striving for a rating of 3.



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1. Staff member stated that if they were to receive all 3s on their office's satisfaction survey they would see that as underperforming. Asked if that would set differing goals.
    - a. Jeff Powers expressed understanding of that and stated the office could use that survey as a point of discussion for the annual evaluation instead of viewing it as the same scale as the evaluation.
  2. Staff member also asked if there was clarification on professional development plan requirements.
    - a. Jeff Powers said the professional development plan is not part of the evaluation requirements.
- The evaluation deadline has been extended to March 31.
  - Staff member asked if the CUPA scale is available, and Michel McAllister confirmed that it was not given out.
  - Staff member asked where the most up-to-date job descriptions can be found, and Michel stated the employee's supervisor would have a copy of the description as part of the evaluation process.
  - Confirmed that we should continue using the current evaluation scale for this year but that a new scale will be out by September for the 2026 evaluation.
  - Staff member asked how we as staff can have a conversation with our supervisor about performance if the immediate supervisor must meet with their supervisor about their subordinates' reviews before the self-evaluation review is completed.
    1. Jeff Powers stated the evaluations should not be a surprise and that your manager should be meeting with you prior to the annual evaluation to discuss any issues that may need to be addressed.



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2. Jeff Powers stated that the supervisor's evaluation of their subordinates is going to their VP simply to approve of the consistency in which the evaluation is being done.

### 5. Committee Reports

- Constitution & Bylaws – Lauren Blacklidge
  - The committee met a couple weeks ago.
  - The previously approved changes to the bylaws have been updated and added to the website and will be added to the Portal once D.J. has Portal pages set up.
  - Lauren is working with Ronald Rollon to have the Booty Award list on the website.
  - The Booty Award plaque was found but is broken and has not been updated since 2019.
    1. Looking into repairing or replacing.
- Elections – Gabrielle Whitney McGraw
  - The first Elections Committee meeting was January 27, 2026.
  - Staff Senate previously voted to make amendments to the Booty award requirements.
    1. The Elections Committee agreed to move forward with the approvals of the last Staff Senate with the exception that Senators are eligible for nomination this year.
      - a. The Staff Senate will take the issue to full staff for approval after the current award nominations.
- Events/Fundraising – Magen Johnson and Elizabeth Bowden
  - The Valentine's carnation and candy sale went well.
    1. Total Sales: \$1,770.00; Expenses: \$772.92; Profits: \$977.08
      - a. Later updated to \$1,770.08 after final payments received.
      - b. 592 carnations sold, 309 chocolate bars sold.



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- The Events Committee will handle the Staff Appreciation Luncheon.
  1. Planning will begin after final details completed with carnation and candy sale.
- Professional Development – Kathryn Doaty
  - The committee met on Wednesday of this week.
  - Working with the Driftwood Dragonfly to have a relaxation day on campus for staff.
    1. Kathryn Doaty made a motion to have Driftwood Dragonfly on campus April 16 and April 23 for 50 minute sessions in the Kares Library with a cost of \$200-\$222. Tricia Oleyte seconded the motion.
      - a. No discussion before vote. Motion carried.
  - Summer yoga series with Dana Waldrop will be Jun 4, June 11, June 18, July 2, July 9, and July 16 at 10:00am.
    1. Kathryn Doaty motioned to have the summer yoga series sponsored by Staff Senate at no cost to promote wellness and self-care. Elizabeth Bowden seconded the motion.
      - a. Discussion confirmed that it would be for staff only and alternate days between chair yoga and mat yoga.
      - b. Vote commenced and motion carried.
  - Encourage everyone to review possible professional development opportunities and apply for PD funds through the online application.
    1. Discuss with your supervisor opportunities that would benefit your role and for approval before submitting the application.
- Staff Mentoring – D.J. Doorenbos
  - The committee met to review the structure for staff mentoring.



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1. D.J. met with Dr. Ronald Merritt to collaborate with Faculty Mentor program.
2. Considering structure similar to Faculty Mentor plan where the new hires meet monthly with a common presentation of need-to-know information while possibly having an individual mentor.
  - Looking at the possibility of having a half day where staff “re-introduce” themselves to the other staff on campus.
    1. Would be an opportunity to share office roles and responsibilities while reconnecting staff across campus.
  - Recycling - Jerry Stephens
    - Jerry Stephens met with the Athens Lions Club, and they are not interested in partnering for the recycling project.
    - The City of Athens has indicated they would be will to do recycling on campus.
    - Jerry will follow up with staff who have indicated they would be willing to participate on campus before moving forward.
6. Old Business
  - No old business.
7. New Business
  - No new business
8. For the Good of the Order
  - B Term courses begin March 5, 2026
9. Next Regular Meeting – March 20, 2026, at 10:00am
10. Adjournment
  - The meeting was adjourned at 10:56am. Minutes recorded by D.J. Doorenbos



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