

Minutes  
HSU Staff Senate  
August 8, 2012

**CALL TO ORDER**

The regularly scheduled meeting of the Henderson State University Staff Senate was called to order at 10:00am in the Wilson room by President Dan Mabery.

**ROLL CALL**

**Members Present:** Amanda Baker, Yvette Bragg, Martha Bryant, Bettie Buckley, Anna Eudy, Charlie Fetterhoff, Josie Gordon, Josh Hebig, Vickie Jones, Penny Kinder, Dan Mabery, Dusty Schmid, David Sesser, Karen Spradlin, Sharon West, Deloris Williams

**Members Absent:** Stephanie Bailey, Alan Ford, Debra Hill, Drew Smith, Rhonda Thigpen,

**Guest:** Dr. Glendell Jones

**APPROVAL OF MINUTES**

The minutes from the previous meeting were distributed. Minutes were approved on motion by Beverly Quillin, seconded by Karen Spradlin.

**WELCOME OF NEW MEMBERS**

Dan Mabery welcomed the two recently elected members, Dusty Schmid and Vickie Jones, to staff senate. They were elected to replace Brenda Scott and Annette Summerford. Dan also mentioned that there is now a need to fill the position of Alan Ford, who has received too many absences and cannot fulfill the time commitment.

**PRESIDENT'S REPORT**

Dan Mabery reported that he met with Bobby Jones and that the Caddo Cafeteria construction project is right on schedule and should be completed in May 2013.

Dan also reported on an email that was recently sent out by Dr. Lewis Shepherd regarding parking on campus. He stated that two additional temporary parking lots were being created that would provide a net gain of about 23 parking spaces currently. As a result, the university has decided to use only one parking permit, which will allow both resident and commuter students to park in all parking lots on campus, excluding the faculty/staff spaces.

Dan reported that there are currently several areas around campus receiving updates that include: power washing buildings, installation of new AC units, landscaping projects, lighting projects and updates to the Residence halls.

**EMPLOYEE OF THE YEAR ELIGIBILITY COMMITTEE**

Dan Mabery asked for volunteers to serve on a committee that would conduct research to determine who should be eligible to be nominated for Employee of the Year. Dan said that if there were no volunteers, he would appoint the committee if needed. He said that if anyone was interested they could contact him after the meeting. Dan reported that Jennifer Holbrook had sent a Thank You card to the senate and read it aloud.

### **REPRESENTING HENDERSON IN OUR WARDROBES**

Dan Mabery reported that it had been brought to his attention that more and more staff members around campus were seen wearing insignia from other universities when performing Henderson duties. Dan asked for discussion on where staff senate should stand on the topic. On motion by Dusty Schmid, seconded by Karen Spradlin, the topic was tabled until the next meeting. Dan suggested this will allow senators time to discuss with others in their area.

### **GUEST SPEAKER: PRESIDENT JONES**

Dr. Glendell Jones came in to speak to Staff Senate at the conclusion of the conversation about representing Henderson in our wardrobes. He said that he supports the discussion as it impacts the campus community spirit.

Dr. Jones said that there are three things he hopes to accomplish on campus. He wants to make certain that we honor our past, seize the present opportunities that are before us and prepare for the future.

Dr. Jones was asked if the university would implement a campus wide evaluation system. He said that he hopes that staff senate will work closely with Human Resources to move forward with the implementation of an evaluation system campus wide.

Dr. Jones was also asked if the university would be able to issue raises. He said that the governor has not shared information about this topic yet but the money is in the budget if the governor approves it.

### **COMMITTEE REPORTS**

Penny Kinder, staff handbook committee, reported that the committee had met twice and is in the process of setting up an outline to determine what needs to be included in the handbook. She said that they are also reviewing handbooks from other universities and that a timeline had not been set to submit a first draft. Dan Mabery asked that the committee submit the draft in pieces so that the senate could review and make suggestions during the process.

### **ANNOUNCEMENTS**

Dan Mabery reported that Staff Senate, Faculty Senate and the President would be co-hosting a Faculty/Staff picnic on August 16, 2012 in the Garrison Center Day gym.

Dan reported that the Residence Life office is looking for volunteers to participate in Reddie Movers and help students move into the residence halls on August 14<sup>th</sup> and 15<sup>th</sup>. Anyone that is interested in helping can contact the Residence Life office.

Dan also reported that the "Ask Me" program seem to have worked well during the last fall semester. Dan said that he would assemble a schedule and send it out in an email to all senators so that they may volunteer to participate in the program. He also said that he would work with President Jones to get official release time from offices for those that participate.

### **STAFF CONCERNS**

Dan Mabery reported that there was a concern about the parking lines being repainted along the city street adjacent to campus. He said that he spoke to Bobby Jones about this and that the city is responsible for painting those spaces. Mr. Jones said that he would contact the city and if they would not repaint the spaces then Henderson would paint them. He also said that they would paint the

crosswalks that were left unpainted and add additional crosswalks in other locations where they are needed.

David Sesser reported that a concern was brought to his attention concerning the faculty/staff workout room being closed and no longer available for use. He stated that he had contacted Ernie Higgs, Director of the Garrison Center, who informed him that this topic was still being discussed and that no decision had been made. Dan Mabery said that when plans are made discussions will be held with both Faculty and Staff senates.

Beverly Quillin reported that only one driveway entrance at the Charles Dunn Recreation Center is marked with a timed parking sign. She said that she talked to Johnny Campbell about it and he said that it was something that needed to be looked into but nothing has happened since that conversation. She also suggested that the university label the small area at the end of Sturgis hall for the building staff. This would provide a safe location for them to park.

Debra Hill asked if the university would be closed for Labor Day holiday. She also asked if staff would have to use annual time for the holiday or if they would be able to work over to make up those hours.

#### **ADJOURNMENT**

On motion by Deloris Williams, seconded by Beverly Quillin the meeting was adjourned. The next scheduled meeting of Staff Senate will be held September 12, 2012.