

Minutes  
HSU Staff Senate  
April 10, 2013

**CALL TO ORDER**

The regularly scheduled meeting of the Henderson State University Staff Senate was called to order at 10:00 a.m. in the Cabe Room by President Drew Smith.

**ROLL CALL**

**Members Present:** Amanda Baker, Angie Bradshaw, Martha Bryant, Brenda Callaway, Deborah Collins, Denise Cordova, Renee' Davis, Anna Eudy-Espinoza, Calvin Francis, Tina Furr, Josh Hebig, Ernie Higgs, Amy Hunnewell-Fitzroy, Jackie Inouye, Debbie Mead, Penny Kinder, Rene Loy, Mike Pennington, Drew Smith, Sherry Sparks, Sharon West

**Alternates Present:** Sherry Sparks

**Members Absent:** Becky Hughes (p), Joe May, Beverly Quillin (p), Rhonda Thigpen, Danica Golden

**Proxy:** David Sesser was present on behalf of Becky Hughes; Erin Poe was present on behalf of Beverly Quillin.

**Guests:** Carrie Robertson

**Approval of Minutes**

The minutes from the previous meeting were distributed. Minutes were approved as amended on motion by Ernie Higgs, seconded by Martha Bryant.

**New Business**

Guest Carrie Robertson, director of institutional advancement, reported to Staff Senate regarding the role the Office of Institutional Advancement plays at Henderson State University. She addressed the Annual Fund and its purpose and means of distribution. An update on scholarships, grants, and the HSU Foundation was also reported.

**President's Report**

Smith met with President Glen Jones on April 4. President Jones stated that he has been working hard with the legislature to persuade representatives not to take steps that would affect funding of state universities. He plans to send a campus wide email detailing some of the legislative issues, which he did on April 8.

President Jones also mentioned the improvements being made to the campus in an effort to give a good first impression to prospective students as part of our enrollment management strategy. He also talked about the blue call boxes that are currently being stationed around campus that will add to the safety of the campus.

Smith reported to the President that we will be sending out requests for nominations for Employee of the Year soon, and he stated that he will be glad to have the reception honoring this person at the President's Home again.

Smith asked President Jones about the recent change in the holiday schedule that requires offices to be open on the two days of spring break that were normally given to employees as holidays. Dr. Jones talked about the importance of being open on those days so that Henderson can serve prospective students who visit the campus on their spring break. Smith informed him of the Staff Senate's desire to conduct a survey of the staff concerning their feelings about not having the two days off at spring break, and Dr. Jones stated that he would prefer that this survey not be given.

Smith met with Vice-President Bobby Jones on March 28. He talked about the budget coming together but still expressed concern over how bills being proposed in the legislature might have a negative effect on Henderson's budget.

There are currently no plans for salary or tuition increases, but scholarships may be adjusted to meet tuition. The Board of Trustees will have budget workshop in April to look over the budget by each department.

The issue regarding social security numbers being seen on employees' W-2 forms on MyHenderson has been resolved. Those numbers have been replaced with XXX-XX-XXXX.

Vice President Jones also mentioned the improvements to the campus, particularly cleaning up and landscaping. He would like to receive feedback from the staff regarding how the campus looks.

## **Committee Reports**

### **Staff Graduate Recognition**

Smith advised he will send an email out to faculty and staff to identify all staff members who will graduate in May 2013 and those who graduated in December 2012. These individuals will be recognized and honored with a framed diploma at the Staff Awards Luncheon on May 21.

### **Staff Textbook Scholarship**

Anna Eudy-Espinoza reported she will send out applications via email for the textbook scholarship award. In addition, applications will be located in the financial aid office, Huie Library, Garrison Information Desk, cashier's window in the business office, and the physical plant office. The application is also available electronically on My Henderson. The \$100 scholarship is available for any full-time or part-time staff member taking classes.

### **Employee of the Year**

Smith reported he will begin the application process soon for the employee of the year award. A call for nominations will be sent via email. An anonymous committee will then be appointed to make the decision based on the nominations submitted. The Employee of the Year recipient will be announced and a reception held in their honor in July. .

### **Staff Concerns**

Staff members in Womack Hall have concerns about the Pepsi machine that was recently moved into the lounge area on the second floor. The machine is extremely loud and employees would like the machine moved to another location.

Parking tickets for illegally parking in handicap spaces was discussed and the amount of the fines associated with the tickets.

A suggestion was made for the development of a support/cohort group for staff members taking classes. Ideas mentioned were the formation of study groups and identifying staff who have previously taken courses for the possibly of a text book exchange arrangement, thus offsetting the cost of books. Smith advised he will look into the matter.

Concerns over visitor parking spaces not clearly designated on the east side of Teachers College, Henderson were discussed. Spaces need re-striped and visitor parking needs to be more visible.

### **Announcements**

Smith advised that President-elect Amy Hunnewell-Fitzroy is taking a new position on campus and will no longer be in the finance and administration area. Hunnewell-Fitzroy will officially resign at the conclusion of the April 10 meeting. The election committee will hold a special election to elect a new senator. Nominations for a new president-elect were tabled until the next meeting.

### **Adjournment**

On motion by Martha Bryant, seconded by Ernie Higgs the meeting was adjourned. The next scheduled meeting of Staff Senate will be May 8, 2013.

Respectfully submitted,  
Brenda Callaway