

HSU Staff Senate Minutes
Wednesday, April 12, 2017

Members Present: Becky Hughes (proxy for Brian Bagwell), Earl Beasley, Jacob Bland, Reo Cummings, Yvette Bragg, Ermatine Johnson, Angela Bobus (proxy for Christina Jones), Jordan Argo, Chanda Hooten, Randy McCauley, Krystal McLane, Erin Poe, Jennifer Wright, Shelia Hollis

Members Absent: Christina Jones (sent proxy), Brian Bagwell (sent proxy), Sheri Phillips, Jimmy Elgas, Vickie Shipley, Carrie Roberson, Forrest Schultz

The regular meeting of the Henderson Staff Senate was held on April 12, 2017 in the Cabe Room. President Chanda Hooten called the meeting to order at 10:00 a.m.

- I. Minutes from the March 8, 2017 meeting were approved as amended.
- II. President's Report can be found as Addendum III.
- III. Committee Reports:
 - A. **Election Committee**-No report at this time.
 - B. **Textbook Scholarship Committee**-No report at this time.
 - C. **Staff Handbook Committee**-The final draft is needing to be approved by Elaine Kneebone. Still in progress.
 - D. **Survey/Shared Governance Committee**- Discussed in old and new business
 - E. **Staff Emergency Fund Committee**- No report at this time.
 - F. **Faculty Senate Report**-No report. Please read the Faculty Senate minutes.
- IV. Old Business:
 - A. Enterprise Resource Program (ERP) Update:

The first presentation for a new ERP was presented on March 9th. Afterwards, Jenzebar was asked to give Henderson examples of programs from two different institutions. Red flags were raised when Jenzebar was not able to provide us an example of another institution similar to HSU that we could visit to see how the product was working on their campus. Jenzebar is still in the running, however other bid requests have been sent out and are due back April 28th. These will also need to be presented to the campus. Meeting dates are to be determined. There has not been a decision made thus far on the new program Henderson would like to implement.
 - B. Parking Issues on Campus:

President Hooten announced the parking signs at the Dunn Recreation Center have been fixed to show the hours of parking allowed. President Hooten talked to Dr. Powell about parking issues on campus and he suggested that the library also have time slots. A suggestion was made to remove one sign because only two signs were needed. Senators also expressed concerns with some specific spaces around Womack Hall. President Hooten has passed these concerns along to both Dr. Jones and Dr. Powell.
 - C. Campus Forums:

President Hooten announced that there will be a series of forums with respectful dialogue from faculty, staff and students to discuss tough topics and educate each other on issues in society. The

series is being put on by The President's office, Faculty Senate, Staff Senate, and Student Government Association. There are expected to be three to four forums per semester. The first forum topic is Fake News & Impact on Society and will be held April 26th from 3:00-5:00 in the Garrison Center. This forum is designed to have a guest speaker and small group discussions. Other potential topics are All Lives Matter, Cyber Bullying, etc.

D. Shared Governance Proposals:

Randy McCauley (Chair) discussed the two proposals that the senate discussed at length at the last meeting, Strategic Position Review and Salary Savings Policy given by the Shared Governance. After sending the proposals back for more consideration on the percentage of funds going to the department and back to the general funds, the Shared Governance sent the proposal back to Dr. Powell. President Hooten stated that Dr. Powell plans to send that proposal back to the Shared Governance. Randy McCauley suggests that the committee will then propose a percentage of 60% to the department and 40% to the general funds. Randy also addressed the concerns for all the VP's reviewing and approving positions. He stated that Dr. Powell responded that the VP over the position has already made a decision and that the other VP's are just an oversight in the decision. Dr. Powell also agreed that the positions need to be filled quickly and explained in order for that, the VP's need to know what is happening. Senators approved to send the proposal back to Shared Governance in the percentages of 60% to the department and 40% to the general funds. Please see the attachment titled Staff Senate Response to SGC Proposals.

V. New Business:

A. Budget Policy:

The Shared Governance Committee requested that staff senate review a Budget Policy Proposal. As of now, the policy is for year to year and not long term planning. The new policy will be used for long term budget planning. Currently, the policy is that if you do not use your funds you lose them at the end of the year. This new policy will help funds be retained for savings on things that are needed in the future. Such as replacing aviation planes. President Hooten explained this policy would be a way to budget for big projects and save funds long term for those items that are needed. Randy McCauley asked if the state will mandate us to do that this way. Senators approved for Dr. Powell to send policy to the Shared Governance and ask about the state policies. Please see the attachment titled Budget Policy.

B. Contract Renewal Notice Policy:

Human Resources and Dr. Powell asked for the Senators input on best practices for the annual contract renewals that are mailed out. President Hooten presented examples of all letters HR currently sends out to employees. Senators were also shown a proposed draft of one common letter to be sent to all employees. By combining this into one document it will save HR time and money on materials as well as following the best practices in Human Relations. A few contracts will not change, such as the athletics contracts. Because addendums are in the staff handbook and you can check your salaries on your MyHenderson account, President Hooten suggested we explore the option of getting rid of the letters all together. This will not change anything on employments or salaries. When a new hire comes in or if you change positions, you may have to sign a new contract with no end date. Senators agreed to suggest the University look into doing away with the letters altogether. President Hooten will report back to HR and Dr. Powell the Senates suggestion. The response from the Staff Senate can be found in the attachment titled Contract Renewal Notice Policy Response.

C. Catastrophic Leave Concerns:

A staff member expressed concerns to a senator about the Catastrophic Leave Policy. Their questions pertained to the length of time an employee has to be employed before being eligible for

catastrophic leave, if funds could be donated to another person, and how to apply for catastrophic leave. Kathy stated that most of the catastrophic leave policy is determined by the state. Kathy did state that funds could be donated but not to a specific person. A question arose about why VP's signatures were required. This is so that administration knows about the situation. President Hooten received an email from Kathy about how funds may be donated. Please see the attached page named Catastrophic Fund Donations. A senator asked how an employee can donate leave to the catastrophic leave bank. This response is also included the Catastrophic Fund Donations attachment under Catastrophic Leave Policy Information.

VI. Adjournment

A motion to adjourn was made and seconded. Meeting was adjourned at 11:00 a.m.

The next Staff Senate meeting will be held on Wednesday, May 10, 2017 at 10:00 a.m. in the Cabe Room at the Garrison Center.

Respectfully submitted,

Krystal McLane
Staff Senate Secretary