

HSU Staff Senate Minutes  
Wednesday, November 15, 2017

Members Present: Jordan Argo, Randy McCauley, Ermatine Johnson, Christina Jones, Carrie Roberson, Jacob Bland, Krystal McLane, Chanda Hooten, Erin Poe, Vickie Shipley, Reo Cummings, Brian Bagwell, Yvette Bragg, Shelia Hollis

Members Absent: Forrest Schultz, Jennifer Wright, Jimmy Elgas

The regular meeting of the Henderson Staff Senate was held on November 15, 2017 in the Galloway Room. President Chanda Hooten called the meeting to order at 10:00 a.m.

I. Minutes from the October 11, 2017 meeting were approved as amended.

II. President Reports:

President Hooten reported that a meeting to go over the Staff Award of Excellence nominees will be held on Friday, November 17<sup>th</sup>. She encouraged Senators to continue to nominate staff members for the award and to encourage other staff members and students to vote as well.

President Hooten announced that the next Conversation Café will be held today at 3:00 in the Grand Ballroom and she encouraged the Senators to attend. The topic for discussion is Travel Ban with Drew Smith as the guest speaker.

President Hooten reminded Senators of the email that was sent out in regards to unused annual leave time. Annual leave that will not be used by the end of the year may be donated to the Catastrophic Leave. The Human Resource Department also sends apologies to everyone about the issues regarding the health insurance enrollments. The department is aware of the issues and are working directly with the Hatcher Agency to fix the issues. An email from Bernie Portal will give details of the insurances that you have selected. Contact the Hatcher Agency with any questions about enrollment or the insurances selected. President Hooten encouraged Senators to go in and do their waivers. Changes will take effect in January.

President Hooten informed the Senators that the Budget Committee is meeting again to get a game plan to move forward for the 2018-19 budget year. Every department on campus was asked to examine their supplies and services budget and travel budget to see if there are things that can be cut to make-up this shortfall. These were looked at three different times and Hooten announced that the committee was able to accumulate about 600,000 including insurance installments. Hooten announced that the second installment of the compensation plan is not going to happen at this time but will be a priority moving forward. Savings from positions that have not been filled are also going to help the budget deficit. All travel has been stopped for the remainder of the year, other than for recruitment of students and student travel. Dr. Powell and the budget committee will continue to piece together other options to make up the 1.6 million deficit. Hooten assured Senators that these cuts will not have an impact on next year's budget and that the Budget Committee is completely and independently working on the budget for next year.

President Hooten reported the Board of Trustees approved to move forward with two new Doctorate programs, Education and Nursing. Before the programs can be implemented, they must be approved by the state.

### III. Committee Reports:

- A. **Election Committee**- Jacob Bland (chair) announced elections have started. Seventeen nominees were selected in the Academic Department and seven in Student and External Affairs. An email was sent out with a google form for staff members to vote. Jacob encouraged Senators to vote.
- B. **Textbook Scholarship Committee**-No report at this time.
- C. **Staff Handbook Committee**-We are still waiting for Elaine Kneebone and Dr. Powell to draft a handbook based on the work that was done previously by our committee. They continue to work on this draft.
- D. **Survey/Shared Governance Committee**- Randy McCauley (chair) announced revisions were made to the Zero Tolerance Drug Policy and the Felony Review Policy. Elaine Kneebone made some language changes for certain circumstances. Randy explained that the revisions clarified loop holes similar to the Felony Review Policy. Senators expressed the concern of the name of the policy being “Zero-Tolerance” if the policy has more leniency and the suggestion was made to look at other possible titles. A motion was moved to send the policy back with the suggestion of possibly changing the title. Motion was second and approved.
- E. **Staff Emergency Fund Committee**- See Old Business.
- F. **Faculty Senate Report**-No report. Please read the Faculty Senate minutes.

### IV. Old Business:

#### A. Staff Emergency Fund Policy:

The Staff Emergency Fund Policy was revised and re-sent to Senators for approval. Senators agreed to move forward with the policy and any changes that may need to be made in the future can be voiced and voted on accordingly. A motion was made by Randy McCauley to approve the policy and second by Erin Poe. The policy was approved. The policy will need to be sent to Elaine Kneebone first before it can be implemented.

#### B. Salary Savings Proposal:

Dr. Powell reviewed and revised the policy by setting new percentages and language. The policy now states that 40% of savings will return back to the department while 60% will revert back to the general funds. The Shared Governance Committee is happy with the policy and feels that it is much better. Senators felt that the policy is important for restructuring budgets. A motion was made to approve the policy as written and to move forward and send the policy to Shared Governance for approval. The motion was second and approved.

### V. New Business

#### A. Guest Speaker: President Dr. Glen Jones:

Dr. Jones met with the Faculty Senate and wanted to meet with the Staff Senators to discuss the email that was sent out and rumors that have been spread regarding the budget crisis on campus. Dr. Jones expressed the concern of members serving on committees not sharing accurate information with fellow colleagues. He explained committees are formed for staff to have the opportunity to have a voice and be a part of the process of making decisions that help the university. He stated as long as everyone works together and communicates efficiently, great things happen. Dr. Jones asked that Senators and committee members make sure they are sharing accurate information from the committees and that information is available in the minutes for anyone that may have questions.

Dr. Jones explained that because of the 6.6% decrease in enrollment, revenue expenses have to be adjusted. In order for the university to furlough and cut personnel, there has to be a compelling reason. Dr. Jones assured the Senators that is not currently the case. Instead, Dr.

Powell suggested to engage everyone in cutting budgets and prioritize where we need to spend money.

Dr. Jones explained the enrollment process last year with new people and a new program that was implemented that did not work out in the way that we were told. This contributed in the decrease in enrollment significantly. The university is in the process of asking for a refund on that program.

A Senator thanked Dr. Jones for sending an email to all the students to let them know what is going on. Dr. Jones stated that we should focus on the 94% of students that are here and not the 6% that are not. He stated that we should be more proactive with these students and continue to take care of them.

Dr. Jones concluded by encouraging Senators to continue to be active and serve on committees and to encourage colleagues to do the same. He stated to continue to put our best foot forward and to find ways to make things happen instead of focusing on the negative things.

President Hooten and the Senators thanked Dr. Jones for coming to speak and for clarifying some of the issues regarding the budget crisis.

B. Performance Program Tracking:

This item will be moved to the agenda for the next meeting in December due to the lack of time for discussion.

VI. Announcements

- A. The annual Senators potluck will be held at the next meeting to say goodbye to the Senators leaving and say welcome to the new Senators.

VII. Adjournment

A motion to adjourn was made and seconded. Meeting was adjourned at 11:23 a.m.

The next Staff Senate meeting will be held on Wednesday, December 13, 2017 at 10:00 a.m. in the Cabe Room at the Garrison Center.

Respectfully submitted,

Krystal McLane

Staff Senate Secretary