

HSU Staff Senate Minutes
Wednesday, October 11, 2017

Members Present: Martha Bryant (Alternative for Jordan Argo), Randy McCauley, Ermatine Johnson, Christina Jones, Carrie Roberson, Jacob Bland, Krystal McLane, Chanda Hooten, Erin Poe, Vickie Shipley, Reo Cummings, Sheri Phillips, Brian Bagwell, Yvette Bragg

Members Absent: Forrest Schultz, Jennifer Wright, Jimmy Elgas

The regular meeting of the Henderson Staff Senate was held on October 11, 2017 in the Cabe Room. President Chanda Hooten called the meeting to order at 9:01 a.m.

I. Minutes from the September 13, 2017 meeting were approved as amended.

II. President Reports:

President Hooten announced the next Conversation Café to be held on November 15th. Hooten announced that the Calendar Committee is working on the calendar for the next two academic years and that they are waiting on approval.

President Hooten informed the Senators that the Budget Committee is currently working on two different things. Later this month and early next month they will begin planning for the 18-19 budget year. Right now though they are working to try to find ways to overcome a 1.6 million dollar deficit due to this year's drop in enrollment. This deficit impacts our current budget rather than the future budget. 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 cuts will only impact the current budget, not future budgets. Hooten explained that instead of across the board freezing accounts, department chairs or supervisor have been asked to help cut their own budgets where ever they can. Hooten announced that several numbers have come back to the committee, but that those cuts don't get close to the 1.6 million that is need. The committee will meet again in two weeks to explore additional cuts that will need to be made. If anyone has any ideas or input please let Chanda or Reo Cummings know. Both Chanda and Reo set on the budget committee and value your input.

III. Committee Reports:

- A. **Election Committee**- Jacob Bland (chair) announced there are several positions to come open this year. The new Constitution gives us the ability to have several more positions on the Staff Senate. There are eighteen positions opening up for this year's election. Nominations are scheduled to occur tentatively between October 23 and November 3. Voting for elections should occur before the Thanksgiving holiday. Senators were asked to encourage their co-workers to get involved in staff senate.
- B. **Textbook Scholarship Committee**-An email was sent out to all staff to submit applications for the spring semester. The deadline is December 1st. The amount awarded will be \$100 for the spring semester. The \$100 scholarship was already awarded for the fall semester.
- 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.
- D. **Survey/Shared Governance Committee**- See new business.
- E. **Staff Emergency Fund Committee**- No report at this time. Hopefully we will have a draft policy to approve at the November meeting.
- F. **Faculty Senate Report**-No report. Please read the Faculty Senate minutes.

IV. Old Business:

A. Ratifying Staff Senate Constitution:

President Hooten announced that the new Staff Senate Constitution has been approved by the Board of Trustees.

V. New Business

A. Guest Speaker: Dr. Brett Powell-Salary Savings Policy:

Last semester Dr. Powell proposed three policies dealing with the budget. Those policies went through shared governance. Two of the policies were ultimately approved by the Board of Trustees. However, the Salary Savings Policy was not moved any further due to staff senate and faculty senate's recommendation being too far off from the original proposal. Dr. Powell explained the thought process for the Salary Savings policy. He explained the scenarios that were given in the policy were more than likely to happen, therefore the policy is sort of an incentive and think about the positions we need or do not need in our departments. These are difficult decisions and should be made in conversations with both the supervisor and the employees of the department. The policy is intended to help the department and also free up resources to give back to the general funds to be able to fund more proposals. Dr. Powell stated that temporary savings is less of an incentive because those funds are not long term. Because it's temporary, those funds go away at the end of the year if not used. Therefore, supplies for future projects cannot be funded. According to Dr. Powell, the state level performance base funding model allows the university to receive funds one time only. These funds have to be spent right now instead of looking forward.

Senators discussed the scenarios with Dr. Powell and the 25% to department and 75% back to the general funds that is currently in the policy. Senators feel though the 25% is not enough of an incentive. After Senators expressed their concerns and gave examples of scenarios, Dr. Powell has agreed to take another look at the percentages. Dr. Powell will re-evaluate the policy, make revisions to percentages along with language, and send it back to the senate as well the Shared Governance Committee for approval.

President Hooten and the Senators thanked Dr. Powell for coming to speak and for trying to put a policy in place that has never been implemented before at the University.

B. Staff Senate Budget:

President Hooten reiterated that the departments have been asked to look at their budgets. Therefore, she felt that the Staff Senate should also look at our budget and see if any cuts could be made. Senators suggested a 10% cut. A motion was moved to cut 10% of the Staff Senate budget. Motioned was second and approved.

C. Shared Governance Proposal-Proposed Animals on Campus Policy:

Randy McCauley (chair) explained the third policy, Proposed Animals on Campus Policy. This policy addresses community members that wish to bring animals on campus. There are restrictions in place such as, the animal has to be on a leash, and the animal cannot enter into any facilities. The Shared Governance felt this policy was needed because the University currently does not have a policy in place. A motion was moved to approve the policy. Motion was second and approved.

VI. Announcements

A. Guest Jacob Mills came to announce the upcoming events that are taking place with Henderson's Teaching and Learning Center. A lunch and learn will occur on October 19 to follow up on the book that the students are currently reading. Jacob encouraged the Senators to come and participate. An email will be sent out with further details on upcoming events.

- B. Carrie Roberson announced the progress of the campaign and also reminded Senators of the upcoming homecoming activities.
- C. Concerns were raised to a Senator about the Board of Trustee and the President's Cabinet minutes not being posted to MyHenderson. President Hooten commented that she contacted Flora Weeks of the issue and Flora assured her that the Board of Trustee's minutes will be uploaded soon. Hooten was not sure if the President's Cabinet kept minutes but she informed the Senators that she would check to see.

VII. Adjournment

A motion to adjourn was made and seconded. Meeting was adjourned at 10:30 a.m.

The next Staff Senate meeting will be held on Wednesday, November 8, 2017 at 10:00 a.m. in the Caba Room at the Garrison Center.

Respectfully submitted,

Krystal McLane

Staff Senate Secretary