

HSU Staff Senate Minutes  
Wednesday, September 14, 2016

Members Present: Brian Bagwell, Yvette Bragg, Phyllis Cogburn, Christopher Golston, Chanda Hooten, Pam Ligon, Catie Lusby (proxy for Shelia Hollis), Randy McCauley, Sheri Phillips, Carrie Roberson, Veronikha Salazar, Vicki Shipley, Beth Taggard.

Members Absent: Forrest Schultz, Troy Mitchell

The regular meeting of the Henderson Staff Senate was held on Wednesday, September 14, 2016 in the Cabe Room of the Garrison Center. The president being present, the meeting was called to order at 10:01 a.m.

- I. Minutes from the August meeting were approved as amended by email vote and are already posted on the website.
- II. President's Report
  - i. Budget work groups: Dr. Jones is creating two workgroups that will be tasked with reviewing the budget and making recommendations on how to better support our strategic priorities. The academic work group will be helmed by Dr. Adkison. The other will be helmed by Dr. Powell. Please send any nominations for staff on workgroups to Beth. There will be a lot more communication about the workgroups coming out within the week.
  - ii. Dr. Jones will be in attendance at our next Staff Senate meeting.
- III. VPFA Report
  - i. Beth met with Dr. Powell for the first time. They discussed the upcoming changes to the state classified staff pay-plan as well as the possibility for merit bonuses and utilization of salary savings. He will keep us updated on pay-plan changes as the progress. At this time, the university does not have an official salary savings policy. This is something he is reviewing. Merit bonuses are also on his radar. He is aware it is difficult to enforce annual reviews when there is no benefit or consequence added to them and believes our system needs to be more robust.
- IV. Old Business
  - i. Staff Handbook: Pam Ligon reported on the plan to expedite the Staff Handbook revisions. Penny Kinder is working with the committee for guidance on Human Resources issues. They are utilizing the UCA handbook as a template/guide. Beth offered additional Staff Senate resources, if necessary.
  - ii. Staff Senate Constitution: Beth has completed a rough draft of the constitution revision. She will email it to all senators and alternates for feedback. We will review the constitution in the October meeting. Of particular concern is the method used to populate the senate. We need to reevaluate in order to build a more robust senate and to give proper representation to each university division.
- V. New Business

- i. Communication: In the last meeting of the president's cabinet, Dr. Jones encouraged all divisions, both senates, and all university committees to over-communicate with staff and faculty. Beth recognizes we have not been communicating enough with staff and we will begin to do so more intently.
  - i. General discussion was held about senators and their university divisions — i.e.: Are specific staff assigned to specific senators? As we revise the constitution and move into an election for 2017, we will make an effort to make sure every staff member knows their senate representative.
  - ii. It was also mentioned that, some years ago, incoming senators were provided with a folder or binder that contained the constitution, bylaws, list of membership, list of staff, etc. We will revisit the ability to revive this practice for the January meeting.

#### VI. Questions, Concerns or Comments (None)

- i. Faculty Senate Report — Pam reported on several pressing concerns raised in Faculty Senate.
  - i. Aramark: Contract negotiations are still taking place with Aramark in regard to custodial and maintenance services. When finalized, hopefully this will resolve some concerns about proper staffing and guarantees made during the bidding process.
  - ii. Communication: Reiterated the request for all campus bodies to increase communication to faculty and staff.
  - iii. Traffic Patterns: Clarified the change being made to Brown street and the switch in direction in order to accommodate incoming traffic as we close Henderson Street (fountain entrance) due to Caddo renovations.
  - iv. Salary Plan: Implementation of the next phase of the salary plan is contingent on increased enrollment. At this time enrollment is flat.

#### VII. Adjournment

- i. A motion to adjourn was made and seconded so the senate officers could attend a panel with the Higher Learning Commission. Meeting adjourned at 10:40

Respectfully Submitted,  
Beth Taggard, President