

HSU Staff Senate Minutes

Wednesday, February 12, 2020

Members Present: Kelly J Stewart, Johnny Campbell, Elaine Kneebone, Rory McKinney, Carrie Burt, Willica Morgan, Mackenzie Echols, Katie Brown, Brenda Driggers, Scott Chandler, Mindy Daniels, Ken Angell, Jarrod Bray, Ashtyn Price, Victoria Mirocke, Jennifer Holbrook, Ermatine Johnson, Emily Todd, Leah Sexton and Ricki Rebollar

Members Absent: Carrie Stanley, Mickey Quattlebaum, Cody Hooten, Beth Jackson, Cheryl Massey, Amber Bailey, Martha Bryant and Bobbie Lee

I. Call to Order

The regular meeting of the Henderson State Staff Senate was held on February 12, 2020 in the Cabe Room. President Ricki Rebollar called the meeting to order at 10:02 AM.

II. Approval of Minutes

A motion was made to approve the minutes from the January 8, 2020 meeting as read. The motion was seconded and approved.

III. Guest Speaker - Elaine Kneebone, Acting President

Staff Senate President Ricki Rebollar introduced our guest speaker Elaine Kneebone, Acting President. Mrs. Kneebone took the time to thank everyone for the invitation to today's meeting and to also thank each of us for donating our time to the staff senate the importance of this role and that it plays with the Shared Governance. And this is a great way to combine faculty and staff knowledge and skills together on campus. Some people feel comfortable on campus approaching me directly and then some will use use and faculty/staff members to talk to others within your area and voice their questions/complaints and help solve those problems and answer questions around campus. Sharing what you have learned within the senate to your departments and coworkers is a huge role on campus. But this is very important and please share this information and use your role to guide and it is key to have willing people to serve in the senate. Thank you for having great people in this senate and being willing to share, giving your opinion is very powerful and we have a voice and that is important. In this time of uncertainty, and knowing that we are impacted personally with this time, but we are working to rebuild a budget based on what comes in and what needs to be spent but without making promises, our decision involves a human side and taking each person on

campus into consideration. Staff Senate can help in consideration of our departments and connecting with others and knowledge of what is happening and how it impacts each department. And be strong for each other and be a great support. It's a fight but we are all in it together.

Different Questions were Asked and Answered:

Question - Is our Financial situation worse than it was, to hear that from the community?

Answer - The budget numbers at the end of last year 4.5 - 6 million but what might be creating question out in the community is how does a budget get approved. Sub committees, etc. But sometimes the way in something is presented from previous years to current and seeing the audit and the short fall - we are in that range. I don't see the point in hiding anything but we need to know and they tell us first via email before any media is released. Newspapers can be a little off sometimes with their information.

Question - Media and our emails - is the media forcing the questions and response?

Answer - Sometimes media does get released before email, but with busy times, we may not have released our campus information before media and this is not to hide anything but just we our roll we may not have communicated as quickly as they do and then sometimes, we may think that this has already been communicated and media runs it again.

Question - Subpoena difference

Answer - Legislative Subpoena (AR) boundaries of that state cannot be sent and are enforced - but leaving outside of that state is different but the understanding is that everyone will attend that received a subpoena.

Question - Can anyone issue a subpoena bring an attorney with them?

Answer - My understanding is that they can but may not be able to sit with him due to the set up. With the arrangement of the room and sitting, the long table in the front is audio and it will be videotaped and they can be asked to approach the table to answer questions. I did receive an invite to this meeting, but I don't have to attend. Could be an interesting meeting. This meeting will be online, video and audio provided and a link can be found on the HSU Website and 29th is date and we are on the only item on the agenda.

Question - Will auditors be there? And how do they know which questions to ask, will the ask the right ones?

Answer - The time between the meetings, the time spent reviewing everything will/may help with the asking of questions and receiving the answers needed.

Question - ASU system and Dr Welch are receiving the details with the budgets, are they able to ask questions and answer if needed at the meeting?

Answer - I guess that we could pass on information but it is the WHY questions that are frequently asked. How do we get answers to help us move forward and get out of this? We are working to get out of it and do we really want to get out of it. People I encountered around the community were glad that it was aired and in the paper and information is known. We are trying to move on with this state audit meeting and this is just a process we have to go through and this will also allow us to get a budget approved to move forward.

Question - Looking back at previous budgets and how much money we had and the spending of reserve money, how do we know when we were in trouble and when did it start and see where the money is being spent. Someone to see who spent the money....is this money available and who made the decision to spend money - purchases and who signed, to get us where we are - can we see that?

Answer - once you start spending more than you are bringing into the university, you can't do that for very long and the board was relying on the information that they was given to them to be able to make the decisions that they needed to make.

Question - The budget and our time frame to get the reserve built back up?

Answer - First we have to get a budget that is real and stable. Are we being resourceful and using all we need and have within each department? And then once we have the needs then we can see what we have to spend and where. We want to make sure that we are spending money on the things that we need. Changing a budget midyear is hard and makes people have to stop things that may already be in progress and that is why creating this budget ahead and based on each department needs that will help us also build a reserve. It's always tight in the summer and holding invoices to get to the next year was a practice that may have been done, but we need to make adjustments. Getting into the habit of putting money back and building the reserve and letting that compound and this we will start that as soon as we can. We first have to first build the budget.

Question - Are we building a budget to just make it or built on what we really really need?

Answer: Rita will guide us through that process with our new CFO and starting with a zero based budget and this is very common on campuses and we need to look and resource and put them where they need to go each year thus being strategic.

Question - Salaries, people are asking in regard to the higher salaries and cuts.

Answer - we don't know yet, we first have to put together the budget and see what each department submits and and this will tell why what is needed and this will be huge in making a strategic budget/plan.

Question from Elaine Kneebone, Acting President - how can we support the staff?

Answer - Please be transparent and not hiding anything helps in building trust. Several spoke up stating the same, that we feel more secure with the information being received and the transparency around campus.

Elaine - I hope that you feel empowered to talk to your department head/chair and feel more comfortable about asking questions about anything that you need to know. I want to do things that make sense all day long. Elaine Kneebone, Acting President asked we liked the forums? Several Staff Senate Members answered with a yes. And Elaine Kneebone, Acting President reminded us if you have any questions, please email her directly and she will answer. This gives her the opportunity to add questions and answers to the website. This helps others around campus and around the community answer questions that they may have or had.

Staff Senate President Ricki Rebollar stated how very thankful for the transparency and how we as a staff senate boost moral, and if anyone has ideas and support in different areas he will bring those together and present to Elaine. Examples: Stress, Meal Preps and maybe a one day a week staff lunch table (gather eat and talk/listen) and support this being support for each other. Supporting each other is a huge importance and building connections with each other around campus.

IV. President's Report

- A. Ricki reported that he met with Elaine and they talked about several different things regarding support for staff and boosting morale of staff. We also talked about different ways of offering staff development within the campus. Internal staff development around different areas of campus covering different subjects. My next meeting with Elaine Kneebone, Acting President will be on February 20, 2020 when we meet with other staff, faculty and students for our campus walk through.

- B. My next meeting with Elaine after the campus walk maybe around March 3rd, after the meetings scheduled for February 27th and February 28th.

V. Treasurer's Report

- A. Our balance is \$306.00, we have not made any purchases this year.

VI. New Business

- A. Let us welcome Ken Angel, who works in the Huie Library.
- B. Officer & Committee Election Results:

INCLUDE CHART FROM RICKI

VII. Faculty Senate Representative Reminder of the February 28th meeting

VIII. Old Business

- A. Constitution Change Proposal (UPDATE) we are moving forward and Elaine Kneebone liked all the changes.

IX. Announcements

- A. A reminder about H.S.U. Foundation scholarships are due March 1.
- B. Admission has communicated a lot regarding the First Time Freshman scholarships.
- C. The University Advancement Department is very short staffed and Tina Hall is stepping into help as well as marketing. Also a Graduate Assistant will become a full-time employee and Tonya will come back to assist with training during the transition.
- D. Reminder about the Alumni Awards will be this Saturday at 5 PM and immediately following will be the President's Concert.
- E. Regarding our IT Department: Jennifer announced that their department is also short handed and also let us know that Jacob Bland is leaving H.S.U. Jennifer is also a member of the MMLC Task Force, she reminded us that an Email was sent earlier in the week with a survey attached and to please take a few minutes to complete this survey. Question were asked during the meeting about the short term and long term tions for keeping the MMLC open and how students/campus/community use this service.

X. Adjournment

Adjournment of the February 12, 2020 meeting at 11:01 AM.

XI. Next Meeting will be held on March 11th, 2020 at 10 AM in the Cabe Room