

HSU Staff Senate Minutes

Wednesday, May 8, 2019

Members present:

Jordan Bell, Lauren Smith, Karen Spradlin, Stacey Howard, Shawna McKenzie, Scott Chandler, Jennifer Sigman, Belford Williams Jr., Carrie Stanley, Mallory Turner, Jewelie Mills, Katie Brown, Kelly Stewart, Cody Hooten, Phil McDaniel, Nikki Laird, Heath Sims, Kris Dunn, Leah Sexton, and Susie Kirk.

Members absent:

Reo Cummings, Jacob Mills, Mickey Quattlebaum, Beth Jackson, and Ricki Rebollar.

I. Call to Order

The regular meeting of the Henderson State Staff Senate was held on May 8, 2019 in the Cabe Room. President Leah Sexton called the meeting to order at 10:01 am

II. Approval of Minutes

A motion was made to approve the minutes from the April 10, 2019 meeting as read. The motion was made, seconded, and approved.

III. Guest Speakers

A. Brett Powell

1. Board of Trustees met to cover budget plan details. They will vote on the plan on May 17. Reductions that are being made are not coming from any specific departments. The new funds are an estimate from tuition and retention numbers. Enrollment is up approximately 5%, but only 3.5% of that increase is included in the budget plan. There will be a tuition increase of 4.5%. Library fee will increase from \$2.50 to \$5.
2. Powell broke down how the funds would be approximately distributed in the plan. Compensations make up approximately 24%; Scholarships are approximately 39%; Restoration of cuts made from the previous year are 28%; and library needs are 8%. There was not enough funds for the departmental proposals - 5.9 million dollars would be needed to cover them. Only \$900,000 was covered which went all into compensation sans the library needs.
 - a) Powell explained in detail the compensation portion of the budget increase. With the minimum wage increase, student labor will go up. With the new classified staff payment plan adopted by the state. There will be a pay increase to the new state minimum or a 2% increase if already at minimum. For non-classified and Faculty's compensation plan, there is a half million dollars budgeted that will cover a 2.5% average increase. At this time there are not enough resources for a cost of living pay increase. This will be revisited after we see what fall revenue is.

IV. President's Report

- A. Commencement is this Friday, May 10 at 9 AM and Noon. Job training for leaders and supervisors on campus during lunch hours are in the works. President Sexton reminded

Senators about the Board of Trustees meeting on May 17. Sexton recognized this quarter's staff award winner, Stacey Howard. Sexton stated that Tuesday, May 14 is the Staff Award Luncheon. Sodexo and SSC have been invited to attend the luncheon. Sexton requested volunteers to help with handing out tickets.

V. Treasurer's Report

- A. The current balance is approximately \$144 for the rest of the fiscal year.

VI. Committee Reports

A. Faculty Senate Representative

- 1. Senator Spradlin attended the April Faculty Senate meeting. The discussion was about compensation plans for Faculty and the continued work on the Faculty Handbook.
- 2. Senator Stanley attended the May meeting. Stanley reported discussions of accessibility projects around campus. Stanley shared major points of that report with Senate. For the full report see **Appendix A**. Stanley also stated that Faculty Senate hopes to work with marketing to promote summer school more. Fred Worth asked if Staff Senate has a Grounds Committee. There was also discussion of changing online course policy, especially course evaluations.

B. Shared Governance Committee

- 1. Committees on Committees met and selected members for the campus wide committees, pending approval. There was discussion about the creation of three new committees - University Safety and Grounds Committee, University Safety Committee, and Adjunct Support Committee. These were tabled until the fall besides looking into contacting adjunct about this possibility when they sign their contracts.

C. Staff Handbook

- 1. Employee Assistance Program discussion has continued. Plans to partner with the University of Arkansas system to get a lower rate.

VII. Announcements/Questions/Comments

- A. Summer schedule for staff hours will be sent out from HR.

VIII. Adjournment

A motion was made and seconded to adjourn. Adjournment at 10:35 AM

IX. Next meeting will be held on June 12, 2019 at 10 AM in the Cabe Room.

Accessibility Projects Report

(as determined by Campus walk-through, 2016, 2019)

Re-evaluated March 2019

Safety Priority:

1. Parking lot behind Foster has low-contrast curb. Potentially dangerous for all, but especially for visually impaired. Not sure this is a problem.
2. Womack entrance area hazards - (a) obstructions by steam tunnel, (b) pipe protruding from ground, (c) mismatched elevations near iron plank at drainage corner, (d) curb close to road on drainage side seems to have no purpose but tripping people. Uncertain of solutions recommendations. **This has no clear solution and is not top priority.**
3. McBrien platforms - Outside concrete platforms elevated; drop-off next to steps may be dangerous to the visually impaired. Recommend railing at least up to the steps, if not also along the steps. **This has not been addressed. Of primary concern are strips to be put on slippery steps when wet. Platform is potentially dangerous, but perhaps not top priority. Putting rails up on steps and a rail or metal fence could reduce risk from future injuries.**
4. Bookstore outside steps - loose strips a potential concern.
5. Campus-wide discontinuous walkways - Walkways and sidewalks across campus have dangerous drop-offs that could be dangerous to wheelchair-bound persons (and have been - one person stuck in front of library; had to wait for assistance from passersby). Recommend creating flush surface by adding dirt next to concrete (such as near Garrison food court) or railings where this isn't possible (such as at the end of the Amy Jean Bridge, or along West Hall north face). In the case of dirt addition, the process of erosion must be mitigated by proper drainage planning. - **A potential concern but probably not top priority.**
6. Mooney access - Two wheelchair accessible doors, but gratings in front of buttons/doors are dangerous for wheels, as well as spike heels or canes. Recommend different drainage mechanism (such as cross-thatch grating). **Solved. Mats have been placed over them and it seems to work well enough.**
7. Russell Fine arts - quad side next to side. There is an elevated drain gate that is sharp and could hurt someone with open shoes or on a scooter.
8. Evan's Hall East side stairs - slippery when wet. Recommend grip strips.

Remaining:

9. West side Evans Hall (parking lot lake) - The gate is stopped causing flooding in the parking lot.
10. West Hall back sidewalk - Access ramp obstructed by speed bump. Recommend either moving speed bump or widening ramp to provide options for wheelchair-bound persons. **This does not seem to be a problem.**

11. Garrison access - has one wheelchair access door for the whole building, including post office downstairs. Possible to get downstairs, but extremely difficult for wheelchairs in the tiny elevator. Recommend including access buttons for multiple doors, including downstairs (they already have stickers, just no motors). This seems to be an even bigger problem than previously thought. The only access is through the Starbucks side accessibility door and some have complained it often remains locked when other doors to the building are not. In addition, there is no handicap accessibility in the downstairs doors leading to the post office. There are not even door motors to open the doors.
12. Womack hall front entrance - no accessibility whatsoever. Rear entrance is poor alternative due to slope of the hill. Uncertain of solution recommendation. Not solved yet.
13. Garrison rear parking lot - Access parking is not of proper width for wheel-chair operating vans, and parking is painted to prevent access to ramp by wheelchairs. Recommend reorganizing parking spaces to allow for proper accessibility. Not solved.
14. Reynolds/Arkansas Halls parking lot - Accessibility is meaningless due to curb drop. If not possible to create accessible parking here, recommend assessing the faculty parking lot by Evans Hall to increase accessible parking overall. Not solved.
15. West Hall North Entrance - Impossible for wheel-chair access entry. Recommend sloping sidewalk to fit terrain, which will smooth out area in all directions and make the door more accessible and safe to all. Not solved yet. Door is still broken and handicap access is basically impossible from east side of campus because of a 8 or 9 inch drop

Immediate Action Steps:

1. Put grip strips on McBrien's outside stairs.
2. Put grip strips on Evan's Hall East Side stairs.
3. Fix steps to Bookstore outside steps.
4. Fix elevated drain grate beside the Russell Fine Arts sign in the quad.
5. Fix Drain on west side of Evan's Hall parking lot.
6. Fix West Hall North Entrance handicap door button and put ramp in for handicap access.

Further Recommended Action Steps:

1. Build single rail around McBrien east side outside platform.
2. Put Handicap accessible doors on downstairs doors outside of Garrison.
3. Ask the city of Arkadelphia to deal with parking lot entrances and exits behind Reynolds/Arkansas Hall. Also, make it wheelchair accessible.