

HSU Staff Senate Minutes
Wednesday, April 11, 2018

Members Present: Krystal McLane, Leah Sexton, Kris Dunn, Patrick Shepherd, Jacob Mills, Teresa Porter (Alternate for Erin Poe), Vickie Shipley (Alternate for Karen Spradlin), Jordan Argo, Chanda Hooten, Ermatine Johnson, Stacey Howard, Jordan Bell, Heath Sims, Mallory Turner, Susie Kirk, Jacob Bland, Christina Jones, Jennifer Sigman, Kate Hawthorn, Nikki Laird, Reo Cummings

Members Absent: Jennifer Wright, Jewelie Mills, Jimmy Elgas, Erin Poe, Tamara Horn, Phil McDaniel, Belford Williams

The regular meeting of the Henderson Staff Senate was held on April 11, 2018 in the Cabe Room. President Reo Cummings called the meeting to order at 10:01 a.m.

I. Minutes from the March 14, 2018 meeting were approved as amended.

II. Guest Speaker: Mickey Quattlebaum- Director of Human Resources

Ms. Quattlebaum introduced herself as the new Director of Human Resources and gave the Senators a brief background history of her career. Ms. Quattlebaum told Senators that she is working on a new staff handbook and will work with the Staff Handbook Committee to get a draft done soon. She stated that she had done fifty or so handbooks for various institutions before and looks forward to drafting one for Henderson staff members. Ms. Quattlebaum brought a sample handbook from Pulaski Tech to show Senators about what the handbook would look like. She also stated that the handbook will have drafts with links to the policies and she felt that would make the process quicker and easier. A Senator suggested that Ms. Quattlebaum retrieve the drafted staff handbook that the Staff Handbook Committee sent to Elaine Kneebone for approval, and possibly use it as a starting point. Senators thanked Ms. Quattlebaum for coming to speak and taking the steps to implement a staff handbook for employees.

III. President Reports:

President Reo Cummings stated that Dr. Powell announced directly after the Staff Awards Luncheon that will take place on May 29th, there will be a Poverty Simulation Workshop for all staff members to attend. The workshop will be led by Ms. Monieca West from the Arkansas Department of Higher Education. This is a true simulation workshop. It will be hands on and intense in order for staff to fully understand the students that we serve and work with daily. We will have different rolls in this simulation that will mirror what choices our students and their families have to make in a poverty type of life style.

President Cummings reported that President Dr. Jones thanks everyone that attended the Campus Conversation on March 27, 2018. Some of the points he talked about were:

- Program Enhancement proposals to prioritize funding and resource allocation, in efforts to align in support of student success.
- The start of the budget prioritization process and in the process encouraged all of us to consider three questions:
 - Are we doing all that we can to enhance student success?
 - What do we need to do differently?
 - What do we need to stop doing?

Everyone on this campus has a role in ensuring student success in this academic year and beyond.

- Arkansas Higher Education Coordinating Board has recently approved our proposals to begin Doctorate of Instructional Leadership (Ed.D.) and Doctor of

Nursing Practice (DNP) programs in August 2019. We are already receiving requests from students interested in these programs.

- We are seeing increases in our retention rates for first-time freshmen and for students participating in the Reddie Intervention for Success in Education (R.I.S.E.) Program. Retention of first-time freshman increased 3% while retention of students in the R.I.S.E. Program increased 4%.
- We are in a deficit but our Administration is working hard and confident that a balanced budget will be presented to the Board of Trustees for the 2018-2019 academic year.

President Reo Cummings stated as a staff, we should keep working diligently and being resourceful in providing quality services for our students.

IV. Treasurer Report:

The account holds a balance of \$612.00 as of April 11.

V. Committee Reports:

- A. Election Committee: No report at this time.
- B. Textbook Scholarship: None at this time.
- C. Staff Handbook Committee: No report at this time. (See Guest Speaker comments)
- D. Survey/Shared Governance: The Shared Governance Committee has four proposals for Staff Senate review. Please see new business and old business for the policies.
- E. Staff Emergency Fund Committee: With the departure of Carrie Robinson in the HSU Foundation department, a conversation needs to be had with Jennifer Boyett about an application process and the process of funds. The application process and marketing will start by the next meeting.
- F. Faculty Senate Report: A report from the Faculty Senate was given by Dr. Peggy Woodall, Faculty Senate Representative. Please read the Faculty Senate minutes for report.

VI. Old Business:

- A. Electronic Device Policy:
Several responses of recommendations from both faculty and staff senators were referred back the Shared Governance Committee, and in return were sent to Dr. Powell for review. Dr. Powell will then send to the Shared Governance what recommendations can and cannot be done. The Shared Governance recommended that the proposal be re-written and re-proposed.
- B. Cellular Phone Policy:
The Cellular Phone Proposal was revised and posted on the Shared Governance website and may be reviewed there. President Reo Cummings expressed that President Dr. Jones stated the University is spending a significant amount of money on cell phones and data plans than is needed. He stated that the policy is simply to alleviate some of those cost by re-evaluating the cell phone needs of individuals within departments on campus. He stated he would ask Dr. Powell if he could come speak to Senators about the policies during another meeting.
- C. Student Service Area Senator Election:
President Reo Cummings announced that Karen Spradlin volunteered to take Angela Bobus' position as a Senator for the student services area.

VII. New Business:

- A. Facility Use Policy:
Jacob Mills (Chair of Shared Governance) explained the policy and took suggestions and recommendations from the Senators. Senators supported the policy with the following recommendations:
 - A. All relevant fees should be listed in an easy to read format. We are unsure of the current fees for facilities, but a reevaluation of the fees may be needed if they have not been reviewed recently.

- B. An easy workflow process needs to be listed for everyone. It should be possible for someone to see all of the necessary steps, forms, and possible costs before starting the process.
- C. Major events need to be modified to accommodate other academic purposes. In particular, the Staff Senate believes that official university events and activities should be exempt from many of these deadlines and restrictions.
- D. The paragraph about Sodexo catering activities seems even more restrictive than our contract. It should be possible for people to serve donated foods and any other exceptions allowed under the contract.
- E. Requiring internal groups to attain insurance for an event, even under rare circumstances, can be too intimidating for most people. Easy to understand guidelines and/or procedures to attain insurance should be provided for any internal group wanting to plan a major event that may require them to attain insurance.
- F. To have the general process and guidelines for external groups, have the insurance requirement removed or reduced, and should also be made available in an easy to understand format.
- G. The Staff Senate recognizes that creating defined policies for external groups and any major event would help protect Henderson and give a clear pathway for future activities on campus. Despite this recognition, the Staff Senate believes that student groups already do not do as much on campus as we would want. It is also not always possible to plan ahead enough to meet the deadlines proposed in the policy. We feel that many of these timelines and restrictions on regular events for internal groups will push students off campus even more than they already are. Many of these deadlines and restrictions should be removed.

A motion was made to send the proposal back to the Shared Governance Committee with the recommendations made by the Senators. The motion was second and approved.

B. Policy on Speech and Expression:

Jacob Mills briefly explained the policy and took suggestions and recommendations from the Senators. The Senators supported the policy with the following recommendations:

- A. The second ‘j’ in the document forbids open flames. Although the Staff Senate recognizes that there are numerous situations where an open flame should not be allowed, there are exceptions that should be considered. In particular, it does not even allow for activities approved through the facilities policy. This should be reworded to allow approved activities such as a cook-out, candles in some performances like “Carol of the Lights”, and other reasonable occasions.
- B. The letter ‘k’ needs a formal definition for weapons or a clause allowing exceptions. The Staff Senate recognizes that it is important to keep the university safe by limiting access to weapon-like items, but some items that could be considered weapons should be allowed if used properly. For example, there are numerous staff that carry a reasonably sized pocket knife. Some on campus carry defensive items like pepper spray. Although these can be considered weapons, we feel that items like these should be allowed on campus under normal circumstances.

A motion was made to send the proposal back to Shared Governance Committee with the recommendations made by the Senators. The motion was second and approved.

VIII. Questions or Comments:

Senator Jordan Argo announced the Building Facility Committee has taken bids from four different companies for the maintenance contract. Tim Jones sent an email with dates and times that a representative from each company will be on campus to give a presentation. President Reo Cummings encouraged everyone to try to attend at least one of the presentations. It is important to ask questions and get feedback from staff members.

IX. Adjournment:

A motion was made to adjourn and second. Meeting was adjourned at 11:06 a.m.

The next Staff Senate meeting will be held on Wednesday, May 9, 2018 at 10:00 a.m. in the Cabe Room at the Garrison Center.

Respectfully submitted,

Krystal McLane

Staff Senate Secretary