

HSU Staff Senate Minutes

Wednesday, March 11, 2020

Members Present: Kelly Stewart, Amber Bailey, Martha Bryant, David Sessor (Faculty Senate Rep), Christopher Golston, Wilica Morgan, Carrie Burt, Bobbie Lee, Katie Brown, Jarrod Bray, Carrie Stanley, Ashtyn Price, Mindy Daniels, Ermatine Johnson, Emily Todd, Ken Angel, Ricki Rebollar, Cody Hooten, Jennifer Holbrook, and Rita Fleming

I. Call to Order

The regular meeting of the Henderson State Staff Senate was held on March 11, 2020 in the Cabe Room. President Ricki Rebollar called the meeting to order at 10:01 AM.

II. Approval of Minutes

A motion was made to approve the minutes from the February 12, 2020 meeting as read. The motion was seconded and approved.

III. Guest Speaker - Rita Fleming, CFO

New VP for Finance and Admin. I hit the ground running and still making my way around to meet with everyone. Thank you for everyone working together during this time at HSU. Through a colleague they were talking at her current job, they were talking about how other people can apply to HSU - and during their conversation about HSU and their current situation, with how the students are working and they are great students on campus, after seeing a play and talking with different people. I have been to several places and have traveled and worked at different places with Higher Education. She is hoping with her years of experience coming to HSU and stream lining things, we can move into a new software that helps HR, students, etc. Banner will be the system that we will use. Please call me and schedule an appt. To come and meet with me, I don't follow the close door policy, I check emails at home. Send me a text if it is something that you really want me to see soon.

Budgeting Process - IT, Bus Office, Captain Henderson House, Garrison Center, University Police, service contracts (SSC, SOdexo, Bookstore) Purchasing/Payroll - I'm responsible for. Those doing the work, the boots on the ground, my roll is to make sure everyone has all they need to do their work and help them remove some stress. To not be a cause of stress with deadlines not set by us, but to help all my areas. Please let me know what I can do to help with stress.

Budgeting Process - forms have been sent out and they are coming back to me. Zero budget process - build from the ground up and this is taking us back to what we need and look at our resources and what we can do. Higher Ed comes after k-12, corrections and Human services, and if there are any cuts to be made - then this makes. Tuition is lower at HSU and ASU, our fees.

Magnolia(SAU), Ar Tech, Fort Smith, two year colleges are our biggest competition. Three rivers, Pulaski Tech - where students can get their Associate Degree there.

The Board with HSU/ASU at this time - HLC approval complete - we will join the ASU system. They are here now under contract helping us. Building and Maintenance repairs are needed but the fee doesn't really cover that - but really wants to make the fees per credit hour and not some that way and some per credit hour. Coming up with a way to cover everything maintenance wise, and help with Financial Aid on figuring charges. I would like to see us get away from the clutter of student statements and look at how the fees and charges are covered and what they are for and to streamline cost/expenses and also the student statement. I have several depts that generate money but operating cost is this but with everything being budgeted to where it is allocated too. We have to take a more holistic view of how we charge and why?

Pre-meeting tomorrow, about revenue and spending, I do not have all the forms back to me and a majority will be. In budget meetings, Ricki will be there to represent the Staff Senate. Our debt is going up 2 million this coming year, so we need to get to where we can operate within our means. We need to get back to operating within our revenue and establish a reserve at the same time. Summertime is a dry spell for all institutions and low revenue coming in and expenses still going out and due to payroll in 12 month - so each day we look at day to day bills to be paid and what needs to be covered first - priorities. The more eyes that we have on a problem, it helps make sure that everything is being viewed/caught and everyone processes things differently and looks at things differently and this helps us come up with the best plan - keep things stream line and more efficient. We are hoping to be in a better position overall.

Priorities: safety for students and staff and faculty and making payroll are key things that I would like to see covered in the budgeting process. Doing walk arounds and seeing different things, I'm still working my way around and so if you see something please let me know. Different areas will present their budgets - more

than likely have these meetings in the Library. First meeting will be in the Cabe Room but others may be in a different location.

A question was asked about the 6 Million being paid back with interest and we do not have to pay back with interest.

A question was asked about Alumni: We used to have a strong Alumni that gave to the university. It was explained that giving can be allocated to certain areas, giving can be done at any time and Anita Cabe is a great supporter and looking to give money to athletics.

A question was asked about how do we get things on the repair list other than emailing the physical plant. Some repairs can be done at our level but other repairs have to be taken to the next level. Repairs that need to be repaired are done and others that can wait, we wait as long as it is not a safety issue. Small and Big problems with maintenance are one of the things that will be talked about with the budgeting process.

IV. President's Report

Ricki met with President Elaine Kneebone regarding the budget. Graduation in May and changing to a 6 ticket system and discussing tickets and the community with graduation changes. There will be a walk through/around campus involving the President, VPA and Staff Senate President and Faculty President.

V. Treasurer's Report

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

VI. New Business

Regarding creating area emails for Staff Senate

VII. Faculty Senate Representative

President's report was that Elaine stressed that faculty should support staff. My Henderson tab is now working. There were concerns that the HSU Foundation doesn't have to be transparent. Jennifer Boyett is not going to be replaced. Program reviews for low enrollment. They will be looking at scholarships being more need

based rather than merit. Academics Committee are wanting to have an overarching new theme.

VIII. Old Business

IX. Announcements

X. Adjournment

Adjournment of the March 11, 2020 meeting at 11:15 AM.

XI. Next Meeting will be held on April 8th, 2020 at 10 AM in the Cabe Room