

HSU Staff Senate Minutes

Wednesday, November 14, 2018

Members present: Peggy Woodall, Jacob Mills, Jacob Bland, Jewelie Mills, Erin Poe, Nikki Laird, Belford Williams, Jr., Jennifer Sigman, Stacey Howard, Karen Spradlin, Cynthia Perez (Student Government Representative), Jordan Bell, Ermatine Johnson, Phil McDaniel, Leah Sexton, Susie Kirk

Special guests present: Brad Patterson, Mickey Quattlebaum

Members absent: Scott Chandler, Karen Hollis, Chanda Hooten, Jimmy Elgas, Jordan Argo, Denise Cordova, Kate Hawthorn, Reo Cummings

- I. The regular meeting of the Henderson State Staff Senate was held on November 14, 2018 in the Cabe Room. Vice President Leah Sexton called the meeting to order at 10:00 a.m.

- II. Karen Spradlin noted missing information from the Staff Handbook discussion regarding staff using annual leave when taking summer classes.
 - A. A motion was made to accept the minutes from the October 10, 2018 as amended. Motion was seconded and approved.

- III. **Special Guest - Brad Patterson**

Dr. Brad Patterson, Vice President of Student and External Affairs, visited to share updates on present and future projects coming from the Student and External Affairs office.

 1. Patterson shared that his office has begun the hiring search process for a new Fraternity and Sorority Coordinator. They hope to have the position filled in the spring. He stated that risk mitigation training was a top priority for this position.
 2. Patterson said that increasing student engagement was a top goal for his office. He shared a few projects they are working on to reach that goal.
 - a. They are working on an institutionally funded work study program. They would team up with the Federal Work Study Program to create a system that would allow students to apply for positions on a centralized website and go through a

traditional interview process. Students would be provided regular job training.

- b. Another project, Patterson and his office are working towards is creating a more robust Career Services program. One of the most frequently asked questions from parents of prospective students is, “ Will my child be able to get a job after they graduate from Henderson?”
3. Patterson’s office is in the process of updating the Community Standards, currently known as the Student Code of Conduct. Once this update is final, they would like to see up-front student training regarding the code of conduct.
4. Patterson and his office are interested in collaborating more widely on campus. He invited anyone interested in getting involved with a student affairs committee; or anyone needing support from his office for a student event to reach out. Patterson opened the floor to questions or comments regarding student affairs.
 - a. Senators praised the work his office has done in regards to Welcome Week activities and upcoming student events. Senators also complimented the campus wide event newsletter sent out by Dr. Veronikha Salazar.
5. Patterson closed by reminding Senate that if you see a student in need notify his office or email the personofconcern@hsu.edu with information.

IV. President’s Report

- A. Vice President Sexton attended the November Board of Trustees. She shared highlights from that meeting including the vote on President Jones contract and many campus updates that include the Title IV process, the \$300,000 in foundation scholarships awarded, and how nearly one out of every ten students are legacy students.

IV. Treasurer’s Report

Treasurer Kris Dunn was absent, but Vice President Sexton reported on his behalf. Our current supplies and services account has a balance of \$392.10.

V. Committee Reports

- A. Election Committee:

- a. Staff Senate Nomination period ends on November 14. Elections will take place November 26-30. Member of the Election Committee, Stacey Howard pointed out that our constitution states that we will use SurveyMonkey to vote. Chair of Election Committee, Jacob Bland noted that we do not have a license to use SurveyMonkey, but have the rights to use Google Forms. Bland suggested that the wording in the constitution be changed to less specific phrasing. A motion was made to modify the wording. Motion was seconded and approved.

B. Textbook Scholarship Committee:

- a. No report.

C. Staff Handbook Committee:

- a. President Cummings received feedback from a staff member on information included in the handbook. The staff member requested clarification. Director of Human Resources, Ms. Mickey Quattlebaum attended to provide feedback on these questions. See **Appendix A** for the full questions and responses. Quattlebaum addressed the aforementioned questions about staff using annual leave to take classes during summer sessions. She stated that the policy has not changed. She did not intend for the new wording to imply that it had. She also encourage any additional wording suggestions to be sent her way.

D. Survey/ Shared Governance:

- a. Shared governance met and discussed the “The Non-Academic Department Closure and Outsourcing Procedure” (**Appendix B**) that Jacob Mills reworked. Mills explained that this procedure is a six month process, that includes three phases: 1. Gathering Data phase; 2. Shared Governance phase; and 3. Final Decision phase. Mills opened the floor to suggestions on any additional modifications to the policy. Senator Nikki Laird suggested that the “Gathering Data” phase should include data from the Non-Instructional Review Process.

A motion to amend the policy and accept as amended was made, seconded, and approved.

E. Staff Emergency Fund Committee:

- a. No report

F. Faculty Senate Report

- a. Faculty Senate Representative Peggy Woodall shared that there has been a new Faculty Senate President and Secretary elected.

VI. New Business

- A. Staff Special Event Parking** - President Cummings received a suggestion from a staff member that suggested that all employees receive advanced notice about special events on campus that impact staff parking. Senators discussed and agreed that no additional parking should be set aside for staff on those days, but that a courtesy email notification would be ideal. Vice President Sexton relayed a message from President Cummings on this issue. President Cummings will discuss this with Dr. Jones and suggest a courtesy email notification in the event that staff parking will be impacted.

Student Government Representative Cynthia Perez added that providing staff with additional parking during special events would take away from the already limited student parking. Perez implored staff to consider the parking issues from a student's perspective.

VII. Announcements/Comments

- A.** Quattlebaum added that HR was in the process of removing the faculty materials from the handbook, making a staff-only administrative guide.
- B.** Vice President Sexton reminded Senate that next month's meeting would be a potluck to welcome the new Senators.

VIII. Adjournment

A motion was made to adjourn and was seconded. Meeting was adjourned at 11:03 a.m.

The next Staff Senate meeting will be held on November 12, 2018 at 10:00 a.m. in the Cabe Room.

Appendix A:

Page 7 --There are several references to specific documents. Will these documents be posted in one easy to find location on My Henderson? Examples include: University Policy and Procedure Manual, Employee Transfer Request Form, Classified Employee Evaluation, Staff Annual Evaluation Form, and Transfer Request Form. -> Can't find them.

Response: Human resources are in the process of posting all of the existing mentioned forms.

--The statement is made that administration has the authority to interpret and to modify the handbook without prior notice. Since we are working hard to have transparency and shared governance, would this be a transparency issue?

Response: Quattlebaum stated that this statement is not intended to override shared governance, including that statement is in the pursuit of transparency. The administration does have the right to make modifications in circumstances that require quick changes. In that event, staff would be notified.

Page 12 --Is the EthicsPoint hotline something new, or has it always been available?

Response: The EthicsPoint hotline has always been available.

--Should information regarding an APN at the Student Health Center be included, or is the APN provided for students?

Response: Yes, it should. Quattlebaum stated that a line would be added with this information.

Page 13 Please explain the position transfer process and why the Transfer Request Form is required before an employee is considered for a position.

Response: Quattlebaum shared that the current personnel software makes it difficult to keep up with position changes on campus and that this process and form allows Human Resources to keep track of changes in position on campus.

Page 16 --Per state law state agencies are tobacco free (all forms of tobacco) and not just smoke free.

Response: This has been corrected.

--Please check how travel guidelines. I believe travel mileage is computed from campus unless you are traveling from home at the beginning of the work day because your home is closer to the required destination.

Response: Discussion between Senators and Quattlebaum confirmed that the guideline should state that when traveling for work, whether from home or work, the route with the less mileage would be counted.

Page 30 Management has authority to utilize, assign, and re-assign the workforce to fulfill the mission of the university. Will the employees or departments affected have input?

Response: Quattlebaum clarified that this statement applies to moments of great need. She gave the example that if, another department was in desperate need for someone to serve as a temporary administrative assistant during a busy time, administration would be well within their rights to ask her to perform those tasks.

Page 38 The holiday policy statement included does not explain that the state observes specific holidays or how the university follows the state policy.

Response: Discussion was had between Quattlebaum and senators. They came to the agreement that an explanation of why we observe specific holiday instead of other would be useful. Quattlebaum would like to include a link in the handbook to the current years holiday calendar.

Page 39 APERS and Arkansas Teachers is not listed. Are they no longer being offered by the university, or is there a point they will no longer be offered by the university?

Response: A decision was made by the board to no longer offer APERS and Arkansas Teachers. People were grandfathered in, but no new faculty or staff will be offered APERS or Arkansas Teachers.

Page 44 --A leave form (sick leave) is to be filled out within two days after the employee returns to work? All employees report to their supervisors when they are sick. Classified

employees complete biweekly time sheets. Non-classified employees turn in monthly leave reports. Does this statement mean a new sick leave form is being initiated?

Response: Quattlebaum stated that Human Resources are working towards a new, more efficient process. They are in preliminary stages, so there is not much information to share now.

--Is payment of a percentage of sick leave upon retirement Arkansas law (Arkansas Code)? If so, can the University change or stop this payment program?

Response: Yes, it is Arkansas Code. The university could choose to opt out of this payment program, but to Quattlebaum's knowledge no discussion to do so in the future has occurred.

Appendix B:

Growing Henderson Together - The Non-Academic Department Closure and Outsourcing Procedure

SCOPE:

This policy applies to all Henderson State University non-academic departments.

PURPOSE:

There are times where major changes are required to better meet the needs of students and the university in an ever-changing world. This proposal would create a pathway for the administration and staff to work together whenever this change involves the closure or outsourcing of non-academic departments. This will result in Henderson making the most informed decision possible.

RATIONALE:

The events at the end of the spring 2018 semester created uncertainty in numerous non-academic areas on campus. Many staff felt caught off-guard, and there was a feeling that advocates for staff, like the Staff Senate, were bypassed. Staff recognize that decisions about individual positions do not need to be discussed within those advocating bodies. Unfortunately, there was also a case where all personnel from a department were removed from their positions, and it was declared that steps were being taken to outsource the area. That would be understandable if there were legal issues or significant performance issues involved, but it was stated that the removals were not about performance or improper actions. The primary justification was because of a budget crisis.

The MMLC was originally created by the university as a non-profit and was self-sufficient other than things like personnel and facility/utility costs. Although there was a minor cost to the university, it provided many services and outreach benefits for Henderson and the community. Many began to ask what could happen to their own areas if a well-liked area with a relatively minor cost to the university, which also should have the potential to make itself entirely self-sufficient if needed, could have all its personnel removed without a well-defined transition plan in place.

This decision was a drastic change from the outsourcing process for the physical plant. Regardless of their opinion about the decision to outsource, many staff will agree that their

voices were heard and there was a robust dialogue around campus to make a well informed decision about the physical plant. These open discussions and transparent actions are beneficial to any university environment, and it also helps reassure its employees. This proposal should help to give staff some peace of mind and also ensure we can all work together to make Henderson a student focused environment while maintaining its essence -- a school with a heart.

POLICY:

Sometimes tough decisions need to be made which evaluate the efficacy of departments and how they relate to the overall mission of the university. There are also times where budget constraints, legal issues, or other factors may dictate the need for department and personnel changes. The power to make decisions for all of these tough situations remain entirely within the administration of the university. Although the final decision rests with the administration, it is always important to have as much information as possible before any major decision is made. To assist the administration with making these tough decisions, and to help Henderson proceed in the best path forward, there is a process to gather information and feedback about decisions related to the closure or outsourcing of any non-academic department.

The total recommended time for the process is 6 months (180 days), and it happens in 3 phases. The process may be stopped during any phase by the administration if it is determined the major change is no longer necessary. The times may also vary depending on the circumstances, but these recommended times should help facilitate a well-paced process. The three phases are Gathering Data, Shared Governance, and The Final Decision.

Phase 1: Gathering Data (estimated time - 90 days)

The administration will reach out to the department(s) once it is determined that steps toward outsourcing or the closure of a non-academic department may be necessary. This allows the department(s) to work with the administration to determine the full impact of the department(s) on Henderson and the community. Other areas affected by this change may also be included in this process.

This phase should help answer many questions related to the practicality of the major change. Some example questions that should be answered are:

- What savings/advantage will the university receive with this change?
- Is the department obsolete, and/or does it duplicate services?
- Can things be done with the current department to address all of this internally?
- What is the projected impact this change will have on Henderson (positive and negative)?
- What is the projected impact this change will have on the community (positive and negative)?

Phase 1 may be done openly or confidentially, but a conversation between the department(s), the administration, and any other related areas is important. It should also be remembered that anyone involved in this process will still have their regular duties to perform, so ample time should be given during this phase.

Phase 2: Shared Governance (estimated time - 60 days)

Phase 2 is designed to collect feedback from all areas affected by this change and provide it to the administration. A rationale for the change should be proposed to the shared governance process by the administration, and it should include at least a comprehensive summary of the data gathered in phase 1. This will not only work as a way to officially notify the Henderson community about the possible change, but it will allow new perspectives and information that may not have originally been considered during phase 1.

Phase 3: The Final Decision (estimated time - 30 days)

The administration will take the information gathered and reviewed during phases 1 and 2 to determine the best path forward. If a change to the department is required, a timeline should be created for the change. This timeline should ideally involve steps to:

- Provide a smooth transition
- Give time for employees to find other jobs either in-house or elsewhere
- Try to help as many employees as possible find employment somewhere else within the university whenever possible
- Try to help as many employees as possible continue with the new service provider whenever possible (when outsourcing)

The end of this phase will involve the announcement of the decision and the rationale behind it. If a change is required, at least a preliminary outline of the timeline will be announced at the same time. A full timeline should be released within an acceptable amount of time if it is not released with the announcement of the decision.