

# HSU Staff Senate Minutes

## Wednesday, April 10, 2019

### Members present:

Ricki Rebollar, Nikki Laird, Shawna McKenzie, Scott Chandler, Belford Williams Jr., Heath Sims, Mallory Turner, Phil McDaniel, Katie Brown, Jewelie Mills, Kelly Stewart, Jacob Mills, Kristopher Dunn, Leah Sexton, Cheryl Massey, Cody Hooten, Mickey Quattlebaum, and Susie Kirk

### Members absent:

Reo Cummings, Jennifer Sigman, Carrie Stanley, Jordan Bell, Lauren Smith, Karen Spradlin, Stacey Howard, and Beth Jackson

#### I. Call to Order

The regular meeting of the Henderson State Staff Senate was held on April 10, 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 March 13, 2019 meeting as read. The motion was seconded and approved.

#### III. Guest Speakers

##### A. Brandie Benton

1. Dr. Benton shared the schedule for 2019 Heart Start. There will be thirteen dates for this year's Heart Start. They will begin on June 6 and the last date will be July 25. Due to a large number of incoming aviation students, this year there will be two special Heart Start sessions unique to Aviation students. The full Heart Start schedule can be found on the newly re-designed website. The daily Heart Start schedule has been restructured - with the academic programming at the beginning of the day and more optional programs toward the end of the day. Dr. Benton reminded Senate that Heart Start is the best indicator for enrollment. Approximately 98% of those numbers are here on Census Day. On April 10, 2018 there were 575 students enrolled for Heart Start. On April 10, 2019, there were 602 enrolled. Benton stated that we are ahead because of more efficient communications across campus. Benton praised her team and their work with the university CRM (Customer-relationship management system). Due to the work of her team, the CRM is able to pull robust data, which allows them to communicate better and on a more regular basis with perspective students. Benton encouraged departments to request tables for Heart Start browsing sessions. All of the student departments, academic departments, and organizations will be together in the ballroom, unlike past years when they were separate.
2. Benton shared Admissions' next big recruitment event - Junior Reddie Day . It is April 25, which is also Quad Day. It targets high school juniors. That have 125 individuals signed up and eight large school groups that consist primarily of juniors but with some seniors. This year the focus of Junior Reddie Day is campus life. This

is the last large recruitment event until Heart Start. The Admissions office does have all of their Reddie Days planned for next year.

**B. Rick Paskel**

1. Rick Paskel share that as of April 12, the cleaning schedule shifts will change. The 4 AM shift will be downsized and start at 5 AM. This will allow for a better use of time and supervision. The 7 AM shift will come in at 6 AM. This will ensure that there are more custodial staff on campus during the day. This will help prevent custodial issues from turning into maintenance issues. The later shift will remain the same.
2. The best way to reach SSC is by submitting a maintenance request, calling physical plant 5179, or reaching out to Rick directly. Senators commended the work that SSC has done so far and have noted vast improvements.

**IV. President's Report**

- A. President Sexton visited with Dr. Jones. He stressed that if you have any concerns with your prescriptions, that you reach out to Human Resources. Planning and Budgeting Committee has one more meeting before Board of Trustees Budget workshop. Sexton commended Wrenette Tedder for the voice she gives to staff in those Planning and Budgeting Committee meetings. Sexton shared that the Staff Senate executive committee is working on the staff award luncheon. Sexton reminded Senate to nominate staff for awards. Senate mentioned that the website update is complete.

**V. Treasurer's Report**

- A. Treasurer Kris Dunn delivered the report. The tentative balance is 304.90. Last pending transaction was 28.95 for a new prop check for staff award photos and videos. The logo needed to be updated on the prop check. This will leave the final balance at 275.95.

**VI. Committee Reports**

- A. Election Committee
  1. Senator Tamara Horn is leaving HSU, which left open a spot on Staff Senate in the Academic Affairs area. Ms. Katie Brown from the Academic Advising will fill that vacancy. The committee reached out to the alternate who had the most votes, but they were unable to accept the position. The next alternates were all tied, so we chose alphabetically.
- B. Faculty Senate Representative
  1. No report.
- C. Shared Governance Committee
  1. Next meeting will assign new positions for committees. Those will have to be approved by President Jones.

**VII. Announcements/Questions/Comments**

- A. Kris Dunn announced that every other Wednesday, Outdoor Adventure Group through the Rec Center meets from 3-4 PM to do a campus clean up.
- B. Leah Sexton reminded Senate about the Reddies at the Travelers Alumni event.
- C. Staff and senators reached out to President Sexton with questions via email
  1. The first question was related to the line in the Catastrophic Leave policy about having 80 hours of leave before requesting Catastrophic leave. Mickey Quattlebaum clarified that the 80 hours required are retrospective and that is a

state mandated rule. It is in place to make sure that one was not using hours frivolously prior to the need for Catastrophic Leave.

2. The second question needed clarification on the benefit of sick time. Mickey Quattlebaum shared that sick leave is granted, not earned or accrued in the budget the same way as Annual. Classified staff get a percentage of it paid out when they retire. Quattlebaum also clarified the specific uses of sick time and how abusing it is theft.

**VIII. Adjournment**

A motion was made and seconded to adjourn. Adjournment at 10:59 AM

- IX.** Next meeting will be held on May 8 , 2019 at 10 AM in the Cabe Room.