

Minutes
HSU Staff Senate
April 11, 2012

CALL TO ORDER

The regularly scheduled meeting of the Henderson State University Staff Senate was called to order at 10:00am in the Wilson room by President Dan Mabery.

ROLL CALL

Members Present: Amanda Baker, Stephanie Bailey, Yvette Bragg, Martha Bryant, Bettie Buckley, Charlie Fetterhoff, Josh Hebig, Debra Hill, Penny Kinder, Dan Mabery, Randy McCauley, Beverly Quillin, Brenda Scott, David Sesser, Drew Smith, Karen Spradlin, Annette Summerford, Rhonda Thigpen, Sharon West, Deloris Williams

Members Absent: Anna Eudy (p), Josie Gordon (p), Alan Ford

Proxy: Pam Perez was present on behalf of Anna Eudy and Lenette Jones was present on behalf of Josie Gordon

APPROVAL OF MINUTES

The minutes from the previous meeting were distributed. Dan Mabery noted that it is “classified staff” that the governor is preventing salary increases for and not non-classified as stated in the president’s report section, correction of a run-on sentence as pointed out by Drew Smith in the president’s report and the word “what” needed to be added to a sentence in the new business section as recognized by Deloris Williams. With these amendments, the minutes were approved on motion by Randy McCauley, seconded by Beverly Quillin.

STAFF GRADUATE RECOGNITION

In the past Staff Senate has purchased diploma holders for staff that have graduated as a form of recognition. Dan Mabery asked for approval from the senate to move forward with the selection process of seeking out those individuals that have graduated in December 2011 or will graduate in May 2012. This recognition will take place on May 22, 2012 at the staff awards luncheon. The request was approved on motion by Beverly Quillin, seconded by Yvette Bragg.

EMPLOYEE OF THE YEAR PROCESS

Last year’s staff senate decided to revamp the Employee of the Year process by revising the timeline as they felt that the process was rushed. Dan Mabery said that last year’s senate decided that notification needed to go out in April instead of June and asked for approval from the senate to begin the process of selection. The request was approved on motion by Karen Spradlin, seconded by Beverly Quillin. Dan also reported that President Glendell Jones and his wife will open their home and host the celebration of the Employee of the Year to be held in late July, around the 23rd or 24th. Dan said that we will follow the guidelines provided by the state, when selecting the employee of the year so that our candidate could compete with the state employee of the year process.

STAFF TEXTBOOK SCHOLARSHIP

David Sesser passed out copies of the updated application for the textbook scholarship and a list of FAQs which were also updated. He reported that the committee selected a deadline for receiving applications as April 30, 2012 by 3:00pm. He asked for approval from the senate to proceed with the process and get

the information out to the staff as soon as possible. He said that once approved the applications would go out to different locations on campus that include the Financial Aid office, Cashiers window, Huie Library Reference and Circulation Desk, Physical plant office, Garrison Information Desk and electronically on Reddie Connect. Dan Mabery asked for discussion or question from the senate about the process. Drew Smith asked if the amount of the scholarship would ever be increased as the prices of books go up. Dan Mabery said that the senate would need to look at the staff senate budget to see if this was possible in the future. David Sesser said that once approved an email would be sent to all faculty and staff. He also asked the senate to encourage anyone they may know to apply for the scholarship, as numbers have been down in the past. Dan Mabery asked for approval from the senate for the documents as presented by David Sesser and approval for the committee to move forward with the selection process. The request to move forward was approved on motion by Drew Smith, seconded by Bettie Buckley.

PRESIDENT'S REPORT

Dan Mabery reported that Lecia Franklin stated that roof repairs are continuing within the Garrison Center to fix some leak problems. She also stated that there has been a set back with the cafeteria because the bid was higher than what was budgeted. They are going back to the drawing board to see what adjustments can be made and will rebid the process to see if we can lower the potential cost. Dan said that the Board of Trustees is very conscious that university wants to build a cafeteria that is high quality and will last several years. The new process of bidding will happen within the next 1-3 weeks.

Dan said that at the Board of Trustees meeting it was presented by Lecia Franklin that we are looking at some cost saving opportunities through the refinancing of bonds the university currently has. Dan said that we are also seeking bonds to fund the energy savings program that will happen on campus. This program will look at changing the lights and ways to conserve energy with our partner. Dan said that over the duration of the contract we have with the company we are guaranteed savings and if we don't save money with the work that they have done they will write us a check for the difference.

Dan stated that the budget for next year was not presented, however budget priorities, including fiscal priorities were addressed at the Board of Trustees meeting.

Dan stated that Dr. Vernon Miles reported that we are well on our way to meet the state mandate of changing our required number of credit hours for graduation from 124 to 120. He said that they are looking very carefully at each individual major to determine what adjustments could be made so that we move from 124 hours to 120 hours.

Dan stated that the board approved the five year contract resolution for Glendell Jones. Dan said that Mr. Jones would be on campus July 1, 2012. He also stated that Mr. Jones will be serving in a consulting capacity between now and then as he makes the transition to our campus.

STAFF HANDBOOK

Dan stated that he has spoken with human resources on this process that was started a few years ago and that Kathy Taylor had chaired the committee. Penny Kinder stated that there were several areas of the current staff handbook that needed to be revised which included: updating material, adding additional sections and adding some clarification to areas in the handbook. Dan reported that last year's senate recommended that the process of revising the staff handbook be completed by this year's senate. Dan stated that the notes from the previous senate's work on the revision of the staff handbook would be available for the new committee. Dan asked for recommendations from the senate on ways to

put together a quality, sustainable committee to bring this process and continue until completion. He said that the current handbook really only addresses the needs of classified staff members and not non-classified staff. A motion was made to allow the staff senate president the ability to appoint committee members to include: one person from each area of staff senate, a non-classified member at large, and two co-chairs. The President-elect position will be a permanent co-chair and the additional co-chair will be appointed from the staff senate. The motion was made by Deloris Williams, seconded by Stephanie Bailey and approved by the senate.

ANNOUNCEMENTS

Martha Bryant mentioned that graduation would be held on May 11, 2012. Brenda Scott mentioned that ROTC commissioning would also be held on May 11, 2012.

STAFF CONCERNS

Martha Bryant asked if offices would close at 3:00pm for the months of June and July again this summer. Dan Mabery reported that he had not heard if this was a possibility or not but would look into it.

Martha Bryant also mentioned that she picked up two nails in the drive, by the Garrison, due to the construction going on. She asked if there was a way to talk to the construction company about cleaning up better, as she also has picked up glass and trash in the same area. Dan said that he would talk to Lecia Franklin about the problem.

Dan reported on the concern of not having a bike rack in the area between McBrien and Evans hall. He stated that Lecia Franklin was having a bike rack moved immediately to that area from another location and that if this became a problem they would order another bike rack to replace the one moved. Stephanie Bailey stated that a bike rack was also needed near Foster Hall. Dan said he would address these issues with Lecia Franklin.

Deloris Williams stated that the entrance between East and West halls tight and would like to ask that the dumpster be moved to another location.

ADJOURNMENT

On motion by Brenda Scott, seconded by Beverly Quillin the meeting was adjourned.