

Minutes  
HSU Staff Senate  
January 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:** Stephanie Bailey, Amanda Baker, Yvette Bragg, Martha Bryant, Bettie Buckley, Anna Eudy, Charlie Fetterhoff, Alan Ford, Josie Gordon, Josh Hebig, Penny Kinder, Dan Mabery, Randy McCauley, Beverly Quillin, Brenda Scott, David Sesser, Drew Smith, Karen Spradlin, Annette Summerford, Sharon West, Deloris Williams

**Members Absent:** Debra Hill and Rhonda Thigpen (p)

**Proxy:** David Thigpen was present on behalf of Rhonda Thigpen

**Guests:** Jennifer Holbrook and Flora Weeks

**APPROVAL OF MINUTES**

Dan Mabery passed out folders to all staff senators. These folders contained the following information: membership roster, 2012 meeting schedule, previous meetings minutes, current meeting's agenda, blank proxy form, and the Staff Senate Constitution. Senators were asked to send a proxy to any meeting that they are unable to attend. Dan said that he could send the proxy form to anyone that needed it in electronic form at any time.

Dan asked that Amanda Baker keep notes from the meeting until a new secretary had been elected.

The minutes from the previous meeting were distributed. Minutes were approved as distributed on motion by Karen Spradlin, seconded by Annette Summerford.

**NEW BUSINESS**

Guest Jennifer Holbrook, director of multimedia learning center, reported to Staff Senate regarding the Higher Learning Commission (HLC) visit that is to take place February 19-22, 2012. Ms. Holbrook informed Staff Senate that the full HLC report could be viewed at any time by going to [www.hsu.edu/hlc](http://www.hsu.edu/hlc). Ms. Holbrook stated that the full HLC report was sent to 6 reviewers from other universities on December 21, 2011, allowing them time to study the report, make notes, check references and prepare questions for the actual visit. Ms. Holbrook presented a slide show, detailing a breakdown of Henderson's Mission Statement. Ms. Holbrook stated that, during the visit, there will be 2 main things that Henderson faculty, staff and students will be expected to have an understanding of: 1. Henderson's mission statement and 2. The mission statement of each department on campus. Ms.

Holbrook asked that all supervisors on campus print out and distribute the departmental mission statements to all employees in their area. She also suggested that everyone on campus become familiar with the HLC report in case they are stopped and asked questions when the committee is on campus. Ms. Holbrook passed out sample questions to all Staff Senators that the HLC committee might ask. Dan Mabery encouraged everyone to pass along the information presented by Ms. Holbrook to others in their departments.

Guest Flora Weeks, Secretary to the Board of Trustees, reported to Staff Senate on the progress made by the Presidential Search Committee. Ms. Weeks said that an updated timeline on the Presidential Search would be online by Friday, January 13, 2012. Ms. Weeks said that the committee met last Friday, January 6, 2012 and will meet again this Friday, January 13, 2012 to complete the work to identify all semi-finalists for the position. Ms. Weeks stated that 2 weeks after the semi-finalists have been selected they will meet with the Presidential Search Committee, where the list will be narrowed down to 3-5 names. These names will be submitted to the Board of Trustees as finalists. The Board of Trustees will meet and decide to accept all or part of the committee's recommendations. Once the finalists are determined on-campus forums will be held with faculty, staff and students. The Board will use the evaluation results from the forums to make their final decision. Dan Mabery thanked Ms. Weeks and the Committee for taking the time to share with Staff Senate and providing us with up-to-date information.

#### **ELECTION OF OFFICERS**

Dan Mabery called for the election of new officers to fill all vacant positions. The positions that needed to be filled included: Secretary and President Elect. Dan reminded everyone that anyone listed on the roster, provided in the folders, in green would be eligible to be nominated for the President Elect position. Dan called for nominations for the position of Secretary. The following people were nominated and either accepted or declined: Anna Eudy (accepted nomination), Yvette Bragg (declined nomination), and Amanda Baker (accepted nomination) and David Sesser (declined nomination). A secret paper ballot was collected and counted by Beverly Quillin and David Thigpen. Amanda Baker was elected as the next Staff Senate Secretary. Dan called for nominations for the position of President Elect. He informed the senate that this position also comes with a small stipend as they serve as president. The following people were nominated and either accepted or declined: Dr. Drew Smith (accepted nomination), Alan Ford (accepted nomination), Martha Bryant (declined nomination), Rhonda Thigpen (accepted nomination via proxy David Thigpen), and Beverly Quillin (declined nomination). A secret paper ballot was collected and counted by Beverly Quillin and David Sesser. Dr. Drew Smith was elected as Staff Senate President Elect.

#### **PRESIDENT'S REPORT**

Dan Mabery met with Lecia Franklin and reported that the upcoming Board of Trustees meeting will take place in the newly completed Board room located on the 3<sup>rd</sup> floor in Womack Hall.

Plans for the new Caddo Cafeteria are almost complete and contractor bids will be going out in February. The front of the new cafeteria will face the ravine and the back will face East and West Halls.

The new facility will be able to seat more students and will have a portion that can be sectioned off for banquets as needed.

Dan Mabery reported that Schneider engineering will begin work on energy efficiency projects around campus. The Board of Trustees will be asked to approve a proposed projects list at next board meeting.

Dan Mabery reported that he did not have the opportunity to meet with President Jones but will have a report at next month's Staff Senate meeting.

### **ANNOUNCEMENTS**

Classes begin next week, Wednesday, January 18, 2012, with registration on Tuesday, January 17, 2012. Randy McCauley asked if Staff Senate could do the "Ask Me" project again. During discussion Martha Bryant brought up that there will not be as many new freshmen on campus as there were in the for the fall semester. It was suggested that instead of having people all over campus giving directions to lost students, we place someone in Womack Hall, since several offices had moved and new signage had not been hung yet. Dan asked for a commitment from Staff Senate to participate in the "Ask Me" project for the spring. Dan said that he would put together a schedule and send it out for people to sign up for times to help. Dan also said that he would get the "Ask Me" buttons from Deborah and pass them out to those who could help out.

The MLK committee asked if Staff Senate would nominate 3 members to attend the prayer breakfast that was to be held Wednesday, January 18, 2012 beginning at 6:45am. Dr. Drew Smith and Yvette Bragg agreed to attend the breakfast as Staff Senate representatives. Alan Ford stated that he would ask Jennifer Wright, Admission Counselor, to attend the event as the third representative of the Staff.

Dan Mabery passed out a list of Staff Senate Committees and asked that everyone look over the list and think about what committee(s) they would like to serve on for the upcoming year. Dan stated that he would have senators sign up for committees at the meeting next month.

Alan Ford asked that if staff members had concerns that needed to be brought to the attention of the Presidential Search committee they could be brought to him and he would pass them along.

On motion by Martha Bryant, seconded by Randy McCauley the meeting was adjourned.

Respectfully Submitted,

Amanda Baker