

Minutes  
HSU Staff Senate  
September 12, 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, Yvette Bragg, Martha Bryant, Bettie Buckley, Anna Eudy, Charlie Fetterhoff, Josie Gordon, Josh Hebig, Vickie Jones, Penny Kinder, Dan Mabery, Randy McCauley, Beverly Quillin, Dusty Schmid, David Sesser, Drew Smith, Karen Spradlin, Rhonda Thigpen, Sharon West, Deloris Williams

**Members Absent:** Stephanie Bailey and Debra Hill

**APPROVAL OF MINUTES**

The minutes from the previous meeting were distributed. Minutes were approved on motion by Beverly Quillin, seconded by Karen Spradlin.

**PRESIDENT'S REPORT**

Dan Mabery reported that he met with Bobby Jones and that the Caddo Cafeteria construction project is on track to be completed on time. As a result we had to lose the additional parking spaces behind foster hall and all handicapped parking spaces have been moved to the front of Foster hall. Dan said that he was told the university is in the process of buying a piece of property on Wilson Street to potentially expand parking for campus.

**OLD BUSINESS: REPRESENTING HENDERSON IN OUR WARDROBES**

Dan Mabery asked for additional discussion on this topic. Discussion was held and as a result, staff senate decided not to formally address this issue but to leave it up to the direct supervisor of the staff member to dictate proper dress.

**STAFF FORUM**

Dan Mabery provided staff senate a list of questions to be asked at the upcoming staff forum and asked for the senate to review and prioritize the topics, if needed. Dusty Schmid suggested that we prioritize them based on which questions affect the greatest number of people, senate agreed. Dan said he would be providing Dr. Jones a copy of the questions prior to the forum so he would have an opportunity to prepare answers.

**BATTLE OF THE RAVINE OFFICE DECORATING CONTEST**

Dan Mabery reported that the Battle of the Ravine office decorating contest is a Staff Senate sponsored event that has taken place in the past. Dan said that he talked with Dr. Jones and he is willing to provide the prize for the winning office. Staff senate decided to host this event again a committee was formed. Martha Bryant and Beverly Quillin agreed to serve on the committee and will decide on a theme and report back at the next meeting.

**EOY REVIEW COMMITTEE APPOINTMENTS**

Dan Mabery asked that Rhonda Thigpen to serve as chair of this committee. The committee will provide information on what other universities are doing to select their Employee of the Year. Dan asked that Rhonda have a report for the senate at the next meeting.

### **COMMITTEE REPORTS**

#### **A. HANDBOOK**

Drew Smith provided staff senate a copy of the outline for the handbook. Drew asked for feedback or questions from staff senate on the outline. Dan Mabery suggested that we include a few diagrams on how to fill out a time card and how to fill out monthly leave of absence forms for salary employees. Dan suggested that all comments or suggestions be forwarded to Penny Kinder or Drew Smith and thanked the committed for the work that they had completed thus far.

#### **B. STAFF MEMBERSHIP FOR 2012**

Karen Spradlin reported that the major election will begin in a couple of weeks and that she will be getting a complete list of all staff from Penny Kinder in order to start this process.

### **STAFF/FACULTY WORKOUT ROOM IN GARRISON CENTER**

Dan Mabery reported that he was supposed to have a meeting at 4:00pm today with the President of Student Government, President of Faculty Senate, Dr. Lewis Shephard and Dr. Glendell Jones to discuss the Dunn Center and Garrison Center recreation space but this meeting had been cancelled and will be rescheduled. Dan asked for concerns that have been brought to the attention of the senators about this issue. It was suggested that this topic be added to the list of questions that are to be asked at the staff forum. It was also reported that faculty and staff would like to see some sort of alternative option if the Garrison Center recreation space is removed.

### **ANNOUNCEMENTS**

Dan Mabery asked for announcements and there were none at this time.

### **STAFF CONCERNS**

Dan Mabery reported that he was contacted about the parking area that needed to be stripped on 11<sup>th</sup> street. He said that Henderson and the City of Arkadelphia have completed this project and that area has been stripped.

Dan also reported that he was contacted about Obamacare and asked if Henderson will be refunding any health insurance or related funds to employees. Dan said he had no knowledge of this and would visit with Bobby Jones about this issue.

Martha Bryant reported that some football players are parking in the handicapped spaces next to Money hall in the mornings. She stated that this area is not getting patrolled on a regular basis around this time and it is becoming a problem. Dan Mabery said that he would inform university police about the parking issues in the morning.

Dan Mabery reported that the he had heard that the City of Arkadelphia does not want University police to issue any more handicapped parking tickets because the court docket was full with these kind of tickets. Dan said that he addressed this issue with Police chief Johnny Campbell and verified that this is a rumor.

Randy McCauley reported that a projector was stolen out of a classroom in Reynolds all this past weekend. He asked that the senators please help to make sure the classroom doors are locked at all times and to keep an eye out for this type of behavior. Randy said that he intends on sending out a campus wide email about the incident once he has visited with the investigator.

**ADJOURNMENT**

On motion by Beverly Quillin, seconded by Charlie Fetterhoff the meeting was adjourned. The next scheduled meeting of Staff Senate will be held October 10, 2012.