

Minutes  
HSU Staff Senate  
November 14, 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, Ernie Higgs, Penny Kinder, Dan Mabery, Beverly Quillin, Dusty Schmid, David Sesser, Drew Smith, Karen Spradlin, Rhonda Thigpen, Sharon West

**Members Absent:** Stephanie Bailey, Debra Hill, Vickie Jones, Randy McCauley and Deloris Williams

**APPROVAL OF MINUTES**

The minutes from the previous meeting were distributed. Minutes were approved as amended on motion by Beverly Quillin, seconded by Ernie Higgs.

**PRESIDENT'S REPORT**

Dan Mabery reported that he met with Bobby Jones and the Caddo Cafeteria construction project is still on schedule to be completed by mid-May. Dan also reported that he spoke with University Police about the parking problem in front of Foster hall and they would be in that area regularly writing tickets in an effort to make an impact on the problem. Dan said that he visited with the administration about the possibility of installing a charging station for electric vehicles on campus. He said that currently there is only one person on campus with this type of vehicle but as they become more popular the institution would look at providing some sort of charging station.

**COMMITTEE REPORTS**

**A. HANDBOOK**

Drew Smith reported that there was no new information to report from the handbook committee.

**B. STAFF MEMBERSHIP FOR 2013**

Karen Spradlin reported that she had notified all nominated candidates and that the deadline for them to accept or decline the nomination was November 26, 2012. She reported that elections would be held during the 1<sup>st</sup> week of December and that she would need volunteers to sit at the election table from 10am -3pm, once a date was selected. During discussion it was decided that an absentee ballot would be taken to the physical plant and custodial staff meetings so that they would have the opportunity to vote in the election.

**C. EOY REVIEW COMMITTEE**

Rhonda Thigpen provided staff senate a copy of the study that was done. Rhonda reported that according to the state of Arkansas it is up to the university to make the decision on who is eligible for this award. After discussion a motion was made to allow all staff members, including staff senate members, the opportunity to be eligible for nomination for Employee of the Year. This motion was made by Martha Bryant, seconded by Beverly Quillin and approved unanimously by the senate.

**D. SPRING TEXTBOOK SCHOLARSHIP**

David Sesser reported that an email notification for the staff textbook scholarship had been sent out to all staff twice and that the applications were due the following Friday. He said that he would be sending out a final reminder to all staff and would be extending the deadline to the following Monday. He

reported that once all applications were received the committee would meet and select a winner. David asked all senators to encourage people to apply for the scholarship.

#### **E. ADVANCED DEGREE COMPLETION STUDY**

David Sesser reported that he had spoken with faculty senate and looked at the faculty senate handbook for information on this topic. He said that currently there is not a policy to reward faculty members monetarily when they earn an advanced degree but when an advanced degree is completed the faculty member then becomes eligible for promotion. David provided staff senate a copy of a proposed Professional Development Policy, which he adapted from the Arkansas State University policy. After review of the document, Dan Mabery suggested that the committee work with faculty senate to put together a joint plan.

#### **ANNOUNCEMENTS**

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

#### **STAFF CONCERNS**

Dan Mabery reported that he received an email about a concern that President Jones did not send out an email on October 12, 2012 about the university closing early for fall break and this was causing staff moral to be down. Dan said that closing the university early during break periods was not a guarantee and that this practice in the past was a privilege. Dan said that he would visit with Dr. Glendell Jones about this concern.

Dan also reported that he received a suggestion to have seat liners be provided in the restrooms on campus. Dan said that he would address this issue with Bobby Jones and the physical plant staff to see about cost issues related with this suggestion.

Beverly Quillin reported that there was a problem with parking in front of Foster for individuals using wheelchairs. She said that people are using the wheelchair parking spaces that are not wheelchair users and suggested that signage be purchased to mark the wheelchair only spaces.

#### **DECEMBER 'S MEETING REMINDER**

Dan Mabery reminded the senate that the next staff senate meeting would take place in the Sun room in the Garrison Center and it would be a potluck. Dan said that the incoming senators for next year's senate would also be present at this meeting. Dan also said that he would be sending out an email about the potluck to all senators so others could sign up for items to bring.

#### **ADJOURNMENT**

On motion by Martha Bryant, seconded by Ernie Higgs the meeting was adjourned. The next scheduled meeting of Staff Senate will be held December 12, 2012.