

Minutes
HSU Staff Senate
May 9, 2012

CALL TO ORDER

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

ROLL CALL

Members Present: Stephanie Bailey, Amanda Baker, Yvette Bragg, Martha Bryant, Bettie Buckley, Anna Eudy, Charlie Fetterhoff, Josie Gordon, Josh Hebig, Debra Hill, Penny Kinder, Dan Mabery, Randy McCauley, David Sesser, Drew Smith, Karen Spradlin, Rhonda Thigpen, Sharon West, Deloris Williams

Members Absent: Alan Ford, Beverly Quillin (p), Brenda Scott

Guests: Teresa Porter was present on behalf of Beverly Quillin and Chad Fielding

APPROVAL OF MINUTES

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

NEW BUSINESS

Guest Chad Fielding, Interim Vice President for Student Services, reported to staff senate about upcoming plans in the Department of Student Services. He stated that they are very aware of the need for more residence halls on campus as the number of students living on campus increases. They are in the process of working with an architect to put plans together for new residence halls and that this most likely will be a phased in project. He reported that they have restarted the Enrollment Management committee and that this committee has plans to review the university's admissions standards. He also noted that there would be changes in the current provisional program as well as a revamping of the Emergency management plan. Mr. Fielding reported that the university will begin work this summer on several projects that will foster a safer environment on campus.

EMPLOYEE OF THE YEAR PROCESS

Dan Mabery reported that he sent out a call for nominations a few weeks ago and would send out a reminder to all faculty and staff soon. He stated that currently there had been only one person nominated and encouraged others to nominate.

STAFF TEXTBOOK SCHOLARSHIP

David Sesser reported that 4 applications for the fall textbook scholarship had been received. He stated that the committee had chosen a winner and it would be announced at the Staff luncheon to be held on May 22, 2012.

PRESIDENT'S REPORT

Dan Mabery reported that at the Board of Trustees meeting last week, the board approved the budget. He also reported that the rebidding process for the cafeteria would begin soon and that the board does not expect this process to affect the ground breaking timeline. He said that the ESCO lighting project has begun and is in the process of seeking out bonds and identifying a bidder. Dan also reported that

the board had finalized the contract for Dr. Glendell Jones and that they had approved an increase in tuition/fees(4.02%), housing (5%) and meal plans (5%) for the upcoming year.

STAFF HANDBOOK

Dan Mabery stated that the committee has been selected to begin the process of revising the staff handbook. The committee members include: Drew Smith (co-chair), Penny Kinder (co-chari), Sharon West, Rhonda Thigpen, Deloris Williams, Josh Hebig, Yvette Bragg, Beverly Quillin and one other from the Student Services department. Dan reported that a planning kickoff event would be planned for sometime in June or July.

ANNOUNCEMENTS

Dan Mabery reported that Annette Summerford had taken a position in another department on campus and had resigned her position on Staff Senate. He stated that the membership committee would need to look at the results from the previous election to see if the spot could be filled by the next nominated candidate. If the committee is unable to fill the empty position by these means a special election would need to be held before the June 2012 meeting.

STAFF CONCERNS

Dan Mabery reported that there had been new information on whether or not offices would close at 3:00pm for the months of June and July.

A motion was made to approach Human Resources about including a moment of silence and a reading of names of those staff members that have passed away while employed at the university. This motion was made by Drew Smith, seconded by Charlie Fetterhoff and approved by the senate.

Dan also reported that it had been a tradition of staff senate in the past to cancel the July meeting for the summer. He asked for discussion from the senate and with none officially cancelled the July 2012 staff senate meeting.

ADJOURNMENT

On motion by Drew Smith, seconded by Martha Bryant the meeting was adjourned.