

HSU Staff Senate Minutes  
Wednesday, September 13, 2017

Members Present: Katrina Rogers (Alternative for Brian Bagwell), Randy McCauley, Ermatine Johnson, Christina Jones, Carrie Roberson, Jacob Bland, Krystal McLane, Chanda Hooten, Erin Poe, Jimmy Elgas, Reo Cummings, Belford Williams, Jordan Argo, Jennifer Wright, Yvette Bragg

Members Absent: Sheri Phillips, Forrest Schultz, Vickie Shipley

The regular meeting of the Henderson Staff Senate was held on September 13, 2017 in the Cabe Room. President Chanda Hooten called the meeting to order at 10:01 a.m.

I. Minutes from the August 9, 2017 meeting were approved as amended.

II. President Reports:

President Hooten reminded the Senators of the Title IX training that Allison Vetter sent in an email, and encouraged the Senators to complete the online training before the deadline. President Hooten shared with the Senators about the new campus calendar app. All campus calendar events are loaded on the app for you to see. She encouraged Senators to use the app and to make students aware of the app and the calendar events. President Hooten also informed the Senators of the website in which the calendar could be accessed; [hsu.edu/Calendar](http://hsu.edu/Calendar).

President Hooten informed the Senators of the Mandatory Reporter Training. She stated that if anyone had gone through the training before, it was going to be up for renewal the beginning of October.

President Hooten thanked everyone who came to the Conversation Café and encouraged Senators to continue to engage in those. She also reminded the Senators of the upcoming Campus Forum, Retention and Admission, and encouraged everyone to attend.

III. Committee Reports:

- A. **Election Committee**-No report at this time.
- B. **Textbook Scholarship Committee**-No report at this time.
- C. **Staff Handbook Committee**-The final draft has been looked at by Elaine Kneebone and is now being reviewed for approval from President Dr. Jones and Dr. Powell.
- D. **Survey/Shared Governance Committee**- See new business.
- E. **Staff Emergency Fund Committee**- See old business.
- F. **Faculty Senate Report**-No report. Please read the Faculty Senate minutes.

IV. Old Business:

A. Staff Emergency Fund Policy:

Jennifer Wright (chair) reported that an email was sent out to all Senators to look over the policy and procedures prior to the meeting and asked Senators for suggestions or comments. Some Senators felt that some of the conditions needed to be looked at again. A recommendation was made to take the policy back to the committee and revamp some of the conditions. Carrie Robinson reported that there are currently \$340 in the Emergency Fund account. Jennifer Wright stated that we need a campaign of some sort to ask for donations after the policy is in place. President Hooten encouraged the Senators to go ahead and spread the word about the donations and that there is a payroll deduction option. Jennifer stated that a follow up email will be sent out with the revised policy and procedures for the Senators to review again before the next meeting.

B. Ratifying Staff Senate Constitution:

The Constitution will go before the Board of Trustees on Friday and once stamped with approval, an email will be sent out. Then the general elections and new elections can take place.

V. New Business

A. Staff Excellence Award

President Hooten thanked Beth Taggard and Julie Cissell for getting the awards going and announced that they were going great. Three people have been awarded so far and the excitement that recipient's shown are well worth it. President Hooten suggested that students be allowed to vote for a nominee as well. President Hooten felt that this was a good way for students to be involved and have a be able to recognize someone they felt was doing them great service. She suggested that the students will be included in the email that is sent out for nominees. All Senators were in favor of allowing students to vote for nominees. No one opposed.

B. Shared Governance Proposals:

The Felony Review Policy and Procedures and the Interim Policy on Assistance Animals were reviewed by the Senators prior to the meeting. Randy McCauley (chair) felt that a few grammatical errors needed to be fixed, but that the proposals were well written and that no changes needed to be made to the meaning of the policies. President Hooten stated that a third policy had just been sent out before the meeting and it would need to be reviewed at the next meeting. Randy recommended that both policies be approved as written. A motion to approve the Felony Review Policy and Procedure was made. Motion was second. Policy was approved. A second motion was made to approve the Interim Policy on Assistance Animals. Motion was second. Policy was approved.

VI. Announcements

- A. Carrie Robinson announced that the Giving Counts Campaign would be launched soon with letters from President Glen Jones. Carrie announced that t-shirts would be given to those who donated, no matter the amount. Carrie stated that when applying for grant monies, the foundation is asked of what percentage the university receives donations from staff and faculty. In order to receive more funds, the university needs more faculty and staff members to give back. Carrie stated there are several options on how you can make those donations and also where you want the funds to be donated.
- B. The Campus Forum email will be sent out soon and President Hooten encourages all to attend.

VII. Adjournment

A motion to adjourn was made and seconded. Meeting was adjourned at 10:37 a.m.

The next Staff Senate meeting will be held on Wednesday, October 11, 2017 at 9:00 a.m. in the Cabe Room at the Garrison Center.

Respectfully submitted,

Krystal McLane

Staff Senate Secretary