

HSU Staff Senate Minutes  
Wednesday, June 14, 2017

Members Present: Brian Bagwell, Jennifer Wright, Vickie Shipley, Ermatine Johnson, Carrie Roberson, Earl Beasley, Yvette Bragg, Erin Poe, Chanda Hooten, Krystal McLane

Members Absent: Jordan Argo, Jacob Bland, Reo Cummings, Jimmy Elgas, Shelia Hollis, Christina Jones, Randy McCauley, Sheri Phillips, Forrest Schultz

The regular meeting of the Henderson Staff Senate was held on June 14, 2017 in the Cabe Room. President Chanda Hooten called the meeting to order at 10:00 a.m.

I. Minutes from the May 10, 2017 meeting were approved as amended.

II. President Reports:

- A. **Campus Forums:** President Hooten announced that another Conversation Café will be scheduled for the fall. A potential date of August 21<sup>st</sup> from 3:30-5:00 is being considered and will need to be confirmed. In efforts to have the campus forums available to everyone, Hooten announced that a forum will be during welcome week so that the incoming freshman have the opportunity to attend. The forum topic for the welcome week is on Fake News & It's Impact on Society once again. There will be two other forums with different topics held during the fall semester. The dates to these forums will be sent out via email. President Hooten encouraged all Senators to attend.
- B. **Staff Awards Banquet:** President Hooten reported that the Staff Awards Luncheon was a great success and she hopes that we are able to continue to have the same type of rewards and prizes. Hooten expressed her gratitude towards those who made donations for the auction and for everyone's participation. Senators shared how other staff members reported that they really enjoyed the luncheon this year. Hooten encouraged the Senators to continue to send in nominations for staff awards and to encourage other faculty and staff members to do the same. Without an adequate amount of nominations, the awards could potentially be discontinued.
- C. **Shared Governance Proposals:** There were three different proposals Dr. Powell presented to the Board of Trustees. The board approved 2 of the 3. Dr. Powell stated that the issues with the Salary Savings Policy proposals will be tabled until after the beginning of the fall semester so that he can meet with both the Staff Senate and Faculty Senate and the proposals can be re-evaluated.

III. Committee Reports:

- A. **Election Committee**-No report at this time.
- B. **Textbook Scholarship Committee**-An email will be sent out asking for nominations.
- C. **Staff Handbook Committee**-The final draft is needing to be approved by Elaine Kneebone. Still in progress.
- D. **Survey/Shared Governance Committee**- No report at this time.
- E. **Staff Emergency Fund Committee**- Jennifer Wright (chair) reported that the committee has established procedures and policies for the funds. Guidelines and applications are ready and will be sent to all Senators for review and then will be discussed for approval at the next Senate meeting.
- F. **Faculty Senate Report**-No report. Please read the Faculty Senate minutes.

#### IV. Old Business:

##### A. Enterprise Resource Program (ERP) Update:

Jenzebar and Allusion came to campus last week and presented their program and bids. Both companies have similar programs and the prices were close to the same. The price differences are not enough to sway the University Technology Committee in either direction. The committee will meet again soon and determine exactly what the university wants and then make a decision. Once the decision is made, the contract will be sent to the state and then to the Board of Trustees for approval. President Hooten stated that the committee hopes to have the contract submitted by the fall semester. The process of making the program and training all faculty and staff will be an eighteen to twenty four month process before the new program is implemented.

##### B. Ratifying Staff Senate Constitution:

Votes were taken at the Staff Awards Luncheon to approve or disapprove the ratification of the Staff Senate Constitution. With the two-thirds of participation that was needed, the majority vote was to approve the Constitution. Therefore, the Staff Senate Constitution has been approved. President Chanda Hooten will send the new Constitution to Dr. Jones to present to the Board of Trustees for the final approval. President Hooten expressed her gratitude to all staff members for taking the time to vote at the staff awards luncheon.

#### V. New Business:

##### A. Employee Discount at Campus Dining:

President Chanda Hooten met with Dr. Powell and Dr. Jones about employee discounts, for both staff and faculty members, on meals with Sodexo to help boost campus moral and to be able to have the opportunity to connect with students more. Dr. Jones and Dr. Powell agreed there should be discounts. A transition meeting will be held on June 27<sup>th</sup> that President Hooten will be attending to discuss such discounts. President Hooten will report back to the Senate on meeting outcomes at the next Senate meeting in August.

##### B. Green Zone:

A staff member suggested that HSU have a Green Zone Training in which faculty/staff would have the opportunity to be trained on information about military and veterans' culture, including combat related mental or physical disabilities or any other challenges that are unique to student veterans. Senators felt that the training is a good idea and would be happy to have someone come to campus and do the training. Senators also felt that the training should be funded and coordinated through the Veterans Upward Bound Program. Senator Brian Bagwell made a motion that the Senators will support the training and help in advertising and spreading the word, it was seconded by Senator Erin Poe, and the motion was passed.

President Chanda Hooten stated, on the behalf of the Staff Senate, the ice cream and early release, given by Dr. Powell and Dr. Jones in the Garrison Center on Friday, June 9, was greatly appreciated.

#### VI. Adjournment

A motion to adjourn was made and seconded. Meeting was adjourned at 10:38 a.m.

The next Staff Senate meeting will be held on Wednesday, August 9, 2017 at 10:00 a.m. in the Cabe Room at the Garrison Center.

Respectfully submitted,

Krystal McLane

Staff Senate Secretary