

HSU Staff Senate Minutes
Wednesday, March 8, 2017

Members Present: Brian Bagwell, Earl Beasley, Jacob Bland, Reo Cummings, Jimmy Elgas, Yvette Bragg, Vickie Shipley, Ermatine Johnson, Christina Jones, Carrie Roberson, Forrest Schultz, Jordan Argo, Chanda Hooten, Randy McCauley, Krystal McLane, Sheri Phillips, Erin Poe, Jennifer Wright, Karen Spradlin,

Members Absent: Shelia Hollis

The regular meeting of the Henderson Staff Senate was held on March 8, 2017 in the library classroom. President Chanda Hooten called the meeting to order at 10:02 a.m.

- I. Guest Speaker Dr. Al Valbuena:
 - A. Dr. Al Valbuena discussed that his role as the Chief Information Officer was to investigate our existing Enterprise Resource Program (ERP) and actually implement a 21st century ERP. Dr. Valbuena is currently examining options including biddings. During his investigation, he found that the current program is well outdated but that Henderson has already paid for a license with Jenzebar. Therefore, Henderson can use the same license for a more upgraded version of Jenzebar. Dr. Valbuena expressed that the staff involvement in this transition is critical. He would like for staff members to go to the presentation sessions for the new ERP programs and come forth with any findings, conclusions, or recommendations. The first presentation will be held on Thursday, March 9. President Hooten encouraged Senators to attend the session.
- II. Minutes from the February 8, 2017 meeting were approved as amended.
- III. President's Report can be found as Addendum II.
- IV. 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 is needing to be approved by Elaine Kneebone. Still in progress.
 - D. **Survey/Shared Governance Committee**- Randy McCauley (Chair) presented and discussed two new proposals, Strategic Position Review and Salary Savings Policy, from the Shared Governance. The Salary Savings Policy clarifies the sources and acceptable uses of savings from a budgeted faculty or staff position. This policy is for employees who leave their positions and move to another position or if their position is terminated, the funds from that position will be distributed back into the department funds and the general budget depending on the scenario. The policy states the percentages to be 25% to department funds and 75% to general budget. Randy discovered that there is not a policy currently in place and that all funds are currently going back into the general budget. Randy explained that the Strategic Position Review will put forth a way to analyze and evaluate the positions. If an employee quits or retires, the positions will be reviewed. In the policy, it states that the Director over the position and all Vice Presidents of each department will review the position for approval. Senators discussed their concerns over the percentages of the funds being distributed and the concerns of all the VP's from each department reviewing and approving positions. President Hooten suggested that the proposals be sent back to

the Shared Governance without approval with a written revision of percentages, Vice Presidents who should be in the approval process of positions, and time frame of filling positions to be added to the policies. Senators approved to send policies back with a written revision.

- E. **Staff Emergency Fund Committee**- Jennifer Wright (Chair) shared that the committee established procedures and policies for the funds. The guidelines are hoped to be in place by the next Staff Senate meeting in April. Guidelines and applications should be ready by the next meeting for review.
- F. **Faculty Senate Report**-No report. Please read the Faculty Senate minutes.

V. Old Business:

A. Staff Awards Ceremony:

The Staff Awards Ceremony is scheduled for May 31st in the Grand Ballroom. There will be a chance to vote to ratify the Constitution at the ceremony. The staff service awards will be changed to receiving a certificate along with a 40% off discount from the book store. Each classification will have a different certificate amount. There is also a potential for games to be played during the ceremony.

B. Staff Awards of Excellence:

President Hooten announced the winner of the first quarterly award went to Cathy Lett. She also announced that there are currently 13 nominees for the 4th quarter award and encouraged the Senators to continue to remind staff members how to vote for nominees. The 1st and 4th quarter winners will be the only nominees for the yearly award this year. Hooten explained the revision in the quarters for the awards so that all the winners would be awarded before the Staff Awards Ceremony. The quarters will begin in June and end in May.

C. Relay for Life Update:

Jennifer Wright updated the Senators on the Relay for Life Pageant to be held on March 11th. There are currently 4 participants but Jennifer assured the pageant will take place. Krystal McLane gave an update of 10 participants on the Henderson team but encouraged Senators to join or ask others to join the team.

D. Communication Channels-Representation:

Each Senator was assigned an area within their department of staff members in which they could stay in contact with about important information. President Hooten encouraged Senators to look over their area and get information out to their staff members.

VI. New Business:

A. University Technology Committee:

Senators Brian Bagwell and Randy McCauley were selected as Staff Senate representatives to serve on the committee. This committee is part of the search with Dr. Al Valbuena to find a better ERP program for the university.

B. Parking Issues on Campus:

Senator Erin Poe expressed a concern from a staff member about the parking issues on campus specifically at the Dunn Recreation Center. A staff member noticed the employee assigned parking space sign was changed to allow the employees to park in the spot all day instead of designated hours. There are concerns that there should not be assigned parking spots available for employees. Senator Earl Beasley explained that the employees are having trouble with getting tickets for parking in other areas because of the limited parking space. Senators suggested that there should be more lighting around campus for safety concerns. President Hooten stated that she would talk to Johnny Campbell to see how this issue could be resolved.

C. Campus Forums:

President Hooten announced that President Jones would like to have a place on campus to provide a way to foster respectful, intelligent dialogue with students, staff and faculty to discuss important issues. Hooten encouraged Senators to attend these forums as they arise.

VII. Adjournment

A. A motion to adjourn was made and seconded. Meeting was adjourned at 11:20 a.m.

The next Staff Senate meeting will be held on Wednesday, April 12, 2017 at 10:00 a.m. in the Cabe Room at the Garrison Center.

Respectfully submitted,

Krystal McLane

Staff Senate Secretary