

HSU Staff Senate Minutes
Wednesday, May 10, 2017

Members Present: Yvonne Saul (proxy for Carrie Roberson), Earl Beasley, Jacob Bland, Reo Cummings, Yvette Bragg, Ermatine Johnson, Vickie Shipley, Christina Jones, Brian Bagwell, Jimmy Elgas, Martha Bryant (proxy for Jordan Argo), Chanda Hooten, Randy McCauley, Krystal McLane, Erin Poe, Jennifer Wright

Members Absent: Sheri Phillips, Carrie Roberson (sent proxy), Forrest Schultz, Jordan Argo (sent proxy), Shelia Hollis

The regular meeting of the Henderson Staff Senate was held on May 10, 2017 in the Cabe Room. President Chanda Hooten called the meeting to order at 10:02 a.m.

I. Minutes from the April 12, 2017 meeting were approved as amended.

II. President Reports:

- A. **Campus Forum:** A campus forum organized by the President's Office, Faculty Senate, Staff Senate, and Student Government Association, took place where faculty, staff and students came together to discuss the topic of Fake News & It's Impact on Society. Dr. Mike Taylor was the guest speaker and did a presentation on the topic. President Hooten reported that approximately 35 people participated in the forum and had round table discussions. President Hooten announced that another forum on Fake News & It's Impact on Society will be during the welcome week and there will be two other forums with different topics held in the fall semester. Hooten also discussed the forum given by President Jones and Dr. Powell on Funding Formula & Impact and Guns on Campus. President Hooten expressed gratitude to both President Jones, Johnny Campbell and Elaine Kneebone and Dr. Powell for doing the forum and what a phenomenal job they did explaining all the ins and outs about the issues.
- B. **Administrative Evaluations:** President Hooten encouraged the Senators to do the administration evaluations and to encourage other staff members to do so. Hooten explained that the administration is asking for feedback so that necessary changes could be made for them to better serve the campus community. Senators expressed some concerns from staff members about the evaluations being anonymous. Senator Jacob Bland with computer services, assured that the evaluations are anonymous. The results of the evaluations go directly to Wrenette Tedder and she will compile the data and give that data to the respective administrator.
- C. **Staff Award of Excellence:** President Hooten reports that seventeen applicants for nominees were received for the quarterly award. The award for the quarter will be given out this week. This year President Jones decided not to have a President's Award. The two candidates from this year will be combined with the four candidates from next year. President Hooten announced that the same candidates can be nominated more than once and encouraged Senators to make nominations and to also remember that there are four other categories to nominate staff members for.
- D. **Staff Awards Banquet:** President Hooten reminded Senators of the Staff Awards Ceremony on May 31st from 12:00-1:00 in the Grand Ballroom and discussed the changes in the awards that are to be given out. The Reddie Bookstore is sponsoring the Service Awards. Staff members will receive a gift certificate for the bookstore as well as 40% off when they hit the milestones for years of service. She also discussed the addition of a silent auction during the event. Donations

from around campus have been collected. Each staff member will be given tickets to “bid” on items. Drawings for the items will take place at the banquet. Staff members will be asked to submit ballots for the ratification of the Staff Senate Constitution at the luncheon as well.

- E. **Food Services:** President Hooten followed up to an e-mail that was sent out earlier this week. Aramark is no longer the food service provider for Henderson. The food services on campus will now be conducted through Sodexo. Aramark will continue to have the maintenance contract with Henderson. Senators expressed concerns about if changes were going to be made with Starbucks, Chick-fil-A, and the Reddie To Go store, the pricing for faculty and staff meals, and whether or not Sodexo would allow off campus catering services on campus. President Hooten expressed that she would discuss these concerns with administration.

III. Committee Reports:

- F. **Election Committee**-No report at this time.
- G. **Textbook Scholarship Committee**-No report at this time.
- H. **Staff Handbook Committee**-The final draft is needing to be approved by Elaine Kneebone. Still in progress. Elaine stated she would have it done after the semester ends.
- I. **Survey/Shared Governance Committee**- Randy McCauley (chair) reported that the two proposals, Strategic Position Review and Salary Savings Policy given by the Shared Governance, have been sent back to Dr. Brett Powell with a revision to the percentages discussed in the previous meetings. The Faculty Senate and the Staff Senate proposed the same percentages. Dr. Powell has taken the percentages proposed into consideration. He will take the policies to the Board of Trustees for a decision. Randy is not aware of what percentages will be presented to the Board of Trustees by Dr. Powell. Randy also mentioned that some staff members have been selected by the committee to serve on other various committees on campus. Elaine Kneebone will contact those individuals and ask them to consider serving on those committees.
- J. **Staff Emergency Fund Committee**- Jennifer Wright (chair) reported that the committee has established procedures and policies for the funds. Guidelines and applications are ready for review and will be discussed for approval at the next Senate meeting.
- K. **Faculty Senate Report**-No report. Please read the Faculty Senate minutes.

IV. Old Business:

- A. Enterprise Resource Program (ERP) Update:
Three to four bids have come back from Jenzebar, however, one bid from Canada was rejected. The University Technology Committee will meet on May 10th and make recommendations. Once the recommendations are made, presentations to the campus will be scheduled. Presentation dates are to be determined.

V. New Business:

- A. Evacuations During Fire Alarms:
A staff member expressed concerns to a senator about the evacuation policy during a fire. Senators discussed the emergency plans that are in place and felt that evacuation drills should be performed regularly, in all locations around campus, for the different emergency situations. President Hooten suggested to add the evacuation plan to the Staff Handbook. President Hooten also expressed that she will discuss the recommendation from senators that drills should be periodically done. Also, Brian Bagwell announced that the contract with the Rave Alert System will end on June 30th and re-evaluations of the system are being conducted. Bids are currently being evaluated for possibly a new system.

VI. Adjournment

A motion to adjourn was made and seconded. Meeting was adjourned at 10:51 a.m.

The next Staff Senate meeting will be held on Wednesday, June 14, 2017 at 10:00 a.m. in the Cabe Room at the Garrison Center.

Respectfully submitted,

Krystal McLane

Staff Senate Secretary