

HSU Staff Senate Minutes
Wednesday, February 14, 2018

Members Present: Phil McDaniel, Ermatine Johnson, Jordan Bell, Nikki Laird, Susie Kirk, Chanda Hooten, Jewelie Mills, Erin Poe, Jacob Bland, Tamara Horn, Heath Sims, Patrick Shepard, Stacey Howard, Jimmy Elgas, Krystal McLane, Reo Cummings, Leah Sexton, Jennifer Sigman, Kate Hawthorn, Christina Jones, Jordan Argo

Members Absent: Jennifer Wright, Mallory Turner, Jacob Mills, Angela Bobus, Kris Dunn, Belford Williams

The regular meeting of the Henderson Staff Senate was held on February 14, 2018 in the Wilson Room. President Reo Cummins called the meeting to order at 10:01 a.m.

I. Minutes from the January 10, 2018 meeting were approved as amended.

II. Welcome:

President Cummings and the Senators welcomed Dr. Peggy Woodall to the meeting. Dr. Woodall is the Faculty Senate Representative that will attend the Staff Senate meetings. Dr. Woodall introduced herself to the Senators.

III. President Reports:

President Reo Cummings informed the Senators that a list will be given out of each Senators' area of personnel in which they are encouraged to keep in contact with about issues that need to be addressed or any information about important issues that need to be given to staff members on campus.

President Cummings announced informed Senators that the Staff Award of Excellence nominations have come in and a winner has been selected for the third quarter. The winner will be announced in an email. He encouraged Senators to continue to nominate staff members for the next quarter.

IV. Guest Speaker: Dr. Brett Powell-Budget Planning

Dr. Powell explained the budget prioritization process. He explained that it is a difficult process and that it requires challenges and different ways of thinking. Dr. Powell explained that the process is not designed to punish any department or take money away. He stated, "It's not a budget reduction process." He explained that everything should connect to the University's strategic plan and is a way to link three functions of the University; Planning Process, Budget Process, and Function of Assessment Process. Dr. Powell explained that the committee is looking institutional effectiveness and realign the budget so that these three processes can take place.

Dr. Powell also explained that the three processes have to work together and the plan has to be monitored and adjusted as needed to stick with the strategic plan. The non-structural units have to be thought about carefully. Such questions need to be asked: What is the purpose of the unit? What do they do?, What are they trying to accomplish?, and How are they accomplishing it? Dr. Powell explained that it is a self-evaluation process and by putting it on paper, the department can see how well it is doing.

Dr. Powell announced that the committee has studied those evaluations and are now in the program enhancement process. They are evaluating what can be enhanced to improve the units that were evaluated and where the units fall is where the reallocation determines for each unit.

He explained that it is not about moving money out of a unit but where the funds can be moved to better enhance the areas that need improvements.

A Senator expressed the concern of unit's budgets decreasing. Dr. Powell stated, "I hope not." He explained that the committee is evaluating units to see if funds can be reallocated to be put to use where improvements need to be. Senators thanked Dr. Powell for coming to speak to everyone.

V. Treasurer Report: First report will be during the next meeting.

VI. Committee Reports:

- A. Election Committee: No report at this time.
- B. Textbook Scholarship: Spring scholarship was awarded to the only applicant received. The committee suggested to increase applicants, the deadline will be added to the campus calendar and give more of a notification and awareness of the scholarship.
- C. Staff Handbook Committee: No report at this time.
- D. Survey/Shared Governance: The first meeting will be held on February 16th and two policies will be up for review; a draft for cellular use and electronic devices. After the discussion to policies will be sent to the Staff Senate for review and approval.
- E. Staff Emergency Fund Committee: No report at this time.
- F. Faculty Senate Report: A report of the Faculty Senate minutes was given.

VII. Old Business:

A. Election of New Vice President:

President Cummings announced the elected new Vice President as Leah Sexton. President Cummings thanked all the Senators for the nominations, Jacob Bland for putting together the election, and the Senators for voting.

B. Salary Savings Policy Update:

Dr. Powell explained the Salary Savings Policy to the new Senators. The policy is to be able to put money back into the department funds if an employee was to leave the department and the position will not be filled within a time period. A percentage of the funds will go back to the department and the rest will continue to go back to the general fund. Without a policy in place, the funds just go away and sometimes could be difficult to find a way to put funds back into the department for expenses, such as equipment or supplies, when needed.

As of now, the policy was sent back to the Shared Governance for an approval on the adjusted percentages. Once approved, the policy will go back to Dr. Powell and then to the Board of Trustees.

VIII. Questions or Comments:

- A. A staff member asked a Senator the question of being closed on Friday's during the summer. President Cummings stated that he would mention it in the next meeting with Dr. Powell.

IX. Adjournment:

A motion was made to adjourn and second. Meeting was adjourned at 10:32 a.m.

The next Staff Senate meeting will be held on Wednesday, March 14, 2018 at 10:00 a.m. in the Cabe Room at the Garrison Center.

Respectfully submitted,

Krystal McLane

Staff Senate Secretary