

HSU Staff Senate Minutes
Wednesday, March 14, 2018

Members Present: Phil McDaniel, Ermatine Johnson, Jordan Bell, Amanda Baker (Alternate for Nikki Laird), Susie Kirk, Chanda Hooten, Jewelie Mills, Erin Poe, Jacob Bland, Heath Sims, Patrick Shepard, Stacey Howard, Jimmy Elgas, Krystal McLane, Reo Cummings, Leah Sexton, Kate Hawthorn, Jordan Argo, Jacob Mills, Kris Dunn

Members Absent: Jennifer Wright, Mallory Turner, Angela Bobus, Belford Williams, Nikki Laird, Jennifer Sigman, Tamara Horn, Christina Jones, Jacob Bland

The regular meeting of the Henderson Staff Senate was held on March 14, 2018 in the Cabe Room. President Reo Cummings called the meeting to order at 10:02 a.m.

I. Minutes from the February 14, 2018 meeting were approved as amended.

II. President Reports:

President Reo Cummings discussed Emergency Management on Campus and the need for table top discussions on emergency procedures within different departments and around campus. He also discussed doing drills later in the year. Elaine Kneebone and Chief Johnny Campbell will take the lead on those opportunities and the discussions. President Cummings announced a forum on the Conceal Gun Carry Policy will be held on March 15th at 3:00 p.m. in the Lecture Hall at the Garrison Center.

President Cummings reported that we have more applications submitted at this point than we had last year at this time and he felt like this was a great sign of increase enrollment for the 2018-19 year. He reported that the transfer applications and acceptance are down, but the admissions department is addressing the issue and will continue to find ways to increase enrollment in that area as well. President Cummings asked the Senators to continue to be a beacon for HSU and help recruit students by sharing how great of a university we are.

President Cummings announced the Board of Trustees voted and approved two proposals, the Policy of Animals on Campus and the Policy of Assistance Animals on Campus, and both policies are now on the website.

President Cummings reported that President Jones and Dr. Powell visited with different universities in China to develop a partnership to create a 2 plus 2 program. They are working with the China Center for International Education Exchange to allow exchange students from China who are interested in our programs to transfer to Henderson and receive a four year degree from us and also fulfill their requirements for a degree back in China.

President Cummings stated that he attended a brand workshop that was conducted by a marketing firm, CJRW. This workshop focused on defining our HSU brand personality which will lead to the development and comprehensive marketing and communications strategy for HSU. He reported that he learned three things students and parents reported about Henderson in a survey. They feel that HSU is an affordable university, we have a safe environment, and that we care about our school and student success.

III. Treasurer Report:

Kris Dunn reported that the Senate had two accounts but only one is active. The Senate spent \$198.06 in textbook scholarships. The account holds a balance of \$612.00 as of March 14.

IV. Committee Reports:

- A. Election Committee: No report at this time.
- B. Textbook Scholarship: The scholarship application deadline will be announced via email one month prior to deadline date. This will allow staff members thirty days to get their applications in. The winner of the award will be announced two weeks prior to the beginning of the new semester. Applications are now on the Staff Senate webpage for easy access along with the deadline dates. The web address is hsu.edu/StaffSenate/Committees.
- C. Staff Handbook Committee: No report at this time.
- D. Survey/Shared Governance: The Shared Governance Committee has three proposals for Staff Senate review. Please see new business and old business for the policies.
- E. Staff Emergency Fund Committee: No report at this time.
- F. Faculty Senate Report: A report from the Faculty Senate was given by Dr. Peggy Woodall, Faculty Senate Representative. Please read the Faculty Senate minutes for report.

V. Old Business:

- A. Staff Communication Distribution List:
President Cummings stated that the list is 80 percent complete due to the changes being made to some departments. He noted that he hopes to have the list completed soon and then he will distribute the list to the Senators.
- B. Salary Savings Policy Update:
President Cummings explained that the policy needed to be voted on by the Staff Senate to move forward. A motion was made to approve the policy as written by Jacob Mills. The motion was second by Erin Poe. The motion carried and the policy was approved.

VI. New Business:

- A. Electronic Device Policy:
Jacob Mills (Chair of Shared Governance) explained that the policy talks about electronic devices on campus. He stated that there currently is not a formal policy in place for electronic devices and that this policy will formalize the use of such electronic devices on campus. Jacob expressed the concerns that the Shared Governance Committee has on the policy and the recommendations they suggested. Some concerns are that the policy does not specify the rotation of devices that will be regularly updated, the mile limit/radius in which devices can be used instead of being used off campus, and laptop accessories should be specified as one set of accessories. Jacob asked for feedback from the Senators and any recommendations made will be sent back the Shared Governance Committee. A motion was made to send the proposal back to Shared Governance with the recommendations made by the Senators. The motion was second and approved.
- B. Cellular Phone Policy:
Jacob Mills explained that the policy will establish guidance for determining the needs and cost of the use of cellular devices by employees for University business. Jacob explained the two options to the proposal.

Option 1- The policy states the use of employee owned cellular devices that are being used for university business. The University will provide employees with reimbursement for their use of their personal devices in some circumstances. Concerns from Senators were determining the percentage of monthly cellular phone charges and felt like there should be a policy or procedure of up to some certain amount.

Option 2-The policy states the University will provide employees with a University owned cellular device and service. Concerns and recommendations from Senators were the three year update on devices because technology changes quickly and an updated device may be necessary before three years. Also, the choice of plans are not specified to meet the needs of certain

departments, whether the employee will be able to view and choose the plan and cellular device to meet their needs, and if employees will know about updates on what is happening with the plans. Senators also recommended that the policy state something about the damaged, stolen, or lost devices, and also that there should be an annual review for devices to determine if the device needs to be changed, or if a position is changed or created that may or may not need a device.

A motion was made to send the proposal back to Shared Governance with the recommendations made by the Senators. The motion was second and approved.

VII. Questions or Comments:

- A. A special election will need to be made to replace Senator Angela Bobus. An email will be sent to nominate someone from the Finance and Administration Department.

VIII. Adjournment:

A motion was made to adjourn and second. Meeting was adjourned at 10:50 a.m.

The next Staff Senate meeting will be held on Wednesday, April 11, 2018 at 10:00 a.m. in the Cabe Room at the Garrison Center.

Respectfully submitted,

Krystal McLane

Staff Senate Secretary