

**HSU Staff Senate Minutes**  
**Wednesday, March 9, 2022**

**Senators Present:** Alex Arce, Brian Bagwell, Lisa Ann Buck, Tommie Campbell, Ashlee Dixon, Christopher Golston, Phil Grace, Stacy Howard, Lenette Jones, Bobbie Lee, Kelci Martinez, Tanisha Owens, Erin Poe, Carrie Stanley and Kelly Stewart

**Senators Not Present:** Salina Ables, Chris Adams, Angie Bradshaw, Brenda Callaway, Brittani Curtis, Alan Hall, Chanda Hooten, David Martinez, and Chris Spurling

**Guest Present:** Karen Ashcraft, Millie Bowden, Holly Boyette, Janet Brewer, Carrie Burt, Lisa Carpenter, Kimberly Chapman, Madalyn Coffman, Denise Cordova, Sally Crain (Faculty Senate Representative), Carmella Dickerson, Cynthia Dillavou, Christopher Gardener, Kristi Glass, Tina Hall, Karen Herrin, Donna Hogan, Jack Higginbotham, Karen Hollis, Vivan Jones, Stephanie Loy, Benjamin Matthews, Tonia McBay, Erica McDaniel, Victoria Mirocke, Willica Morgan, Kathy Muse, Beverly Quillin, Tiffany Rogers, Veronikha Salazar, Connie Testa, Mike Vickers, Flora Weeks and Jim Wilhelm

**Call to Order:** The regular meeting of the Henderson Staff Senate was held on March 9, 2022 via Google Meeting. President Kelci Martinez called the meeting to order at 10:00 AM.

**Approval of Minutes:** February Minutes were approved in the March Meeting.

**Guest Speaker:** HR Manager - Janet Brewer

Janet said thank you for the invitation and thank you to everyone who is involved with the Workshare Process and thank you for everyone being so patient during this time.

**Question #1** - With the Shared Work Program, which one is affected if an employee takes Vacation/Sick leave? **Answer:** Great Question Brian and something that has changed that Tina and I were just talking about and this also needs to be updated on the FAQ site on HSU.EDU website. Originally we were told Vacation would affect benefits but now they are saying that Vacation will not affect but Sick time will. Due to Sick time you are not available to work but when you are on Vacation and called into work, you could come to work if asked. If possible I would work any dental appointments, etc. around your furlough day, even taking an hour during your week could cause a glitch in your Work Share.

**Question #2** - Where can we locate our total sick and annual leave hours? **Answer:** Thanks Millie for asking this great question and we are in the process of moving over to the ASU System Banner. We are working now on getting everyone converted over from Poise to the Banner System. Your leave information is located on the same page as your pay stubs. I can send out the information again on how to log into Banner and locate your information (Annual/Sick Leave and Pay Stubs).

**Question #3** - Are we able to withdraw from our TIAA during this time. **Answer:** We have great news on this Lenette. We worked with them and the loan option was approved (through the benefits committee at HSU). And so this option will be available soon, it just takes time for them to get this implemented to where you can request a loan (Hardship or General). As soon as they let us know that this is available, we will let everyone know. Also, going to step up a Virtual Meeting with TIAA so they can explain the options of loans, payment, etc. that everyone may have.

**Question #4** - How is our Shared Work affected by Spring Break? **Answer:** Thank You Chris for the question and we are currently working on this. We are working with DWS now on Spring Break and hopefully for 12 month employees, that you will be eligible for your benefits that week. We will clarify everything once we receive the final approval but they say that it is looking good for 12 month employees. Updates will be made via email and also on the FAQ. Also, let us know if you receive any information from DWS that looks weird and we look at it and take care of it, you should begin to start receiving information from them via mail, if you haven't already.

**Question #5:** Example: Thursday Off (Annual or Sick Day) and Furlough on Friday for Spring Break and would I still receive benefits for Shared Work? Annual Leave would need to be taken.

**Question #6:** Can I clarify the weekly form to fill out regarding hours. **Answer:** Everything is reported through us Lisa, you will not report anything to DWS unless they send you a form to fill out. The reporting form that we sent out earlier this week, you will use that form each week to report your time. This form, once completed, automatically returns to HR. Still complete this form each week, even if you don't think that you will be eligible for benefits.

**Question #7:** How do we find our paystubs? **Answer:** Go to your myhenderson, go to Resources (employees) and then there is an option at the top - Banner Employee Self Service, and you will sign into your Banner Account. This will take you to where Banner has your information, paystubs, etc.

\*\* If anyone is having any problems filling out anything for your Shared Work Program, please come and see us on the second floor of Womack. We now have three computers available at any time you have questions or completing the application or etc.

**Question #8:** If my furlough day is Monday, can I submit my information on Friday or do I need to wait? **Answer:** No, you don't have to wait. You can submit the form at any time, the forms will be sorted for me by the date you select for the date ending the week. You are always reporting for the week that you just ended.

**Question #9:** If we use an Annual or Sick Day during the week and take our furlough day, are we eligible to receive Shared Work? And when do we get paid for the Annual/Sick day used. **Answer:** It would not affect your pay, everyones pay is being reduced by 20%. So taking Annual/Sick doesn't affect that but we are talking about Worked Share Eligibility. Taking an Annual doesn't affect Worked Shared but Sick Leave can.

**Question #10:** Can we locate Annual/Sick Hours on our paystubs? **Answer:** I don't think that it is on your paystub but it is located in the same area that you can see your paystub. With this system (Banner) being updated with all information from Poise, maybe not everyone's information has been completely updated. If you get into where your pay stubs are, there is an option, employee menu, you click there and see all kinds of information about yourself.

\*\* The week ending 03/05/22 - it is your waive week. So, the first week that we are eligible for is this week right now. Please let HR know if you receive anything in the mail and you have any questions. They should let you know each week, if you are receiving or not receiving Shared Work. We are in constant contact with them on who has not submitted their information and we are trying to make sure each t is crossed this round with DWS.

**Question #11:** What about the Family Ed - 8 hours? **Answer:** They have not asked us to submit anything yet about those 8 hours, so I am going to say yes, you can use those hours. The only thing that they have specifically told us about is the Sick Leave.

**Question #12:** If we were to receive zero dollars from the Shared Work Program, how do we apply for the other foundation funds? **Answer:** Tina Hall, I am so glad to answer this question. With the Heart Funds, the foundation will open an application process for people to apply for funds and we anticipate that this application will be open late May or early June. And we are doing that to give time for DWS to be processed and payments to begin. And also we just want to make sure that funds are available for during the summer, just in case there are any issues with DWS and being paid during the summer. We will provide the application link and the process to the entire campus for everyone to apply. We currently have about \$50,000 dollars in the Heart Fund, and we anticipate that we will be able to help several faculty/staff on campus.

**Question #13:** What's our plan B for someone that is needing assistance during this stressful time until they can complete the application for the Heart Fund? **Answer:** Kelci, we do have the Staff Emergency Fund and we have approximately \$7000 in this fund. So we have talked about opening that application within the next couple of weeks. I am in the process of scheduling a meeting with the Staff Emergency Committee. Per Tina, any immediate needs for Staff, we are using the Staff Emergency Fund and then closer to summer, switching over to the Heart Fund, where we anticipate a greater need. This is the reason for the timing of opening the Heart Fund and this gives us a fund to help everyone during the whole time for this Shared Work Program. **Question:** Is there a certain amount each will receive or apply for from the Heart Fund? **Answer:** The Foundation Board is going to look at a process for that. What I am recommending is the grants from the Heart Fund be up to \$1000, just depending on need. But also based on need requested. **Question:** Is this a one time payment? **Answer:** The plan is yes, a one time request/payment. We have about \$50,000 at the moment and that could increase.

**Question #14:** Who does someone need to talk to about how to make a donation to the Staff Emergency Fund? **Answer:** Those donations can be made online - [hsu.edu/give](https://hsu.edu/give) or Tina can come and pick up a check made out to the Foundation.

**Question #15:** Questions about Annual/Sick Leave Balance doesn't look correct on Banner? **Answer:** If you go to leave balances, you can see details on what happened to each detail of the leave. They are in the early process of merging, so if you want to let me know, we can look at it and assist in determining the differences.

**Question #16:** If an employee leaves Henderson as a result of the furlough but they were employed during the furlough, will they be available for the Heart Fund? **Answer:** We anticipate that when the application for the Heart Fund opens that people will need to be employed. But however, the foundation is looking at if an employee loses their job during the Spring that the foundation may be able to offer some kind of assistance due to the job loss. Which would be separate from the application process.

**Question #17:** With the loan from TIAA, essentially a loan of our money, does this money go on our credit report? **Answer:** Lenette, I believe that answer to that is no. I have used the loan before at my previous employer and at that point the low interest rate was why I used it and I don't believe that it was but we have a Virtual Presentation with them, we can ask that question then.

\*\* Kelci, Thank You to Janet Brewer and Tina Hall for taking the time to answer all our questions. If you have any questions that you would like to ask, please feel free to email them to me. Also, Thank you Bobbie and Stephanie for all of your help.

**Chancellor's Report:** I do not have one at this time.

**Treasurer's Report:** I do not have one at this time.

**Secretary's Report:** I do not have one at this time.

**New Business:** Kelci has started a Google Doc with different questions that I have been sent to me and they do get emailed immediately to Ms. Janet. Also, each question that is asked is always anonymous, I never mention a name. Just to let everyone know, I respect each of you and I ask the questions regarding the Staff Senate. If you have any questions or concerns and they are not answered in the FAQ, please just let me know and I can share the Google Doc with you, if this will help answer any questions.

**\*\* Does anyone have any questions?**

**Question Asked:** Do we know when the process will begin with layoffs, etc. on our side.? **Answer:** Within the next 30 days we will have an idea. We do appreciate that Tina did mention possible help if you are affected by the layoff. **Question:** How will we be notified? **Answer:** Let me ask Tina about that process but we know that you will not just receive a letter in the mail, but let me double check this process with Tina Hall.

**Question Asked:** Are we looking at a Whole Building or Departments being cut? Does anyone have any ideas? **Answer:** Kelci said that she would verify an answer but she is not sure. I'm not sure how big or what we are facing. Janet answered also: One thing that I will say, you are not going to get a letter in the mail, if there are changes being made, you will get an in person notification. We are following the OPM

policy to the best of our ability. The OPM Policy states that we give as close to 30 days notice as possible and we are following this policy. There is an evaluation process to look at everything, a big picture overview.

**Adjourned**

**Next Staff Senate Meeting:** April 13, 2022 @ 10:00 AM via Google Meet