

HSU Staff Senate Minutes
Wednesday, August 8, 2018

Members Present: Krystal McLane, Erin Poe, Jacob Mills, Ermatine Johnson, Stacey Howard, Jordan Bell, Susie Kirk, Jacob Bland, Reo Cummings, Jimmy Elgas, Kris Dunn, Tamara Horn, Leah Sexton, Jordan Argo, Kate Hawthorn, Scott Chandler (Alternate), Jewelie Mills, Jordan Bell

Members Absent: Mallory Turner, Chanda Hooten, Christina Jones, Heath Sims, Jennifer Sigman, Phil McDaniel, Nikki Laird, Belford Williams, Karen Spradlin

The regular meeting of the Henderson Staff Senate was held on August 8, 2018 in the Cabe Room. President Reo Cummings called the meeting to order at 10:07 a.m.

I. Minutes from the June 13, 2018 meeting were approved as amended.

II. Guest Speaker: HR Director, Mickey Quattlebaum

Mickey Quattlebaum talked to the Senators about the new draft of the staff handbook. There were two things discussed, Conflict Resolution Procedure and Contracts. Mickey felt that the policy of the Conflict Resolution Procedure was not beneficial to the staff because, to her knowledge, it had never been used before. She noted that the policy looked just like the faculty's policy and that the faculty do not use it. Senators expressed their concerns and asked questions regarding the policy and the grievance process of peer review or send it up for a President review. Senators like the idea of the option for a review for wrongful terminations. Mickey explained that the supervisors will have a process that they have to go through to terminate someone and that they are held at different standards than before. The process in which they are required to go through is a way to protect employees and make sure that the employees are being treated fairly.

Mickey talked about the employee contracts. She stated that she did not like them and that she felt they only give an opportunity to fire you for no reason and that they do nothing for you. She felt that you should receive a letter of your status and of any changes, etc. She stated that if the HR department continues to send contracts that she will do them earlier. She stated that executives have contracts and they can be fired on the spot and are excluded from the process previously mentioned.

Mickey stated that the goal is to get people to stay and that she will implement a Leadership and Management training that the supervisor's will be require to go through. Mickey stated that the supervisors will be notified of the new handbook and the changes within.

A motion was made to drop the peer review process of the Conflict Resolution Procedure and add steps of sending the grievance up to the President. Motion was second and approved.

A motion was made to terminate the use of contracts. Motion was second and approved.

III. President Reports:

President Reo Cummings stated that President Dr. Jones wanted him to remind everyone of the employee picnic on August 16th at 6:00 p.m. to 8:00 p.m. Reo explained all the activities that are planned for the event and encouraged the Senators to bring their families and come out to have a good time and great fellowship.

President Reo Cummings stated that he will visit with Dr. Powell about coming to the next senate meeting to discuss the upcoming budget seminars. Reo explained that the purpose of the seminars are to make everyone aware of the expectations of a higher education budget process. Reo felt this would be a great opportunity to learn and understand the budget process. Reo encouraged all Senators to take part in the seminars and he thanked Dr. Powell for his willingness to do them.

President Reo Cummings thanked all the Senators who attended any or all of the Hebei Art Festivals and also for participating in the Heart Start Sessions.

President Reo Cummings asked that the Senators continue to communicate with one another and to continue to collaborate with each other to better serve our students.

IV. Treasurer Report:

The account holds a balance of \$612.00 in the supplies and services account.

V. Committee Reports:

A. Election Committee: No report at this time.

B. Textbook Scholarship:

The committee has received three applications for consideration. A meeting will be held today to determine the winner of the award and the winner will be contacted. An announcement will be made at the next meeting of the winner.

C. Staff Handbook Committee: See Guest Speaker comments.

D. Survey/Shared Governance: See New Business.

E. Staff Emergency Fund Committee: No report at this time.

F. Faculty Senate Report: No report at this time.

VI. New Business:

A new policy proposal, Department Closure and Outsourcing Required Notification, was presented to the Senators. Senator Jacob Mills announced that the policy was brought forward from a staff member because of the actions that took place during the fall and spring semester. Jacob explained the question was asked, how can we make sure we are informed of things happening? Jacob felt that this policy would be a great way to make sure that we are. He explained that if Henderson is considering options for any department to be closed or outsourced, that the staff members employed in that department must have a proper and timely notification of the possible closure or outsource. This will also allow the staff an opportunity to give significant feedback and suggestions that could aid in the decision leading to the closure or outsource. It also asks that regular updates are given throughout the process and that the staff will have plenty of notice of the final decision to provide them with the opportunity to plan their new placements.

A motion was made to proceed to send the proposal to the Shared Governance. Motion was second and approved.

VII. Adjournment:

A motion was made to adjourn and second. Meeting was adjourned at 11:09 a.m.

The next Staff Senate meeting will be held on Wednesday, September 12, 2018 at 10:00 a.m. in the Cabe Room at the Garrison Center.

Respectfully submitted,

Krystal McLane

Staff Senate Secretary