

HSU Staff Senate Minutes

Wednesday, January 8, 2020

Members present: Brenda Driggers, Cheryl Massey, Carrie Burt, Scott Chandler, Amber Bailey, Martha Bryant, Katie Brown, Kelly Stewart, Mackenzie Echols, Jennifer Holbrook, Willica Morgan, Bobbie Lee, Ashtyn Price, Emily Todd, Victoria Mirocke, Ermatine Johnson, Leah Sexton, Johnny Campbell, Jarrod Bray and Ricki Rebollar

Members absent: Carrie Stanley, Hailie Unruh, Mindy Daniels, Mickey Quattlebaum, Cody Hooten, Beth Jackson and Rory McKinney

I. Call to Order

The regular meeting of the Henderson State Staff Senate was held on January 08, 2020 in the Caba Room. President Ricki Rebollar called the meeting to order at 10:01 am.

II. Approval of Minutes

A motion was made to approve the minutes from the November 13, 2019 and December 11, 2019 meeting as read. The motion was seconded and approved.

III. President's Report

A. Leah Sexton, President Emeritus stated that the next meeting with President Kneebone will be held after Faculty and Students are back on campus.

IV. Treasurer's Report

A. No report, but no purchases have been made. Our balance is \$306.00

V. New Business

A. Officer and Committee Elections

President Ricki Rebollar requested for everyone to turn to page 5 of their Staff Senate Constitution to review Section B. President-Elect, Section C. Secretary and Section D. Treasurer. Each section has a detailed description of each officer's duties.

A. President Ricki Rebollar asked if anyone had any questions regarding the three positions. There were not any questions at this time, so the floor was opened for nominations for the office of President-Elect. Bobbie Lee and Victoria Mirocke were both nominated and each person elected accepted their nominations. President Ricki Rebollar stated that in five days that

everyone on staff senate would receive an email to vote for one of our two nominations. No one had any further questions regarding the office of President-Elect.

- B. At this time President Ricki Rebollar asked if we had any nomination for the office of Secretary. Kelly Stewart was nominated and accepted her nomination for secretary. President Ricki Rebollar stated that Kelly Stewart is unopposed and at this time a motion was made and seconded to name Kelly Stewart as Secretary.
- C. Our next office accepting nomination is for our Treasurer. Leah Sexton, President Emeritus gave a brief description regarding the role of treasurer. Ermatine Johnson was nominated and accepted her nomination for treasurer. President Ricki Rebollar stated that Ermatine Johnson is unopposed and at this time a motion was made and seconded to name Ermatine Johnson as Treasurer.

VI. Election Committee

- A. President Ricki Rebollar provided each member with a form to complete regarding each of our preferences on serving on the following committees': Election Committee, Textbook Scholarship Committee, Survey & SGC Committee, Staff handbook Committee and Staff Emergency Fund Committee and Faculty Representative. President Ricki Rebollar asked if one person from each committee present would give a brief description of each committee, helping each member to better complete the form provided. Each member was asked to number 1 - 6 (1 most interested and 6 least interested). A reminder was given to please turn these forms in at the end of the meeting.

*Election Committee - Leah Sexton, President Emeritus stated that google forms are used when special elections are held for the Staff Senate and the elections at the end of the year.

*Textbook Scholarship Committee - Kelly Stewart stated that once each semester we award a \$100.00 scholarship to a staff member that has completed and submitted the application. The applications are collected by the Chair Member of the Committee and shared via google. Once all the votes are submitted via email, the Chair will let the President of the Staff Senate know the winner and it will be announced via email and also at the next Staff Senate Meeting.

*Survey & SGC Committee - Leah Sexton, President Emeritus expressed the importance of taking good notes and prepared to report to staff any proposals. Meetings are at various times and length depends on the questions.

*Staff Handbook Committee - you will work closely with the Human Resource department to review and update the staff handbook.

*Staff Emergency Fund Committee - this committee reviews application regarding request for assistance. This money is donated by staff and a request can be awarded up to \$500.00 Ermatine Johnson reminded us that when reviewing applications if additional information is needed that it can be requested and provided via email.

*Faculty Senate Representative - this representative will attend each Faculty Meeting, which is held the first Wednesday of each month at 3 PM. The meetings may be a short meeting lasting an hour or up to 2 hours in length. Our representative will take notes and report back to the Staff Senate at our next scheduled meeting. Leah Sexton, President Emeritus discussed having an alternate to assist in attending the Faculty Meetings due to the length and the dates scheduled.

VII. Old Business

A. Constitution Change Proposal

1. President Ricki Rebolgar requested for each member review the hi-lighted sections on Page 2 (Section 4), Page 3 (Section 2 & 4). On Page 2 - the first change (if approved) would read, "Senators who transfer from one university division to another shall **not** relinquish membership in the Senate and any Senate committee.
2. Also on Page 3, this change (if approved) would change the use of the phrase "working days" to "business days" throughout the constitution.
3. And also on Page 3, this change (if approved) would change the current "seven working days" period that staff have to accept or decline a Senate nomination to "five business days".
4. A motion was made and seconded to approve the three above mentioned changes to the Staff Senate Constitution.
5. President Ricki Rebolgar will present the Staff Senate Constitution changes approved today to President Kneebone and she will present to the Board of Trustees.

VIII. Announcements

A. Carrie Burt reminded everyone of the Martin Luther King Jr. Banquet on January 20, 2020. Admission for students is free and for all others attending the cost is \$15.00.

B. Jennifer Holbrook announced the Ty Woodson was no longer with Henderson State University. With the absence of Ty Woodson, the IT Department is short handed and making it even more important for everyone on campus to use the Help Ticket/Request for Maintenance even more important. Jennifer Holbrook also requested that when we are filling out a Help Desk Ticket to please provide as much information and details as possible. This will help in solving our request in a timely manner. Dr Al Valbuena will be sending an email soon with a reminder to all faculty and staff.

IX. Adjournment

A motion was made and seconded to adjourn. Adjournment at 10:31 AM.

X. Next meeting will be held on February 12, 2020 at 10:00 AM in the Cabe Room.