

HSU Staff Senate Minutes

Wednesday, February 13, 2019

Members present:

Leah Sexton, Kristopher Dunn, Ricki Rebollar, Jewelie Mills, Kelly Stewart, Jacob Mills, Erin Poe, Christopher Golston, Tamara Horn, Cody Hooten, Cheryl Massey (Faculty Senate Representative), Heath Sims, Mallory Turner, Karen Spradlin, Scott Chandler, Penny Kinder (for Mickey Quattlebaum), Nikki Laird, Stacey Howard, Lauren Smith, Phil McDaniel, and Susie Kirk.

Members absent:

Mickey Quattlebaum, Jennifer Sigman, Carrie Stanley, Jordan Bell, Beth Jackson, Shawna McKenzie, and Belford Williams

I. Call to Order

The regular meeting of the Henderson State Staff Senate was held on February 13, 2019 in the Caba Room. President Leah Sexton called the meeting to order at 10:00 am

II. Approval of Minutes

A motion was made to accept the minutes from the January 9, 2019 as read. Motion was made to approve as read, seconded, and approved.

III. Guest Speaker: Dr. Brett Powell

- A. Dr. Brett Powell began his report with discussing distribution of paychecks for the final pay period of each calendar year. He explained that checks go out about a week earlier than usual for monthly and bi-weekly paid staff due to having to distribute physical checks when the campus is open and staffed. Powell requested feedback on this issue. Years ago it made sense to have the physical checks come out on the last business day that staff were present. He explained that most employees use direct deposit. Direct deposit can be scheduled at any time. Senators expressed that some may need the early check for holiday spending. Other senators stated that they do not receive a physical paycheck so it does not affect them. It was suggested that issue be tabled to discuss it later in this meeting or in the next meeting. President Sexton also said that Senators can feel free to email her with their feedback.
- B. Powell went on to report that both Newberry and Smith have significant issues and need many repairs. One of the examples Powell shared was the rental of boiler to meet heating needs in Newberry. The university has met with consultants to determine if the buildings were worth continuing investing in long or short term. Powell explained that if the decision to build new student housing was made it would take at least three to have a new building. Consultants administered surveys and focus groups to see how current students felt about the buildings. They reported that male college students were satisfied with Newberry and female students had negative feedback about Smith. Powell shared and confirmed the following statistic with Senator and Residence Life Director Nikki Laird, approximately 60% of resident hall beds are in Smith and Newberry. Those resident halls are also the most affordable housing options for students. Replacing those halls would take away the affordable housing option for students. Expecting final report from consultants any day now. Senators asked if those halls were replaced would we even be able to house the same

amount. Powell share that any new buildings would not house as many students. Senator asked for an estimate of the cost to replace Newberry and Smith. Powell estimated 15 million dollars per structure, depending on how construction was approached. He stated that they are continuing to work on plans to maintain Smith and Newberry in the meantime. Powell shared examples of other maintenance issues such as mold in Reynolds and heating and air issues in other buildings. Powell said that we spend alot on making repairs and maintaining versus buying new. He shared that an energy performance contract is an option for our boiler and steam system and explained that it is what we went through for our new chiller system. They are in the early planning stages with that. A senator asked what we as senate should do with this info. Powell stated that it is good informations for us to have, especially once we see people in buildings evaluating.

- C. Next, Powell shared information on the current budget process. Committee started meeting late January to talk about the 2020 budget. They will meet at least four more times before they present to the Board of Trustees in May. Priorities are: restoring budget restrictions from the last year; working on the compensation plan; and providing funding to departments based on strategic initiative proposals.
 - 1. On the compensation plan, he shared that the way the approach to calculation equity salary comparison has changed. They will use the CUPA study as a reference and take averages for all institutions in our region that are like us in size. That will determine how much of an adjustment is needed. Powell shared that minimum wages will change in the upcoming years and will affect some classified staff. The university will adjust up to the \$10 per hour change and then work on a new Cost of Living compensation plan.
 - 2. Depending on resources available, Powell shared that they hope to fund a select amount of departments based on strategic initiative proposals. They proposals focus on ways these departments could bring innovation to the department and university as a whole. Over 30 proposals have been submitted.
 - 3. All of of this is dependent on the amount of funds that come in. Projected enrollment is good. Per the request of the governor, there was no raise in tuition last year. He stated that there is the possibility of a 2-3% increase. Funds can also come from the state. Those funds are based on a outlook model, and he predicted that they expect we will receive an increase.

IV. President's Report

- A. President Leah Sexton attended the most recent Board of Trustees meeting and shared some of the positive news that was shared at the meeting such as:
 - 1. A record high Winter 2018 commencement
 - 2. 79% return in Spring enrollment compared to 48% five years ago
 - 3. First three students have graduated with an engineering degree which will allow the department to continue the accreditation process.
 - 4. Comparatively high level of diversity in the Physics department.
 - 5. Henderson hosted an inaugural high school dance festival
 - 6. Student athletes average GPA of 3.0

IV. Treasurer's Report

Treasurer Kristopher Dunn reported that the balance is \$304.92

V. Committee Reports

- A. Faculty Senate Representative
 - a. Faculty Senate representative for Staff Senate, Cheryl Massey from Family Consumer Sciences was introduced.
 - b. Heath Sims attended the January Faculty Senate Meeting as alternate for Senate Representative Karen Spradlin. Sims presented a report of that meeting. That full report can be found as **Addendum A**.
 - c. Karen Spradlin attended the February Faculty Senate Meeting. She shared her notes from that meeting. Her full notes can be found as **Addendum B**.
 - d. Senators expressed the desire to have a presence on the Grounds and Buildings Committee.
- B. Shared Governance Committee
 - a. The committee met and reviewed feedback about the proposal regarding outsourcing. They plan to meet with Elaine Kneebone to discuss a rewrite.
- C. Staff Emergency Fund Committee
 - a. No additional funding has been awarded since the three that were fully funded at the end of December 2018. The fund has received donations. Committee encourages all to continue donating and spreading the word.
- D. Staff Handbook Committee
 - a. No report.

V. New Business

- A. **Guest Speaker: Mickey Quattlebaum**
 - a. In Mickey Quattlebaum's absence, Penny Kinder shared a draft of the 2019 Holiday Calendar. She explained the reasons for the delay of the release of the calendar. Fall Break dates had to be approved by faculty and the Human Resources department wanted to get staff feedback on the usage of three annual days at the end of December vs. using two and being open on Monday, December 23. President Sexton suggested that Senators go back to their departments to get feedback and report back to her in a timely manner.

VI. Announcements/Questions/Comments

- A. Kristopher Dunn shared information on the scooters that are coming to campus. They are experiencing some contract issues, since the company was recently bought by Ford.
- B. Heath Sims shared that Heart Start registration starts March 1. Leah added that March 1 is also the deadline for the Legacy scholarship.

VII. Adjournment

A motion was made and seconded to adjourn. Adjournment at 10:54 AM

VIII. Next meeting will be held on March 13, 2019 at 10 AM in the Cabe Room.

Addendum A

January 23, 2019

Faculty Senate Report

Faculty Senate met on Wednesday, January 23, 2019, from 3:15 to 4:15 p.m.

Chief Johnny Campbell was a guest speaker. His address touched on his appreciation of faculty on Henderson State's campus during his time with the HSU Police Department as well as their partnership for training. Campbell also announced a new training opportunity, Stop the Bleed. Stop the Bleed reviews how individuals can respond to open wounds in the event of an emergency and where supplies needed can be found. This is a 45-minute training that can be arranged through the HSU Police Department. The floor opened for questions.

Questions brought up were based on the topic of parking spaces, unpaid tickets by university employees, and updates on the concealed carry laws regarding higher education. Campbell reviewed the process of ticket fees and reported that there have not been issues on campus regarding concealed carries. Campbell did inform Faculty Senate that most institutions have interpreted the law slightly different from each other.

Minutes from the last meeting were then approved with no changes made.

Faculty Senate continued on to elect new officers and to request committee assignments. **Faculty Senate's representative for Staff Senate is Cheryl Massey from Family Consumer Sciences.**

President Fred Worth reminded the Faculty Senate about budget meeting forums for the coming semester and encouraged attendance by Faculty Senate members as well as other faculty members. The meeting dates are 1/25, 2/8, 3/1, 3/15, 3/28, 4/11, 4/26.

One of the committees mentioned was the buildings and ground committee. I noticed this is not a committee on the Staff Senate list and wondered if it would be possible to request representation for this committee in an effort to help reinforce recommendations about campus improvements to better the current and prospective student experiences.

Addendum B

Faculty Senate Meeting Notes

Wednesday, Feb. 6, 3:15

Cabe Room, Garrison Center

Karen Spradlin, Staff Senate Representative

President's Report – Fred Worth

Spoke with Glen Jones and Brett Powell, was unable to speak with Steve Adkison

Compensation – Admin. intends to include compensation plan along with an across the board COLA raise next year

Higher Learning Commission (accreditation org.) was satisfied with the response by HSU regarding our debt.

Campus (primarily Womack) parking tickets- Powell will look into who has not paid

Southern Scripts - met with the Fringe benefits to work out specific concerns; S. Scripts claims that HSU uses more prescriptions than other institutions; senate requested comparative data

Funding formula – possible proposed change in legislature

National Park Community College – Admin. Intends to pursue an agreement to partner for four yr degree

Communication – two way street (between faculty & admin.); not helpful if information is emailed but not read by recipient

Personnel – requested a periodic summary of new hires/promotions/re-organization explaining position changes

Committee Reports

Executive Committee

Wording on contracts for tenured faculty

Employee assistance programs (drug & other rehabilitation)

Staff Emergency Fund – how to donate

Building & Grounds Committee

Chair will be participating in a biannual walk-through with SSC and Brett Powell

Shared Governance Review Committee

Non-academic department closing policy

New Business

Proposal to make summer school more dependable; so students will be able to rely more on published schedule for classes they need/choose; discussion about marketing and recruiting for summer sessions to fill classes