



Staff Congress

Draft Minutes for November 17, 2021 On-line Meeting via Zoom

Present: Marty Anderson, Kala Allen-Dunn, Duane Dycus, Angela Guyton, Marion Hale, Jodi Hanneman, Sara Hardaway, Orville Herndon, Sondra Kreger, Trish Lofton, Jeremy McKeel, Kim Newbern, Brian Purcell, Matt Purdy, Kendrick Quisenberry, Angela Richerson, Brett Shather, Brian Truskey, Dr. J. David Wilson, Staff Regent Dr. Jessica Evans.

Guests: Courtney Hixon, Interim Director of Human Resources; Dr. Don Robertson, Vice President of Student Affairs.

CALL TO ORDER: Staff Congress President Dr. David Wilson called the meeting to order.

Dr. Don Robertson, Vice President of Student Affairs: Dr. Don Robertson provided an update on enrollments for winter 2021, and spring and fall 2022 semesters. He discussed the Road Scholars Program and onsite enrollment at high schools.

Courtney Hixon, Interim Director of Human Resources: Courtney Hixon expressed appreciation for employee participation in the benefits fair held in October. An email will be sent to employees to inform them about EAP resources.

Faculty Regent Report: Dr. David Wilson read the Faculty Regent Report on behalf of Faculty Regent Dr. Melony Shemberger who was unable to attend today's Staff Congress meeting.

Dr. Wilson added that Dr. Jessica Evans will be sworn-in as the new Staff Regent at the December 3 Board of Regents meeting. Dr. Evans will continue to participate in Staff Survey Committee meetings, as the committee works with the Staff Regent. He congratulated Dr. Evans on being elected Staff Regent.

Dr. Evans said she is honored to be Staff Regent and will do her best to advocate for staff. She will continue the Staff Regent practice of sending all-staff emails. Staff may reach her with questions and concerns.

APPROVAL OF MINUTES: Marty Anderson made a motion to approve the October Minutes as presented. Sarah Hardaway seconded, and the motion carried.

APPROVAL OF TREASURER'S REPORT: Matt Purdy made a motion to approve the October Treasurer's Report as presented. Brian Purcell seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Dr. David Wilson reported that the Executive Committee did not meet due to scheduling conflicts with meetings for the P3 Committee. Information from the P3 Committee will be presented at the December 3 Board of Regents meeting. He encouraged Staff Congress members to participate in Staff Congress committee meetings.

Staff Congress Foundation Textbook Scholarship Committee: Kala Allen-Dunn announced the textbook scholarship recipients for the fall semester: staff member Tony Jones and staff dependent Rachel Trzepacz. Both were unable to attend today's Staff Congress meeting. She encouraged donations to the textbook scholarship. The committee implemented a Google form for the scholarship application. Staff can notify the committee of any changes needed to the form.

Credentials and Elections Committee: Orville Herndon reported on the Staff Regent Candidate Forum and Election. He thanked the candidates and congratulated the newly elected Staff Regent, Dr. Jessica Evans. He thanked Brantly Travis, Director of Business and Student Information Solutions, for resolving the issue with the algorithm that allowed some faculty to vote in the Staff Regent Election. The number of faculty who voted in the election was less than the margin of victory in both the primary and run-off elections and therefore would not have affected the outcome of either election. The next election will be the Staff Congress Election in April 2022.

Staff Recognition Committee: Jeremy McKeel said the Staff Recognition Committee has begun delivering Years of Service Awards to recipients.

Staff Special Events Committee: Trish Lofton said the Staff Special Events Committee met November 15, and will meet in December to plan for the December 4 Children's Christmas Party and the December 14 Staff Holiday Reception. The Children's Christmas Party will be co-sponsored by the Residential College Association. Congress members are invited to donate candy canes to be given to children at the Christmas party. Candy canes for the party can be taken to Trish Lofton in the Curris Center Office. The Staff Holiday Reception will be a come-and-go event and will replace the August 2021 Staff Appreciation Luncheon which was postponed due to the pandemic. Staff Congress members are asked to greet staff at the reception.

Communications Committee: No report.

Working Conditions Committee: Brian Truskey said that the Working Conditions Committee will meet to discuss the items referred to the committee from the Staff Survey.

Staff Survey Committee: Dr. Jessica Evans said the Staff Survey Committee has met several times over the last few months. She summarized comments and recommendations from the survey. The Staff Survey Committee recommends that the recommendations be assigned to the appropriate Staff Congress committees. She thanked the Survey Committee members for their work.

Dr. David Wilson added that the survey received several comments about supervisors not communicating with staff. He said that Wayne Corporation has guiding information supervisors can use to assist with communicating with staff. Courtney Hixon added that Human Resources has been discussing supervisory training and plans to discuss the topic further.

Dr. Wilson said some staff noted on the survey that they don't know who their Staff Congress representatives are. The Executive Officers and Communications Committee are discussing ways to communicate with staff and inform them of their representatives.

Dr. Wilson encouraged staff to contact Staff Congress committees with comments or suggestions to help address staff concerns and comments from the survey. He thanked the Survey Committee members for their work.

Dr. Evans said a copy of the Survey Results will be posted on the Staff Congress web page. She said the results are usually presented at a Board of Regents meeting. The results will be presented at the December 2021 or March 2022 Board of Regents meeting.

Personnel Polices Committee: No report.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Orville Herndon reported on the November 15 meeting. As Staff Regent, Dr. Jessica Evans will be an ex-officio member of the committee and will be a proxy when a committee member is absent. When the committee resumes its meetings during the spring 2022 semester, the group will discuss the bereavement policy, which was last updated in the 1990s, and tuition waivers for part-time employees and retirees.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities Committee: No report.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

International Studies Advisory Committee: No report.

Budget Advisory Committee: No report.

Shared Governance Committee: No report.

Parking Advisory Committee: Duane Dycus reported on proposed changes to the Curris Center parking lot that were discussed at the Parking Advisory Committee's November meeting. The Office of Finance and Administrative Services and the Parking Services Office will determine whether or not to approve the proposed changes.

AD HOC COMMITTEES:

Bylaws Revision Committee: Orville Herndon said the committee will discuss changes to Staff Congress representation categories based on employment categories.

Staff Handbook Committee: Matt Purdy reported that the proposed updates to the Staff Handbook have been presented to Jackie Dudley, Vice President of Finance and Administrative Services.

Diversity Committee: Brett Shather said Dr. Evans' position on the Diversity Committee has become vacant now that she will be serving as Staff Regent. Congress members interested in being appointed to the Diversity Committee may contact Mr. Shather.

Business List Revision Committee: Dr. Wilson said Congress members interested in serving on the Business List Revision Committee may contact him or Marion Hale.

UNFINISHED BUSINESS: None.

NEW BUSINESS: A statement was read regarding the low building temperatures that occur before the building heat is turned on, and the impact on student and employee productivity. Students have expressed a lack of willingness to use the buildings when the temperatures in them are low. Attempts to use supplemental plug-in heat sources cause circuit breakers in some buildings to shut off, which leads to power outages. The statement includes a request to work toward a solution to the issue.

Informational Items: The next Staff Congress meeting will be held December 15, 2021, 1:30 p.m., via Zoom.

ADJOURNMENT: Orville Herndon made a motion to adjourn. Trish Lofton seconded, and the motion carried.