



## Staff Congress

### Draft Minutes for September 15, 2021 On-line Meeting via Zoom

**Present:** Charley Allen-Dunn, Kala Allen-Dunn, Marty Anderson, Christian Barnes, Kevin Crawford, Russell Dunn, Duane Dycus, Dr. Jessica Evans, Parker Griffith, Angela Guyton, Marion Hale, Jodi Hanneman, Sara Hardaway, Orville Herndon, Matt Jones, Sondra Kreger, Trish Lofton, Jeremy McKeel, Kim Newbern, Brian Purcell, Matt Purdy, Angela Richerson, Brett Shather, Brian Truskey, Tim Williams, Dr. J. David Wilson.

**Guests:** Jackie Dudley, Vice President of Finance and Administrative Services; Courtney Hixon, Interim Director of Human Resources; Dr. Robert (Bob) Jackson, University President; Dr. Melony Shemberger, Faculty Regent.

**CALL TO ORDER:** Staff Congress President Dr. David Wilson called the meeting to order. He asked for a moment of silence in honor of Staff Regent Phil Schooley who passed away on August 15, 2021.

**Dr. Robert (Bob) Jackson, University President:** Dr. Bob Jackson gave an update on the university's covid-19 response.

Jackie Dudley added that her office is compiling a list of covid-19 testing sites in the community. The list will be posted on the Racer Restart page.

**Jackie Dudley, Vice President of Finance and Administrative Services:** No report.

**Courtney Hixon, Interim Director of Human Resources:** Courtney Hixon presented information on university benefits, including leave benefits and paid vacation. The information will be presented in further detail at the September 20 meeting of the University-Wide Faculty and Staff Insurance and Benefits Committee meeting. Human Resources is preparing for open enrollment for 2022 benefits. The department is planning employee flu shot clinics and an employee health and benefits fair. The fair will have an online option.

**Dr. Melony Shemberger, Faculty Regent:** Dr. Melony Shemberger reported on the Board of Regents retreat and meeting held on September 2 and 3, 2021. She explained an update to Board Policy regarding Section 6.6 of the Policy Manual. The update clarified that the Staff Congress President and Faculty Senate President are officially ex-officio members of the University-Wide Faculty and Staff Insurance and Benefits Committee. Dr. Shemberger reported on enrollment numbers.

#### **APPROVAL OF MINUTES:**

**August 18, 2021 Monthly Meeting Minutes:** Brian Truskey made a motion to approve the minutes of the August 18, 2021 monthly Staff Congress meeting as presented. Jeremy McKeel seconded, and the motion carried.

**September 1, 2021 Special Meeting Minutes:** Marion Hale made a motion to approve the minutes of the September 1, 2021 Special Called Meeting. Jeremy McKeel seconded, and the motion carried.

**APPROVAL OF TREASURER'S REPORT:** The August Treasurer's Report was unavailable as the Treasurer was out-of-the office due to a family illness. The August Report will be presented at the October 2021 Staff Congress meeting.

#### **STANDING COMMITTEE REPORTS:**

**Executive Committee:** Dr. David Wilson said Credentials and Committee Chair Orville Herndon will discuss the Staff Regent Election process.

**Credentials and Elections Committee:** Orville Herndon made a motion to conduct the Staff Regent Election from October 26, 12:01 a.m. until October 28, 11:59 p.m., 2021, as recommended by the Credentials and Elections Committee. The recommendation includes the candidate filing period dates of September 27 through October 11, 2021. Mr. Herndon explained that candidate eligibility will be verified by Human Resources. Candidate forums will be held via Zoom. Arrangements will be made to provide all candidates with the ability to participate in the forums via Zoom.

**Staff Recognition Committee:** No report. Dr. Wilson will be working with the committee members to assist in delivering Years of Service certificates to staff.

**Communications Committee:** No report.

**Working Conditions Committee:** Dr. Wilson said the committee will have a new chair. When committee chairs have been appointed, a committee list will be given to Staff Congress members.

**Staff Congress Foundation Textbook Scholarship Committee:** Dr. Wilson noted the committee will have a new chair.

**Staff Survey Committee:** Dr. Jessica Evans reported that a Staff Survey Committee meeting is scheduled for the last week of September. The committee will discuss the 2021 Staff Survey results. She will recommend to the committee that the group wait until a Staff Regent has been elected before reviewing the survey questions for the 2022 survey. The committee and the Staff Regent develop the survey and discuss the results together.

**Personnel Polices Committee:** No report.

**UNIVERSITY-WIDE COMMITTEES:**

**Faculty and Staff Insurance and Benefits Committee:** Dr. Wilson noted that Orville Herndon is on the Faculty and Staff Insurance and Benefits Committee. He encouraged staff to contact committee members with comments and concerns.

**Naming Campus Facilities Committee:** Dr. Wilson said Staff Congress member Tim Williams has agreed to serve on the Naming Campus Facilities Committee. He added that the Board of Regents voted unanimously to approve the recommendation from Staff Congress to name the Staff Excellence Award the Philip R. Schooley Staff Excellence Award in honor of Staff Regent Phil Schooley. He thanked Staff Congress members for attending the Special Called Staff Congress meeting on September 1, 2021, the purpose of which was to vote on the recommendation to name the award for Phil Schooley. By holding the meeting on September 1, the motion was approved and was able to be presented to the Board of Regents at its September 3, 2021 meeting.

**Judicial Board:** Matt Jones will serve on the Judicial Board.

**Sick Leave Appeals Committee:** No report.

**International Studies Advisory Committee:** No report.

**Budget Advisory Committee:** No report. Dr. Wilson said Dr. Jessica Evans and Brian Purcell will serve on the committee.

**Shared Governance Committee:** Dr. Wilson said he is a member of the Shared Governance Committee. A volunteer is needed to fill the vacant Staff Congress member position on the committee.

**Parking Advisory Committee:** Duane Dycus said the committee will meet after today's Staff Congress meeting.

**AD HOC COMMITTEES:**

**Bylaws Revision Committee:** No report.

**Staff Handbook Committee:** No report.

**Diversity Committee:** Dr. Wilson reported that the committee is in the process of defining its charge if it were to become a standing committee. Staff Congress members have discussed in previous meetings, the possibility of changing the committee's status from ad hoc to standing. Staff Congress members interested in serving on the committee may contact Dr. Wilson.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** Dr. Wilson made a motion to appoint the following as Staff Congress committee chairs: Orville Herndon, Credentials and Elections Committee; Jeremy McKeel, Staff Recognition Committee; Trish Lofton, Special Events Committee; Christian Barnes, Communications Committee; Brian Truskey, Working Conditions Committee; Kala Allen-Dunn, Staff Congress Foundation Textbook Scholarship Committee; Dr. Jessica Evans, Staff Survey Committee. Brett Shather seconded, and the motion carried.

**Informational Items:**

Charley Allen-Dunn, Staff Congress Member and Web and Digital Advertising Manager in the Department of Branding, Marketing, and Communication, presented an overview of the new Murray State website pages. The previous re-design was made in 2015. The current re-design will improve compatibility with the latest devices and programs. A Canvas training course will be developed for employees who manage their departments' web pages.

Dr. Wilson said Racer Day browsing sessions will be held on Saturday, September 18, for prospective MSU students. He encouraged staff and faculty to submit nominations for the Philip R. Schooley Staff Excellence Award. The online nomination form and printable nomination form are available on the Staff Congress web page and are due September 30, 2021. Employees are encouraged to upload their covid-19 vaccination cards to My Gate to be eligible for free MSU items. The next Staff Congress meeting is scheduled for October 20, 2021, at 1:30 p.m., via Zoom.

**ADJOURNMENT:** Dr. Jessica Evans made a motion to adjourn. Orville Herndon seconded, and the motion carried.