



Staff Congress

Draft Minutes for April 15, 2020

On-line Meeting via Zoom

Present: Charley Allen-Dunn, Laura Buchanan, Lester Buckner, Dr. S.G. Carthell, Duane Dycus, Jessica Evans, Debbie Griffin, Marion Hale, LaDonna Hamontree, Orville Herndon, Matthew Jones, Jeremy McKeel, Trish Lofton, Jerry O'Bryan, Evan O'Neal, Debbie Plummer, Brian Purcell, Matt Purdy, Kendrick Quisenberry, Maria Rosa, Tim Williams, David Wilson, John Young, and Staff Regent Phil Schooley.

Guests: Jackie Dudley, Vice President, Finance and Administrative Services; Dr. Robert L. (Bob) Jackson, University President; Dr. Don Robertson, Vice President, Student Affairs; Dr. Melony Shemberger, Faculty Regent.

CALL TO ORDER: Staff Congress President Marion Hale called the meeting to order.

Dr. Robert L. (Bob) Jackson, University President: Dr. Bob Jackson said classes have moved to online delivery and students have moved out of the dormitories. Grading policies are being adjusted. He thanked Staff Congress for holding the meeting online and added that he appreciates everyone's patience and understanding during this time. He reported on the Kentucky Legislative Session which will end at midnight on April 15, and the effects of the legislature's budget decisions on the University's budget. The University Budget Advisory Group and the Board of Regents each have meetings scheduled for the week of April 20.

Dr. Jackson answered questions. Spring commencement will be postponed with more details forthcoming as decisions are made. Furloughs are possible due to the current budget situation. All open employment positions have been frozen. He added that universities across the country are facing similar difficulties caused by current events.

Jackie Dudley, Vice President, Finance and Administrative Services: Jackie Dudley said staff are working remotely to continue university operations including payroll distribution. SSC began providing custodial and grounds operations services for the campus on April 13.

Dr. Don Robertson, Vice President of Student Affairs: Dr. Don Robertson said the staff in the Office of Student Affairs, with help from staff in other campus departments, are making welfare calls to current students and recruitment calls to prospective students. A weekly information newsletter is sent to current parents and students. Meetings and events are being conducted virtually, including SGA meetings and awards ceremonies. The Senior Breakfast will be held online on April 29. He complimented Dr. S.G. Carthell and the Office of Multicultural Initiatives for that office's student outreach program implemented during the current remote learning environment. Matt Jones and staff in the Office of Graduate Recruitment and Retention are contacting potential graduate students to encourage them to enroll for the fall semester. Dr. Robertson reported on projected enrollments for Summer O and for the fall semester. Summer O may be replaced by online contacts with students. He answered questions.

Staff Regent Report: Staff Regent Phil Schooley said the Faculty and Staff Leadership Council will meet April 20. The Budget Advisory Committee will meet on April 21. The Board of Regents will meet on April 24.

Faculty Regent Report: Faculty Regent Dr. Melony Shemberger complimented the Faculty Development Center and Academic Applications Solutions for assisting faculty with the transition to online course instruction.

APPROVAL OF MINUTES: Debbie Plummer made a motion to approve the March 2020 Minutes as presented. Trish Lofton seconded, and the motion carried.

APPROVAL OF TREASURER'S REPORT: Treasurer Jessica Evans said the Treasurer's Report is not accessible from off-campus, as she is working remotely. She hopes to present the March and April 2020 Treasurer's Reports at the May 2020 Staff Congress meeting.

STANDING COMMITTEE REPORTS:

Executive Committee: Marion Hale said the Executive Committee met on April 9 via Zoom. The purpose of the meeting was to practice meeting online in preparation for today's Staff Congress meeting.

Credentials and Elections Committee: Orville Herndon read the list of candidates for the Staff Congress Election scheduled for April 2020. The list of election candidates is available at <http://staffvote.mymurraystate.com/>.

Staff Recognition Committee: No report.

Staff Special Events Committee: No report.

Communications Committee: No report.

Marion Hale asked staff to continue to send items to Laura Buchanan to post on the Staff Congress Facebook page.

Working Conditions Committee: No report.

Staff Congress Foundation Textbook Scholarship Committee: No report.

Personnel Policies and Benefits Committee: No report.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: John Young said that due to current events which have led to employees' working remotely, the committee has not met since February 21. The committee plans to meet before the end of the academic year. The meeting might be held online.

Intercollegiate 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.

Dr. S.G. Carthell said the Office of Multicultural Initiatives is ensuring that the approximately 100 students staying on campus have needed resources. Marion Hale thanked Dr. Carthell and his office for assisting the students. Trish Lofton added that the Racers Helping Racers Food Pantry staff has compiled a list of items needed for the food pantry. Donated items can be taken to the University Post Office or persons can contact her to arrange pick-up of donated items. The pantry items are being given to students via contactless delivery. During the previous three weeks, the pantry has provided food for 55 students. The students have been appreciative of the items received. Ms. Lofton thanked those who have donated items to the food pantry. Marion Hale thanked those assisting with the food pantry.

Budget Advisory Committee: Brian Purcell said the Budget Advisory Committee is scheduled to meet on April 23.

Shared Governance Committee: No report.

Parking Advisory Committee: Duane Dycus reported that at the Parking Advisory Committee's online meeting on April 6, five additional loading zone parking spots were approved. The Women's Center requested parking spots for expectant mothers. Parking Services responded that expectant mothers should use their current parking permits. Women with a high-risk pregnancy may apply for a handicapped parking permit.

Duane Dycus reported that family members who share a vehicle driven to campus need to purchase only one parking permit. If a student member of the family uses the vehicle on campus, the parking permit purchased must be a student permit. The faculty/staff family members may purchase an employee parking permit, while the student is required to use a student parking permit. Currently, no parking permit price increase is planned for next semester.

AD HOC COMMITTEES:

Bylaws Revision Committee: Orville Herndon reported that the Bylaws Revision Committee has been revising wording of the Bylaws and tentatively plans to present a draft revision at the May Staff Congress meeting. The Congress would then vote on the proposed revision at the June Staff Congress meeting.

Staff Handbook Committee: No report.

Staff Survey Review Committee: Jessica Evans said the Staff Survey is ready for distribution. Phil Schooley said he has spoken with Willem Mathis of Information Systems about distributing the Staff Survey. Mr. Mathis has been assisting with the increased number of Zoom conferences for remote meetings and classes. Marion Hale added that delivery of the Staff Survey was delayed by the current health situation which requires employees to work remotely. She thanked the committee members for their work on the survey.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Orville Herndon said the Staff Congress Elections Committee usually sends a postcard to staff notifying them of the link to the web page containing Staff Congress Election candidate information and voting instructions. Because the current situation requires most employees to work from home, he asked if the Congress would like to send the link to staff electronically. Discussion followed. Orville Herndon made a motion to suspend Staff Congress Election postcards. Debbie Plummer seconded, and the motion carried. He said the information will be included in Racer Nation.

Dr. S.G. Carthell said that he is President of the local United Way which has organized a community fund as part of the response to the Covid-19 virus.

David Wilson said the census is ongoing. Data from before the campus closure will be allowed to be included in the census. Mr. Wilson said the students currently living on campus were unable to fly home or have no family. Housing is contacting those students weekly. The students may check-out cookware from the campus community center.

Marion Hale said the next Staff Congress meeting will be held on May 20, at 1:30 p.m.

ADJOURNMENT: Debbie Plummer made a motion to adjourn. Brian Purcell seconded, and the motion carried.