



Staff Congress

Draft Minutes for August 19, 2020 On-line Meeting via Zoom

Present: Charley Allen-Dunn, Marty Anderson, Dr. S.G. Carthell, Duane Dycus, Dr. Jessica Evans, Debbie Griffin, Marion Hale, LaDonna Hamontree, Orville Herndon, Matthew Jones, Sondra Kreger, Trish Lofton, Jeremy McKeel, Jerry O'Bryan, Evan O'Neal, Matt Purdy, Debbie Plummer, Kendrick Quisenberry, Brian Purcell, Brett Shather, Brian Truskey, Tim Williams, Dr. J. David Wilson, John Young, and Staff Regent Phil Schooley.

Guests: Jackie Dudley, Vice President, Finance and Administrative Services; Joyce Gordon, Director of Human Resources; Dr. Robert L. (Bob) Jackson, University President; Dr. Robert Pervine, Associate Provost, Office of Academic Affairs; Dr. Melony Shemberger, Faculty Regent; and Dr. Tim Todd, Vice President of Academic Affairs.

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

He introduced Staff Congress officers.

Dr. Robert (Bob) Jackson, University President: Dr. Bob Jackson thanked those who assisted with planning or with moving-in students during students' scheduled move-in times. The main request he received from students and families was to use this year's move-in scheduling process again next year.

The start of classes is going well. He thanked employees for their hard work. He sent an email this morning to students. He has sent previous emails to them and will send emails in the future to remind students of the Racer Restart plan procedures, including wearing a mask. He asked staff to remind students to make good choices and to use good judgement.

The Board of Regents retreat is scheduled for August 27. The Board of Regents meeting is scheduled for August 28. MSU will be reporting the number of covid-19 cases for employees and students. University employees have asked Dr. Jackson to protect their health information. The university administration is in contact with Calloway County Health Department daily.

The university administration discusses daily what improvements can be made to respond to needs as much as possible for a healthy and safe semester. An expanded area is for is being developed next to Winslow Dining Hall to allow increased spacing for approximately 150 students while dining.

Employees should have received new identification cards. Anyone who has not received a new card should contact his/her department director or chair. The cards were mailed to departments. If the department head does not have the card, that employee should contact the Racer Card office.

Racer Safe and Healthy Kits have been distributed. He complimented Procurement Services staff for working to obtain the items for the kits. Some items are difficult to obtain or have seen a cost increase. He encouraged staff to register for direct deposit.

Dr. Shemberger asked about keeping students distanced from each other in dining facilities. Jackie Dudley replied explained the procedures that have been implemented for that purpose.

Jackie Dudley, Vice President of Finance and Administrative Services: Jackie Dudley reported on dining developments. Starbucks opened on August 17. Chick-fil-A will use the Grubhub ordering app and is anticipated to be ready on August 20. Other campus dining venues will use the Bite food ordering app.

Dr. Tim Todd, Vice President of Academic Affairs: Dr. Tim Todd thanked staff for all they have done in preparation for the start of classes.

Dr. Robert Pervine, Associate Provost, Office of Academic Affairs: Dr. Robert Pervine thanked staff for their work.

Joyce Gordon, Director of Human Resources: Joyce Gordon said the delay for background checks for employee hiring has been due to the closing of county clerks' office.

Employee flu shot clinics, sponsored by Murray State Health Services and Primary Care, will be scheduled when Primary Care receives the vaccines. The flu shots provided at the campus flu shot clinics will have not cost to the employee nor to the university. Flu shots received at pharmacies and health care providers' offices with no cost to the employee are provided at a cost to the university.

Open Enrollment will be conducted through Benefit Focus. The information presentations will be given virtually. Individuals may also schedule individual consultations.

Staff Regent Report: Staff Regent Phil Schooley said the Board of Regents will hold its retreat on August 27, and will hold its quarterly meeting on August 28.

Staff Survey Review Committee: The Staff Survey Review committee will meet on September 4, to discuss the results of the Staff Survey.

Faculty Regent Report: Dr. Melony Shemberger reported that approximately 300 faculty members attended, via Zoom, the keynote presentation by Dr. Bob Jackson at the Faculty Summit. Faculty attended other sessions during the summit as well, including sessions which discussed technology.

APPROVAL OF MINUTES: Dr. Jessica Evans made a motion to approve the July 2020 Meeting Minutes as presented. Marion Hale seconded, and the motion carried.

APPROVAL OF TREASURER'S REPORT: Marion Hale made a motion to approve the July 2020 Treasurer's Report as presented. Brian Purcell seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: David Wilson reported that at its meeting on August 18, 2020, the Executive Committee compiled the committee assignments list which was emailed to Staff Congress prior to today's Staff Congress meeting. The committee assignments will be discussed later in today's meeting.

Credentials and Elections Committee: Orville Herndon said the Credentials and Elections Committee hopes to fill the vacancies on Staff Congress in the next few months.

Staff Recognition Committee: Dr. David Wilson said the Staff Recognition Luncheon has not been held due to the pandemic. He would like to work with the Staff Recognition Committee to discuss options for recognizing staff throughout the year.

Staff Special Events Committee: No report.

Communications Committee: Dr. David Wilson said he would like the Communications Committee to consider additional venues to communicate with staff.

Working Conditions Committee: No report.

Staff Congress Foundation Textbook Scholarship Committee: Dr. Wilson said the committee will be moving forward.

Personnel Policies and Benefits Committee: Dr. Wilson said he has assigned committee members.

Parking Advisory Committee:

UNIVERSITY-WIDE COMMITTEES: Dr. Wilson said Staff Congress members are appointed to university-wide committees by the Staff Congress President.

Faculty and Staff Insurance and Benefits Committee: John Young said the he is retiring. He has emailed the members of the university-wide Faculty and Staff Insurance and Benefits Committee to arrange a meeting with the purpose of electing a new chair, as he is the current committee chair. He gave an overview of topics to be discussed at the committee's upcoming regular meeting: 2021 health insurance, a report from the Faculty and Staff Insurance and Benefits Committee subcommittee on the bereavement policy (titled "Funeral Leave"), and tuition waivers. He listed current Staff Congress representatives serving on the Faculty and Staff Insurance and Benefits Committee: Marty Anderson, Duane Dycus, Dr. Jessica Evans, Marion Hale, Orville Herndon, Debbie Plummer, and Brian Purcell. Seven faculty members also service on the committee. Staff Congress President David Wilson said employees may contact the committee members with concerns and suggestions.

Intercollegiate Council: No report.

Naming Campus Facilities Committee: No report.

Judicial Board: Dr. Wilson said a Staff Congress member has not been appointed to the Judicial Board for 2020-2021. Staff Congress members interested in serving on the Judicial Board may contact him. The Judicial Board does not meet often, but members must attend a training.

Sick Leave Appeals Committee: No report.

International Studies Advisory Committee: No report.

Budget Advisory Committee: No report.

Shared Governance Committee: Dr. Wilson asked Dr. Jackson and Dr. Tim Todd if the Shared Governance Committee is active. They confirmed that the committee is active. Dr. Wilson said he will appoint representatives from Staff Congress to serve on the Shared Governance Committee.

AD HOC COMMITTEES:

Bylaws Revision Committee: Orville Herndon said the Bylaws Revision Committee will meet on September 2, to discuss the staff employment categories for representation on Staff Congress.

Staff Handbook Committee: No report.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Staff Congress Committees:

Staff Congress President David Wilson appointed Marion Hale as Parliamentarian.

He reviewed the list of Staff Congress committee assignments that was emailed to Staff Congress members prior to today's Staff Congress meeting. Trish Lofton made a motion to accept the committee assignments.

President Wilson said he will discuss with the Staff Recognition Committee ways to recognize staff throughout the year. He will discuss with the Communications Committee ways to communicate with staff. He welcomes questions.

Dr. Wilson referred to Staff Congress Bylaws Article 7, Section 1, which discusses forming ad hoc committees. He is forming an ad hoc Staff Congress Diversity Committee. Staff Congress interested in serving on the committee may contact him. He said he would like the committee to work with any existing university diversity committees. He noted that he thinks the ad hoc committee will become a standing committee.

Staff Congress Meeting Schedule for 2020-2021: Marion Hale said the April 2021 Staff Congress meeting was listed as April 14 on the schedule that was approved at the July 15, 2020 Staff Congress meeting. She noted that per the Staff Congress Bylaws, that meeting should be scheduled for April 21. She made a motion that the April 2021 Staff Congress meeting be changed from April 14, 2021, to April 21, 2020. Orville Herndon seconded, and the motion carried.

Orville Herndon asked if the appointments of Staff Congress representatives to university-wide committees would be presented for a vote. Dr. Wilson explained that list will be distributed to Staff Congress at a later date, after the appointments of Staff Congress committees and chairs have been finalized.

The next Staff Congress meeting is scheduled for September 16, at 1:30 p.m., via Zoom.

Trish Lofton said that students have contacted the Racers Helping Racers Food Pantry requesting food. The food pantry is open Monday, Wednesday, and Friday, 10:00 a.m. – 2:00 p.m. Students can make food pantry requests using the food pantry's on-line form to make a food request for curbside pick-up. Staff can donate items including ready-to-eat meals, macaroni and cheese, granola bars, and cold cereal to the food pantry

Dr. David Wilson thanked John Young for all he has done as a member of staff congress.

ADJOURNMENT: Orville Herndon made a motion to adjourn. Marion Hale seconded, and the motion carried.