



Staff Congress

Draft Minutes for July 15, 2020 On-line Meeting via Zoom

Present: Charley Allen-Dunn, Marty Anderson, Dr. S.G. Carthell, Duane Dycus, Dr. Jessica Evans, Debbie Griffin, Parker Griffith, Ladonna Hamontree, Orville Herndon, Matthew Jones, Sondra Kreger, Jeremy McKeel, Jerry O'Bryan, Evan O'Neal, Matt Purdy, Debbie Plummer, Kendrick Quisenberry, Brian Purcell, 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. Don Robertson, Vice President, Student Affairs; and Dr. Tim Todd, Vice President of Academic Affairs.

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

Dr. Robert (Bob) Jackson, University President: Dr. Bob Jackson reported on the Facebook Live session held with students and their families earlier in the day. The purpose of the session was to explain the Racer Restart plan and answer questions. Dr. Jackson reminded employees to refer to the Racer Restart plan regularly for updates. He thanked Charley Allen-Dunn for her work on the Racer Restart web page. A forum for faculty and staff will be held July 17, regarding Racer Restart. A virtual town hall for staff, faculty, and the broader community is being planned for the first week of August. The town hall will contain information and discussion about the restart. Dr. Jackson said he appreciate the efforts of staff and faculty in preparation for the fall semester. He answered questions.

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

Joyce Gordon, Director of Human Resources: Joyce Gordon said the *Covid-19 Faculty and Staff Return to Work Training* was emailed to employees. The mandatory training must be completed by August 1. Human Resources has asked departments heads to work closely with employees regarding work situations related to Covid-19. Outdoor health fairs for employees are being planned. Information will be distributed about flu shots, which will tentatively be available at the end of August or the beginning of September. Ms. Gordon answered questions.

Dr. Don Robertson, Vice President of Student Affairs: Dr. Don Robertson reported on enrollment. Students who were enrolled during the spring semester and have not yet registered for the fall semester are being contacted by staff to determine any barriers to enrollment. Campus visits have resumed. A training module for students returning to campus during the Covid-19 pandemic is being developed.

Dr. Tim Todd, Vice President of Academic Affairs: Dr. Tim Todd said he has met with deans and will meet with academic department chairs today regarding preparations for the fall semester. He thanked staff for all they are doing in response to the virus and in preparation for students' return to campus.

Debbie Plummer asked when the *Racer Safe and Healthy* kits with thermometers will be distributed. Jackie Dudley answered that some kits have been distributed to some departments with staff who have returned to campus. Distribution plans have not been finalized.

Staff Regent Report: Staff Regent Phil Schooley said the Staff Survey has closed. He and Dr. Jessica Evans are working on the Staff Survey Report.

Faculty Regent Report: Staff Congress President David Wilson gave an overview of the Faculty Regent Report sent to him by Faculty Regent Dr. Melony Shemberger who was unable to attend today's Staff Congress meeting. The report discussed the progress faculty are making with online course development in preparation for the fall semester. Warren Norman is the newly elected SGA President.

APPROVAL OF MINUTES: John Young made a motion to approve the June 2020 Minutes as presented. Orville Herndon seconded, and the motion carried.

Staff Congress President David Wilson appointed Orville Herndon as temporary Parliamentarian.

APPROVAL OF TREASURER'S REPORT: Debbie Plummer made a motion to approve the June 2020 Treasurer's Report as presented. The motion was seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: No report. Dr. David Wilson said the Executive Committee will meet after today's Staff Congress meeting.

Credentials and Elections Committee: For the benefit of new Staff Congress members, Co-Chair Orville Herndon explained that the Credentials and Elections Committee oversees the Staff Congress Election and Staff Regent Election, and fills vacancies on Staff Congress. The Staff Regent and Staff Congress elections will be held in the spring of 2020.

Staff Recognition Committee: No report. Committee member Tim Williams said the Staff Recognition Committee assists with planning the Staff Appreciation Luncheon.

Staff Special Events Committee: No report. Former Staff Special Events Committee Chair Dr. Jessica Evans said the committee plans the Children's Christmas Party and the Staff Holiday Reception.

Communications Committee: No report. Dr. David Wilson said the Communications Committee updates the Staff Congress Facebook page and communicates information about Staff Congress.

Working Conditions Committee: No report. Committee Chair Marty Anderson explained via the chat window (read aloud to attendees by Dr. Jessica Evans) that the Working Conditions listens to concerns about working conditions and tries to work through or resolve the concerns.

Staff Congress Foundation Textbook Scholarship Committee: No report. Former Committee Chair Dr. Jessica Evans said the Textbook Scholarship Committee awards textbooks scholarships to staff and dependents of staff. The amount of the award is up to \$250.

Personnel Policies and Benefits Committee: Committee Chair John Young explained that the committee makes recommendations for adjustments, improvements, and refinements in personnel matters. The committee has not met in the past year as recommendations have gone directly from Staff Congress to the university-wide Faculty and Staff Insurance and Benefits Committee. Seven members of the Staff Congress Personnel Policies and Benefits Committee are appointed to the university-wide Faculty and Staff Insurance and Benefits Committee.

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

Faculty and Staff Insurance and Benefits Committee: Committee Chair John Young said the committee consists of Staff Congress members and faculty representatives. Faculty membership is comprised of one faculty member from each college and the library, for a total of seven faculty members. An equal number of staff representatives is appointed to the committee from Staff Congress. The committee's purpose is to evaluate group health and life insurance, and other benefits, and then make recommendations to the Vice President of Finance and Administrative Services. The committee will meet on July 24, at 9:00 a.m., via Zoom.

Intercollegiate Council: No report.

Naming Campus Facilities Committee: Committee member Tim Williams explained the committee is comprised of employees from across campus, including one representative from Staff Congress. The committee hears proposals for naming campus facilities in honor of university alumni.

Sick Leave Appeals Committee: No report.

International Studies Advisory Committee: Committee member Dr. S.G. Carthell explained that the International Studies Advisory Committee reports to groups such as Staff Congress information concerning international studies. He requested that Staff Congress form a committee on diversity inclusion and equity. He suggested this could be discussed further as part of New Business. He added that the Student Affairs Diversity Task Group would like to have a member of Staff Congress appointed to its group.

Judicial Board: No report.

Budget Advisory Committee: Brian Purcell said that he and Dr. Jessica Evans serve on the University President's Budget Advisory Committee which has not met since the June 2020 Staff Congress meeting.

Shared Governance Committee: Committee member John Young said that he and Laura Buchanan have been on the Shared Governance Committee approximately three years. The committee consists of two staff members, two faculty members, and two student members. The Shared Governance Committee has been inactive for approximately a year. Dr. Tim Todd responded that he will be glad to work with the committee.

Parking Advisory Committee: Committee Chair Duane Dycus said the Parking Advisory Committee includes three Staff Congress members and representatives from Faculty Senate and the SGA. The committee meets once per semester to discuss parking policies and upcoming changes with the Vice President of Finance and Administrative Services and representatives from the Parking Office.

Staff Survey Review Committee: The Staff Survey Review Committee report was given earlier in the meeting as part of the Staff Regent Report.

AD HOC COMMITTEES:

Bylaws Revision Committee: Committee Chair Orville Herndon reported that the Bylaws have been updated to reflect the revisions approved at the June 2020 Staff Congress meeting and have been posted on the Staff Congress web page. Due to recent changes in the number of staff positions in various employment categories, a revision is needed in the number Staff Congress representatives required from each employment category. The Bylaws Revision Committee will meet with Haley Stedelin in Human Resources to develop a proposed update to balance the employment category representation on Staff Congress. The most recent update was in 2008-2009. The committee hopes to propose a recommendation to Staff Congress in October or November 2020. Any revision to employee representation will need to be completed in early 2021, in order for the change to be reflected in the Staff Congress Election to be held in April 2021.

Staff Handbook Committee: Committee Chair Matt Purdy reported that the draft of the revised Staff Handbook has been sent to various university departments in order for those departments to make their respective updates to the handbook.

Dr. David Wilson explained that Staff Congress members will be receiving via email a Staff Congress Committee Preferences Form that will include a description of the committees. The completed forms will assist the Executive Committee in making committee assignments. The assignments will then be voted on by Staff Congress. Orville Herndon will email to Congress members a list of the 2019-2020 Staff Congress committee members for use in their committee preference selections for 2020-2021.

Dr. Wilson suggested that discussion be held to determine whether or not specific inactive committees are still needed.

UNFINISHED BUSINESS:

Dr. Jessica Evans agreed with the comment made earlier in today's Staff Congress meeting by Dr. S.G. Carthell requesting the formation of a diversity committee. She asked if the President's Commission on Diversity and Inclusion still exists. Dr. Jackson replied that a task force on diversity and inclusion is still active and will meet in August, probably via Zoom. He noted that Dr. Carthell chairs the student section of the task force. The task force includes a faculty component and a campus climate component. A recommendation from the group is scheduled to be announced on July 17. Staff Congress President David Wilson affirmed the value of the diversity and inclusion committees and recommended further future discussion concerning the appointment of Staff Congress members to diversity and inclusion committees.

Dr. Jessica Evans asked why employees are receiving new university identification cards. Jackie Dudley replied that in compliance with new requirements adopted by the Kentucky Legislature, the new identification cards will have the phone number for the National Sexual Assault Hotline. The new cards will also have a different type of stripe which allows for touchless transactions and admittance to housing facilities. The current type of stripe will also be on the new cards.

NEW BUSINESS:

Schedule of Meetings for 2020-2021: Staff Congress President David Wilson presented the proposed schedule of Staff Congress meetings for 2020-2021. A copy was emailed to Staff Congress members prior to today's meeting. He reviewed the schedule. Debbie Plummer made a motion to approve the Schedule of Meetings as presented. The motion was seconded, and the motion carried.

President Wilson asked the Staff Recognition Committee members and Executive Committee members to stay after today's Staff Congress meeting in order to discuss the Staff Recognition Luncheon.

The next Staff Congress meeting is scheduled for August 19, at 1:30 p.m., on Staff Congress.

ADJOURNMENT: Orville Herndon made a motion to adjourn. The motion was seconded, and the motion carried.