



## Staff Congress

**Rough Draft Minutes for July 21, 2021  
On-line Meeting via Zoom**

**Present:** Charley Allen-Dunn, Kala Allen-Dunn, Marty Anderson, Christian Barnes, Christopher Cobb, Russell Dunn, Dr. Jessica Evans, Parker Griffith, Angela Guyton, Marion Hale, Jodi Hanneman, Sara Hardaway, Orville Herndon, Matt Jones, Sondra Kreger, Trish Lofton, Jeremy McKeel, Evan O'Neal, Brian Purcell, Matt Purdy, Kendrick Quisenberry, Angela Richerson, Brett Shather, Brian Truskey, Tim Williams, Dr. J. David Wilson, and Staff Regent Phil Schooley.

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

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

**Dr. Robert (Bob) Jackson, University President:** Dr. Bob Jackson said on-campus covid-19 vaccine clinics for faculty and staff will be scheduled at MSU Health Services in August. The dates will be announced. He encouraged employees to be vaccinated in consultation with their health care providers and asked staff to encourage their colleagues to be vaccinated. He will encourage faculty and students to receive the vaccination. Dr. Jackson has received questions about wearing masks on-campus. He said the CDC recommends masks indoors for unvaccinated individuals. MSU's position is to follow the CDC recommendation. He thanked staff for their work. The last student orientation will be held on August 8. Dr. Jackson gave an update on campus construction projects and asked for patience regarding construction.

**Jackie Dudley, Vice President of Finance and Administrative Services:** Jackie Dudley said the Staff Appreciation Luncheon is scheduled for August. Details will be discussed by one of the Staff Congress committees later in today's meeting. Employees in buildings that will receive construction or window replacement will be notified when the starting dates for the repairs have been determined.

**Courtney Hixon, Interim Director of Human Resources:** Courtney Hixon reported on participation in the Racer Wellness walking group on Wednesdays. A watermelon drop-in social for staff and faculty has been scheduled for July 28, 1-3 p.m., at the Waterfield Library Breezeway.

**Dr. Melony Shemberger, Faculty Regent:** Dr. David Wilson said the Staff Congress Secretary will send the Staff Congress members the report from Faculty Regent Dr. Melony Shemberger who is teaching in the Governor's Scholars Program and is unable to attend today's Staff Congress meeting.

**Phil Schooley, Staff Regent:** Staff Regent Phil Schooley said the Board of Regents will hold a retreat on September 2, and will meet on September 3.

**APPROVAL OF MINUTES:** Marion Hale made a motion to approve the June 2021 Staff Congress meeting minutes as presented. Brett Shather seconded, and the motion carried.

**APPROVAL OF TREASURER'S REPORT:** Dr. Jessica Evans asked if the June 2021 Treasurer's Report reflects monies awarded for the spring scholarships recipients. Outgoing Treasurer Evan O'Neal said he will verify whether or not the report reflects spring scholarship awards disbursements. Trish Lofton made a motion to approve the June 2021 Treasurer's Report as presented. Dr. Jessica Evans seconded, and the motion carried.

### **STANDING COMMITTEE REPORTS:**

**Executive Committee:** Dr. David Wilson said the committee did not meet in July. He would like Staff Congress to host a table at the Staff Appreciation Luncheon vendor fair. Staff Excellence Award information would be available at the table. The Staff Excellence Award will be presented later in the year. The 2021-2022 Staff Congress meeting schedule will be discussed later in today's meeting. Congress members will receive information about committees and will select their committee preferences.

**Credentials and Elections Committee:** Orville Herndon welcomed new members. For the benefit of new members, he explained the responsibilities of the Credentials and Elections Committee. He noted that this is Evan O'Neal's last Staff Congress meeting, as he has accepted off-campus employment. As per the Bylaws, Mr. Herndon has asked Kim Newbern, the next highest vote recipient in the April 2021 Staff Congress Election, if she would be willing to serve the remainder of Mr. O'Neal's term on Staff Congress. Orville Herndon made a motion that Kim Newbern be appointed to serve the remainder of Evan O'Neal's term on Staff Congress. Trish Lofton seconded, and the motion carried. Mr. Herndon thanked Mr. O'Neal for his service to Staff Congress.

Dr. Wilson welcomed new members and asked them to introduce themselves.

**Staff Recognition Committee:** Jeremy McKeel said the Staff Appreciation Luncheon will be held on August 3. It will be a come-and-go event from 11:30 a.m. to 1:30 p.m. Dr. Jackson will speak at the luncheon at noon. Sharion Meloan, in the Office of Finance and Administrative Services, is planning the menu with Sodexo.

Dr. Wilson explained that a tentative plan is to recognize Staff Excellence Award recipients at the Staff Holiday Gathering. Years of Service recipients will be recognized at the August Staff Appreciation Luncheon. He will discuss the Staff Congress vendor fair table with Jeremy McKeel, Trish Lofton, and Charley Allen-Dunn.

**Staff Special Events Committee:** Trish Lofton reported that the Vendor Fair invitation letters have been mailed. She asked staff to return their luncheon reservation cards to Sharion Meloan to provide estimated attendance for meal preparation. The committee hopes the new come-and-go format will allow more staff to attend. In the past, some staff have been unable to attend the luncheon due to preparing for the fall semester during the day of the luncheon.

Dr. Wilson asked Staff Congress members who are able to attend the luncheon to greet staff at the event. He said that hopefully the new format will allow more staff to visit the vendor tables. He encouraged staff to thank the community vendors for their support.

**Communications Committee:** No report.

**Working Conditions Committee:** No report.

**Staff Survey Committee:** Dr. Jessica Evans reported that Staff Regent Phil Schooley sent the Staff Survey results to the Staff Survey Committee members. She will prepare an analysis of the results for the committee to discuss. The committee will meet after the committee assignments have been made for the new year and the new committee members can review the report. The committee will make recommendations based on the survey.

**Staff Congress Foundation Textbook Scholarship Committee:** No report.

**Personnel Policies and Benefits Committee:** For the benefit of the new Staff Congress members, Orville Herndon explained the responsibilities of the committee. The committee is continuing to gather information regarding the spousal hiring policy during its first five years of existence and will discuss any potential updates to the policy.

#### **UNIVERSITY-WIDE COMMITTEES:**

**Faculty and Staff Insurance and Benefits Committee:** Orville Herndon said the committee met with Jackie Dudley and Courtney Hixon to discuss insurance for 2022. The university is going to pay the increase in the health care plan for the upcoming year, which is greatly appreciated. The employee portion of the health care plan rates will remain the same as the rates for 2020 and 2021. Each month, the Faculty and Staff Insurance and Benefits Committee receives a report from Marcie Clark of Human Resources, regarding health care plan usage. Health care costs are increasing. The best way employees can help with insurance costs is to practice a healthy lifestyle. Also, employees who receive a billing error from a healthcare facility should contact Human Resources. As stipulated by the Board of Regent Handbook, the committee will have an organizational meeting in August after the semester has begun. The committee consists of staff and faculty for a total of seven members. Staff Congress members interested in serving on the committee may contact Mr. Herndon. Preferably, staff representatives to the committee also serve on the Staff Congress Personnel Policies and Benefits Committee.

**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:** No report.

**Parking Advisory Committee:** No report. Dr. Wilson asked Jackie Dudley if a new Parking Services Director has been selected. Ms. Dudley replied that Katrina Carr began serving as Parking Services Director last week.

#### **AD HOC COMMITTEES:**

**Bylaws Revision Committee:** No report.

**Staff Handbook Committee:** No report.

**Diversity Committee:** Brett Shather reported that Cami Duffy, MSU IDEA Director and Title IX Coordinator, spoke at a recent meeting of the Diversity Committee. She discussed other university diversity communities. She would like to discuss the direction of the Staff Congress Diversity Committee with Staff Congress.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

2021-2022 Staff Congress Meeting Schedule:

Dr. Wilson asked members to view the proposed meeting schedule that was emailed to them prior to today's Staff Congress meeting. Discussion followed. Due to a Racer Nation Orientation scheduled for June 15, 2022, Orville Herndon made a motion to amend the proposed 2021-2022 Staff Congress meeting schedule to change the June 2022 meeting date from June 15 to June 8. Matt Purdy seconded, and the motion carried. Marion Hale made a motion to accept the amended 2021-2022 meeting schedule. Jeremy McKeel seconded, and the motion carried.

Other New Business:

Dr. Wilson thanked Evan O'Neal for his service to Staff Congress and for serving as Staff Congress Treasurer.

**Informational Items:** The next Staff Congress meeting is scheduled for August 18.

**ADJOURNMENT:** Trish Lofton made a motion to adjourn. Matt Purdy seconded, and the motion carried. The meeting was adjourned.