



## Staff Congress

### Draft Minutes for May 20, 2020 On-line Meeting via Zoom

**Present:** Charley Allen-Dunn, Marty Anderson, Laura Buchanan, Lester Buckner, Duane Dycus, Jessica Evans, Debbie Griffin, Marion Hale, LaDonna Hamontree, Orville Herndon, Matthew Jones, Trish Lofton, Jeremy McKeel, Jerry O'Bryan, Evan O'Neal, Matt Purdy, Debbie Plummer, Brian Purcell, 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; Sondra Kreger, Staff Congress Member-elect; Lindsey Powers, Staff Congress Member-elect; Dr. Don Robertson, Vice President, Student Affairs; Brett Shather, Staff Congress Member elect; Dr. Melony Shemberger, Faculty Regent; Brian Truskey, Staff Congress Member-elect.

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

**Dr. Robert L. (Bob) Jackson, University President:** Dr. Jackson reviewed information from the email he sent on May 18, 2020, to staff and faculty regarding the gradual return to campus during the summer and fall semesters. Much thought will be given to determine which employment positions can continue to function remotely. Safety precautions will be implemented. Additional information is contained in the May 18, 2020 email and on the Racer Restart website. The CPE and the Governor's Office will review the Restart plan.

The University has been notified of a one percent required give-back in state appropriation funds for Fiscal Year 2020, which equals approximately \$450,000. The additional remaining budget gap will be filled by one-time monies from the "rainy day fund." The MSU administration is striving to protect academic quality and to preserve current employment positions. Summer travel has been eliminated. The necessity of filling current vacant positions is being carefully evaluated and temporary employment positions have been eliminated. Much, and possibly all, overtime has been eliminated. The number of student worker positions for the remainder of the current fiscal year has been reduced. The 2020-2021 fiscal year budget is currently being finalized. The Board of Regents meeting on June 5 will include budget discussion.

The Fall 2020 Academic Calendar is being reviewed by the University and accrediting bodies for possible revisions. One possibility is to end the fall semester in November in order to reduce the transmission of illness by allowing students to remain home after Thanksgiving. Such a revision could potentially allow for a second fall semester and/or a longer winter session.

Dr. Jackson reported on summer and fall enrollment. He complimented those who have worked with enrollment and retention. He answered questions.

**Dr. Don Robertson, Vice President of Student Affairs:** Dr. Don Robertson reported on enrollment in the virtual Summer Orientation sessions. When the campus closed in March, the staff in the Office of Student Affairs, with assistance from staff in other campus offices, made well-check calls to current students. Staff have started the second round of well-check calls. The third round of calls will be conducted in July or August.

**Staff Regent Report:** Staff Regent Phil Schooley said the Staff Survey was emailed to Staff on May 1. To date, approximately 40% of staff have responded to the survey. Survey reminders will be emailed approximately every two weeks, with the survey scheduled to close on June 1. Laura Buchanan added that she will post a Staff Survey reminder on the Staff Congress Facebook page.

**Faculty Regent Report:** Faculty Regent Dr. Melony Shemberger reported on discussions of classroom instruction delivery for the fall semester. She said planning is being guided by standards developed by Quality Matters, an organization which instructs and certifies educators in quality education delivery including on-line instruction. She answered questions, including how needs of students with challenges are met when instruction is delivered on-line.

**APPROVAL OF MINUTES:** Orville Herndon made a motion to approve the April 2020 Minutes as presented. Debbie Plummer seconded, and the motion carried.

#### **APPROVAL OF TREASURER'S REPORT:**

**March 2020 Treasurer's Report:** Debbie Plummer made a motion to approve the March 2020 Treasurer's Report as presented. Matt Purdy seconded, and the motion carried.

**April 2020 Treasurer's Report:** Debbie Plummer made a motion to approve the April Treasurer's Report as presented. John Young seconded, and the motion carried.

**STANDING COMMITTEE REPORTS:**

**Executive Committee:** Marion Hale said the Executive Committee has not met since its April 9 virtual meeting, but has discussed items via email. The committee plans to meet prior to the June 10 Staff Congress meeting.

**Credentials and Elections Committee:** Orville Herndon said the results of the Staff Congress Election held in April were emailed to Staff Congress members. (Staff Congress Election 2020 results are also available at <http://staffvote.mymurraystate.com/> ). He read the names of newly-elected and re-elected Staff Congress members.

At the June 2020 Staff Congress meeting, members will elect Executive Officers. The current Executive Officers have completed the maximum number of terms in their respective positions as permitted by the Staff Congress Bylaws. He will email to Staff Congress members the section of Staff Congress Bylaws pertaining to Executive Officer candidate eligibility. Congress members can notify Mr. Herndon prior to the June meeting of their intent to run for executive officer positions. Nominations for the officer positions will also be accepted from the floor during the June meeting.

He noted that the grouping of employment categories for the purpose of representation on Staff Congress may need to be reviewed. The number of employees in Group B--General and Facilities Management has been reduced in recent years by outsourcing of positions.

**Staff Recognition Committee:** No report.

Jessica Evans asked if contingency plans have been developed for the Staff Recognition Luncheon, which is held annually in August, given the current health concern and campus closure. Marion Hale responded that no plans have been developed yet and the luncheon will be discussed at the next meeting of the Staff Congress Executive Committee.

**Staff Special Events Committee:** No report.

**Communications Committee:** No report.

Staff may 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 reported that at the April 30 meeting of the Faculty and Staff Insurance and Benefits Committee, Human Resources Director Joyce Gordon explained how the CARES Act provides additional days to the Family Leave Act for persons caring for family members with Covid-19. Information on insurance usage was also presented. Phase One requirements of the Lunch and Learn component of the Wellness Pledge have been waived due to the closure of campus buildings. The number of faculty representatives on the committee has been reduced by one due to changes in Academic Outreach. This will require an equivalent reduction in the number of staff representatives to the committee. The Bereavement Policy review was discussed. The Faculty and Staff Insurance and Benefits subcommittee formed to review the Bereavement Policy will present a formal recommendation at the committee's next meeting which is scheduled for July 24. Health insurance for the 2021 calendar year is anticipated to be on the agenda for the July 24 meeting.

Marion Hale thanked the committee members for their work.

**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.

**Budget Advisory Committee:** Brian Purcell said items discussed at Budget Advisory Committee's meeting on April 21 were presented by Dr. Jackson earlier in today's Staff Congress meeting. The committee will meet on June 1, 2020.

**Shared Governance Committee:** No report.

**Parking Advisory Committee:** No report.

**AD HOC COMMITTEES:**

**Bylaws Revision Committee:** Orville Herndon reviewed the employment categories used for representation on Staff Congress. The Bylaw Revision Committee will be reviewing the number of Staff Congress representatives from each employment group based on employment numbers in those groups.

The proposed Bylaws revisions were emailed to Staff Congress members prior to today's Staff Congress meeting. Mr. Herndon discussed the proposed revisions. He then read Article X of the Staff Congress Bylaws which explains the process of amending the Bylaws.

Marion Hale said a recommendation from a committee does not require a second. She asked if anyone had questions. She asked Congress members to review the proposed Bylaws revisions in order to vote on the proposed changes at the June 2020 Staff Congress meeting. She thanked committee members for the work.

**Staff Handbook Committee:** Matt Purdy said the links for the Staff Handbook have been updated and have been shared with the Staff Handbook Committee through Google docs to review in order to determine if any updates are needed. Marion Hale added that Human Resources and other administration will have feedback. She thanked committee members for their work.

**Staff Survey Review Committee:** Jessica Evans said the Staff Survey information was included in the Staff Regent Report earlier in today's Staff Congress meeting.

Marion thanked the committee for updating and distributing the survey.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

The next Staff Congress meeting is scheduled for June 10, at 1:30 p.m., online.

**ADJOURNMENT:** Debbie Plummer made a motion to adjourn. John Young seconded, and the motion carried.