



Staff Congress

Draft Minutes for August 17, 2022 On-line Meeting via Zoom

Present: Marty Anderson, Dedrick Brooks, Dr. S.G. Carthell, Duane Dycus, Parker Griffith, Angela Guyton, Marion Hale, Kimberly Hanberry, Jodi Hanneman, Orville Herndon, Matt Jones, Sondra Kreger, Trish Lofton, Jeremy McKeel, Kim Newbern, Matt Purdy, Angela Richerson, Tressa Ross, Matthew Todd, Brian Truskey.

Absent: Christian Barnes, Chris Cobb, Kevin Crawford, Russell Dunn, Sara Hardaway, Audrey Neal, Kendrick Quisenberry, Brett Shather, Dr. J. David Wilson.

Guests: Dr. Jessica Evans, Staff Regent; Dr. Renee Fister, Associate Provost; Dr. Robert Jackson, MSU President; Dr. Melony Shemberger, Faculty Regent; Lauren Smee, Wellness Coordinator; Dr. Tim Todd, Provost.

CALL TO ORDER: Staff Congress President Trish Lofton called the meeting to order.

Dr. Robert Jackson, University President: Dr. Jackson explained that performance funding is a vital component of the university's funding. Everyone on campus can help improve appropriations the university receives. Dr. Fister, Dr. Todd, and the Office of Institutional Effectiveness plan to provide information to the campus community about performance funding to help campus constituents understand the process.

Dr. Tim Todd, Provost: Dr. Tim Todd thanked Staff Congress President Lofton for the opportunity to present the Performance Funding information. He thanked Dr. Renee Fister for her work with Performance Funding and the presentation.

Dr. Renee Fister, Associate Provost: Dr. Renee Fister thanked Staff Congress President Lofton for the opportunity to present the Performance Funding information. She said employees may contact her with questions. She expressed appreciation for the Office of Institutional Effectiveness and the CPE which collect data that are used in the Performance Funding models. She explained the three main components of Performance Funding: Student Success, Student Credit Hour Production, and Operations Support. She explained the subcomponents. Staff can help in the area of student progression by helping students and being positive with them to help them continue toward graduation.

Dr. Jackson added that the student credit hour production component is to encourage students to complete undergraduate degrees within four years of starting the degree.

Faculty Regent Report: Faculty Regent Dr. Melony Shemberger reported that approximately 35 new faculty members have joined the university. She provided a list of the new faculty. She thanked the Provost Office for organizing the fall faculty breakfast that was held on August 15. The Faculty Development Center held an orientation early in August for new faculty. The Board of Regents retreat is scheduled for September 8, with the quarterly Board of Regents meeting scheduled for September 9.

Staff Regent Report: Staff Regent Dr. Jessica Evans reported on the Board of Regents and Finance Committee meetings held on August 11. Two new board members were sworn in: Emily Roark, an attorney in Paducah; and David Meinschein, Superintendent of Livingston County Schools and adjunct in the College of Education and Human Services. Their terms on the Board of Regents will expire on June 30, 2028. The new Student Regent, Ellie McGowan, will be sworn in at a date to be determined. The only agenda item on the August 11 meeting of the Finance Committee was the Curris Center renovations. Due to an increase in labor and supplies from the previous bids, the project has increased from the initial amount of \$4.6 million to approximately \$5.5 million. Dr. Evans gave an overview of some of the renovations to be made to the Curris Center. The Finance Committee and the Board of Regents approved the revised amount for the renovations. State Asset Preservation funds will fund 85% of the renovation cost with the remaining 15% to be funded by Asset Preservation Bond proceeds.

Dr. Evans spoke with Dan Lavit and regional campus members earlier in August. She relayed to them that at the July Staff Congress meeting, Staff Congress President Lofton discussed plans to hold listening sessions at the Murray campus and regional campuses. The regional campuses, including Breathitt Veterinary Center, provide courses to approximately 20 percent of Murray State students. Dr. Evans thanked employees at all Murray State campuses for their work. Persons with questions may contact her.

APPROVAL OF MINUTES: Tressa Ross made a motion to approve the July 2022 Meeting Minutes as presented. Kim Newbern seconded, and the motion carried.

APPROVAL OF TREASURER'S REPORT: Marty Anderson made a motion to approve the July 2022 Treasurer's Report as presented. Jeremy McKeel seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: President Lofton reported that the Executive Council met in July to assign Staff Congress members to committees. The officers worked to assign members to at least one of their preferences. Most were assigned to two of their committee preferences. She emailed the committee assignment list to Staff Congress today. Congress members may contact her with questions. She would like each of the committees to meet and plan an initiative from the Staff Congress Goals and Objectives that were discussed at the July Staff Congress meeting. She will contact the committee chairs about that.

Credentials and Elections Committee: Orville Herndon said he reported at the July meeting that the committee was in the process of contacting a Staff Congress write-in candidate who was a 10-month employee to ask if that person would serve on Staff Congress. That employee has declined. The committee will contact write-ins from previous Staff Congress Elections to ask if any of those persons is interested in serving on Staff Congress.

Staff Recognition and Special Events Committee: President Lofton has been in discussion with Vice President of Finance Jackie Dudley regarding some staff events. President Lofton will work with the Staff Recognition and Special Events Committee as the committee members work with those events.

Communications Committee: No report.

Staff Survey Committee: On behalf of Staff Survey Committee Chair Brett Shather who was unable to attend today's Staff Congress meeting, Dedrick Brooks reported that Mr. Shather was waiting to hold a committee meeting until after the committee members had been assigned for the year.

Working Conditions Committee: No report.

Foundation Textbook Scholarship Committee: No report.

Personnel Policies and Benefits Committee: Parker Griffith said the committee has not met but the members are eager to meet and have developed some committee goals they hope to meet.

Diversity, Equity, and Inclusion Committee: No report.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Orville Herndon said the Faculty and Staff Insurance and Benefits Committee will meet on August 22, at 8:30 a.m., via Zoom. Interested persons may contact him for the agenda and meeting link.

Lauren Smee, Wellness Coordinator: Wellness Coordinator Lauren Smee announced the following upcoming events. These items will also be included in Racer Nation Information, on the Human Resources web page at <https://murraystate.edu/racerwellness>, and on the campus calendar. Human Resources can be reached at extension 2146.

Lunch and Learn via Zoom on the topic of stress and anxiety related to work and the effect on one's professional life and personal life. The date is to be determined and is expected to be in early September. The speaker will be through the Employee Assistance Provider.

Lunch and Learn: September 15, via Zoom, 12 noon – 12:45 p.m. The topic will be how to use live doctor appointments online. The speaker will be an Anthem representative. Employees have requested information from Human Resources on this topic.

Lunch and Learn: September 28, via Zoom, 12 noon – 12:45 p.m. The topic will be sleep health. The speaker will be Dr. Gage Jordan from the College of Humanities and Fine Arts.

A Google registration form for each Lunch and Learn session will be available on the Human Resources web page. The Zoom meeting link for each session will be sent to those who register for the session.

Flu shot clinics will be held in early to mid-October. More information will be announced. Open enrollment is scheduled for October 21-November 4. The Health and Benefits Fair will be held October 27. More information on these events will be forthcoming.

Tressa Ross asked if covid-19 boosters would be available.

Dr. Jackson replied that Kentucky Cares is offering covid-19 boosters during the current week and the following week in the Curris Center.

Jodi Hanneman asked if yoga can be offered again at lunchtime and Zumba for faculty and staff. Ms. Smee said she will ask about those.

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 Committee: No report.

Parking Advisory Committee: Duane Dycus reported that the Parking Advisory Committee's fall meeting has not been scheduled.

AD HOC COMMITTEES:

Bylaws Revision Committee: Orville Herndon has contacted Human Resources and asked for the number of staff under each vice president. Staff Congress had discussed the possibility of reallocating representation to Staff Congress based on employment categories for each vice president.

Staff Handbook Committee: No report.

Business List Revision Committee: No report.

UNFINISHED BUSINESS:

Committee Assignments: Staff Congress President Lofton reviewed the Staff Congress Committee assignment for 2022-2023. The list was emailed to Staff Congress earlier today before the meeting. She thanked committee members who have agreed to serve as committee chairs. The Executive Committee plans to hold a short informational meeting for the committee chairs. For university-wide committees, the Executive Committee decided to maintain the 2021-2022 assignments for the 2022-2023 year. Ms. Lofton added that most or all of the Staff Congress members serving on university-wide committees indicated that they would like to continue serving on those committees. Staff Congress members serving on the university-wide committees may contact President Lofton to request a change if needed.

Orville Herndon asked if Staff Congress needs to vote on the 2022-2023 Committee List. President Lofton said she asked Parliamentarian Marion Hale. Ms. Hale said a vote is not needed; however, Ms. Lofton will present the Committee List for a vote if Staff Congress would like to vote on it.

Orville Herndon made a motion to approve the 2022-2023 Staff Congress Committee List as presented. Marty Anderson seconded. President Lofton asked if there was any discussion. There was none. She called for the question. The motion carried.

NEW BUSINESS:

Proposed Bylaw revision to change the Foundation Textbook Scholarship Committee to the Scholarship committee: Dr. Jessica Evans explained that she has been working with the Office of Development to create a professional development fund for staff in honor of Kay Hays. Ms. Hays was a longtime staff member in the Murray State Department of History. She is a certified administrative professional and served as the president of a national administrative professional organization. The purpose of the fund is to provide opportunities for staff to pursue professional development related to their jobs. Faculty often receive travel or other funds for professional development through their departmental budget but, often, staff are not afforded the opportunity for professional development. Through the extensive work of the staff in the Office of Development, the opportunity and guidelines now exist for the Kay R. Hays Staff Professional Development Fund.

Dr. Evans hopes that through the proposed Bylaw change, the Staff Congress Foundation Textbook Scholarship Committee will be renamed the Staff Scholarship Committee. The proposed newly named committee would offer the textbook scholarship and Kay R. Hays Staff Professional Development Scholarship to provide multiple opportunities for staff. The professional development fund could possibly begin being awarded in the spring of 2023.

Orville Herndon asked if the committee to award the Kay Hays fund would consist only of Staff Congress members or if Staff Congress will be appointing a member to the award committee.

Dr. Evans explained that the Kay Hays fund committee would consist of a member of Staff Congress, the Staff Regent, and the Executive Director of the Center for Adult and Regional Education. She added that although she is the current Staff Regent, she would not be the Staff Regent serving on the Kay Hays funding award committee because she helped to develop the fund.

Tressa Ross asked if the textbook scholarship would be combined with the Kay Hays Staff Professional Development Fund.

Dr. Evans responded that the guidelines for the textbook scholarship would not be changed. The proposed change would change only the name of the scholarship committee. The current name of the committee is the Foundation Textbook Scholarship Committee.

President Lofton added that the proposed Bylaws change would change the name of the committee from the Foundation Textbook Scholarship Committee to the Scholarship Committee in order to allow the committee to work with both scholarships.

Dr. Evans presented the proposed Bylaw revision on the screen. The proposed revision was also emailed to Staff Congress prior to today's Staff Congress meeting.

The Kay Hays scholarship would be awarded as a reimbursement. An application would be available for the reimbursement scholarship.

Jodi Hanneman made a motion to accept the proposed Bylaw revision to change the name of the Foundation Textbook Scholarship Committee to the Scholarship Committee. Matt Purdy seconded. President Lofton asked if there was any discussion. Orville Herndon asked if the proposed Bylaw revision had been presented before today's meeting. President Lofton said this is the first reading of the proposed Bylaw revision. The motion carried. The second reading of the proposed Bylaw change will be held during the September Staff Congress meeting.

Informational Items: The next Staff Congress meeting is scheduled for September 21, 2022, at 1:30 p.m. via Zoom.

Dr. Jessica Evans thanked Staff Congress for the approval of the first reading of the Bylaw change regarding the scholarship committee and the Kay Hays scholarship.

President Lofton expressed appreciation for the creation of the professional development fund.

ADJOURNMENT: Tressa Ross made a motion to adjourn. Jodi Hanneman seconded, and the meeting carried. The meeting was adjourned.