



Staff Congress

Draft Minutes for September 21, 2022 On-line Meeting via Zoom

Present: Marty Anderson, Christian Barnes, Dedrick Brooks, Dr. S.G. Carthell, Russell Dunn, Duane Dycus, Angela Guyton, Marion Hale, Kimberly Hanberry, Orville Herndon, Sondra Kreger, Trish Lofton, Jeremy McKeel, Audrey Neal, Matt Purdy, Angela Richerson, Tressa Ross, Brett Shather, Matthew Todd, Brian Truskey.

Absent: Kevin Crawford, Parker Griffith, Jodi Hanneman, Sara Hardaway, Matt Jones, Kim Newbern, Kendrick Quisenberry, Dr. J. David Wilson.

Guests: Dr. Jessica Evans, Staff Regent; Courtney Hixon, Director, Human Resources; Dr. Melony Shemberger, Faculty Regent.

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

Courtney Hixon, Director, Human Resources: Courtney Hixon provided dates for upcoming events. Open Enrollment will be held October 21-November 4. A drive-through flu shot clinic is scheduled for October 11, behind the Wellness Center. Additional information for the clinic will be announced when the details have been finalized. The Health and Benefits fair will be held on October 27, and will include a flu shot clinic. The deadline for the second phase of Racer Wellness is September 30.

Staff Regent Report: Staff Regent Dr. Jessica Evans reported on the Council on Post-secondary Education Trustee Conference held September 19-20, 2022. The conference included an update on Strategic Initiatives and board governance policies and procedures regarding public institutions. Dr. Evans will include additional information in the September Staff Regent update. The update will also include a synopsis of today's Staff Congress as well as an update on the Board of Regents retreat held on September 8, and the quarterly meeting held on September 9. The retreat included presentation of information items from Academic Affairs, IDEA, Student Affairs, Advancement, General Counsel, and Human Resources. No actions or votes were taken at the retreat. At the September 9 meeting, Student Regent Ellie McGowan was sworn-in. The Board of Regents agreed to enter into an agreement with Beyond Owners Group to facilitate a public-private partnership agreement which will include the building of two new residence halls and a dining facility. The agreement is one of the steps in the process, and is not the final step in the process.

The Board of Regents approved a first reading on a policy regarding leaves of absence. The proposed policy would eliminate the requirement for board approval of leaves of absence without compensation for medical reasons. The proposed policy change provides privacy for personal medical information for employees requesting medical leave. A second reading is expected at a later date. Human Resources will be the department to approve medical leaves of absence. Dr. Evans supports this proposed policy change.

Regarding medical leaves of absence, Ms. Hixon, Director of Human Resources, added that Human Resources will continue to follow the established process of evaluating medical leaves of absences for approval. The proposed policy change would eliminate the step of presenting the leave request to the Board of Regents, thereby protecting the privacy of employee medical information.

Faculty Regent Report: Faculty Regent Dr. Melony Shemberger reported on some of the sessions she attended at the Council on Post-secondary Education Trustee Conference. One specific session addressed publicizing and marketing regarding adult learners in the age 24-40 group. Dr. Shemberger said the information can be implemented at Murray State in addition to the university's current marketing and publication efforts. The CPE conference discussed how adult learners access educational opportunities and how institutions are providing education to them.

APPROVAL OF MINUTES: Marty Anderson made a motion to approve the August 2022 Meeting Minutes as presented. Jeremy McKeel seconded, and the motion carried.

APPROVAL OF TREASURER'S REPORT: Tressa Ross made a motion to approve the August 2022 Treasurer's Report as presented. Marion Hale seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Trish Lofton reported that its September meeting, the Staff Congress Executive Committee discussed Staff Congress member attendance at Staff Congress meetings. Staff Congress has a member who has not participated since July of 2021. With the approval of the executive officers, President Lofton sent a letter to the Staff Congress member. The letter addressed the attendance issue and included a copy of the portion of the Staff Congress Bylaws that addresses attendance and removal of Staff Congress members

who do not follow-through with attendance. The letter was sent to the Staff Congress member during the week of September 12, 2022, and requested the person submit a letter of resignation from Staff Congress by September 20, 2022. The Staff Congress member did not respond to the letter, so that position on Staff Congress is now vacant. Ms. Lofton forwarded the information to Staff Congress Credentials and Elections Committee Chair Orville Herndon.

The Executive Committee discussed the training that was held in September for the Staff Congress Committee Chairs. On behalf of the Executive Committee, Ms. Lofton thanked Staff Congress members for serving as committee chairs. At the training, committee chairs were tasked with meeting with their respective committees to develop one or two initiatives to be addressed during the current academic year. President Lofton is looking forward to hearing the committee reports today and the initiatives the committees have developed.

Credentials and Elections Committee: Orville Herndon reported that at its meeting on September 19, the Credentials and Elections Committee discussed the employment category information received from Haley Stedelin in Human Resources. The information listed staff by Vice-President groups. Mr. Herndon forwarded the information to Staff Congress. Using the employment numbers within each Vice-President group, the committee discussed possible groupings to use to determine representation to Staff Congress. He forwarded the potential groupings to Staff Congress members. He noted that, according to the Staff Congress Bylaws, Breathitt Veterinary Center is listed separately for a representation category on Staff Congress. When Staff Congress was initially formed, Breathitt was the only extended campus site. Mr. Herndon suggested Staff Congress members discuss the potential grouping ideas with their co-workers, and that Staff Congress continue the discussion at its October meeting.

Discussion followed. Any change to representation categories for Staff Congress would require approval from the Board of Regents. Dr. Jessica Evans added that the employment rosters for voting in staff elections include some faculty who have an additional designation of a staff position such as program director. Courtney Hixon, Director of Human Resources, added that Human Resources and Information Systems are working to ensure that each employee's primary job function is the designation used for voting in staff or faculty elections. Mr. Herndon said staff may contact him with questions. He will forward questions to the Credentials and Elections Committee.

President Lofton thanked Orville Herndon and the Credentials and Elections Committee for their work.

Staff Recognition and Special Events Committee: Matt Purdy reported on the August meeting of the Staff Recognition and Special Events Committee. The children's Christmas party is scheduled for December 3, from 11:00 a.m. to 1:00 p.m., in the Alexander Hall Atrium Lobby. Marion Hale has arranged an in-person visit from Santa. The party will be presented in coordination with the Residential Hall Association. Staff Congress and the RHA collaborated for the first time with the children's Christmas party held in December 2019.

Potential dates for the staff reception are December 13, 14, or 15, in the Waterfield Library Reference Room. The date will be determined by the Vice President for Finance and Administrative Services. The event will possibly have a come-and-go format with a time designated for remarks.

The staff summer breakfast in the Waterfield Library Breezeway is tentatively scheduled for May 16, 17, or 18.

The Staff Recognition and Special Events Committee will meet on October 12. One of the items the committee will discuss will be the development of a Staff Emeritus designation for retiring staff members. Mr. Purdy expressed appreciation for the committee members' time and effort. Staff may contact the committee members with feedback.

Communications Committee: Jeremy McKeel said that he and Jodi Hanneman have created a Google Form employees can use to highlight staff. He asked that the form be put on the Staff Congress web page.

Working Conditions Committee: Brian Truskey said the Working Conditions Committee will meet at 1:30 p.m., on September 22, to discuss objectives for the current academic year.

Staff Survey Committee: Brett Shather reported that the Staff Survey Committee will meet the week of September 26, to discuss last year's survey results. The university has suspended its license for Survey Monkey, the survey instrument that has been used for the Staff Survey. The committee will work to transition the Staff Survey to Qualtrix, the university's new survey instrument. The previous Staff Survey results will be posted to the Staff Congress Google Drive.

Textbook Scholarship Committee: Trish Lofton reported on behalf of Committee Chair Jodi Hanneman, who was unable to attend today's Staff Congress meeting. President Lofton said Ms. Hanneman and Angela Guyton have discussed potential fundraising ideas. The committee would like to have an email sent to faculty, staff, and alumni to request donations for the scholarship and professional development fund. Rebate nights at Burrito Shack and Los Portales are being planned. Details will be emailed to Staff Congress and

included in Racer Nation. The committee would like to organize a talent show to raise funds for the scholarship and professional development fund. Angela Guyton is the contact person for the talent show.

Personnel Polices and Benefits Committee: President Lofton reported on behalf of Committee Chair Parker Griffith, who was unable to attend today's Staff Congress meeting. The committee will meet on September 26, to discuss some potential policy changes to propose.

Diversity, Equity, and Inclusion Committee: President Lofton reported on behalf of Committee Chair Kim Newbern who was unable to attend today's meeting. The committee has some items to discuss at its next meeting.

Working Conditions Committee: No report.

Foundation Textbook Scholarship 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 at 8:30 a.m., September 26, via Zoom and in the Engineering Conference Room, room 1371.

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 fall meeting is being planned and should be scheduled soon.

AD HOC COMMITTEES:

Business List Revision Committee: President Lofton read the committee report from Jodi Hanneman. The committee members have been contacting businesses on the current Business Discount List to ask if the businesses still exist and still offer a discount to Murray State employees. The committee members have also been contacting other area businesses to invite them to be included on the list by offering a discount to university employees. The committee welcomes assistance.

UNFINISHED BUSINESS:

Second Reading of the Proposed Bylaw Revision to Change the Foundation Textbook Scholarship Committee to the Scholarship Committee: Dr. Jessica Evans read the proposed Bylaws change. She stated that as the current Staff Regent, she will not be voting on the proposed Bylaws change. She read the proposed Bylaw change for those in attendance because she had it open on her computer.

Orville Herndon made a motion to approve the proposed Bylaw revision to change the Foundation Textbook Scholarship Committee to the Scholarship Committee. Dedrick Brooks seconded. President Lofton asked if there was any discussion. There was none. Ms. Lofton called for the question. The motion carried.

NEW BUSINESS:

None.

Information Items: President Lofton said the next Staff Congress meeting is scheduled for October 19, at 1:30 p.m., via Zoom.

Dr. Evans asked if a plan has been discussed to hold the Staff Congress meeting in-person or in hybrid format with Zoom and in-person available. Ms. Lofton said the topic can be put on the agenda for the next Executive Committee meeting. Staff Congress members can contact the Executive Committee with input on the meeting format. Dr. Evans added that the Staff Congress Bylaws state that meetings be held with the availability to attend remotely.

Brian Truskey asked if the after-hours get-togethers will continue. President Lofton said that can be discussed further.

Angela Guyton asked why Staff Congress is considering changing the representation categories for Staff Congress. Orville Herndon explained that the number of staff has decreased since Staff Congress was initially formed. The General and Facilities Management categories maintain vacancies in the current representation categories on Staff Congress. Discussion followed about distributing information about Staff Congress and encouraging staff to run for Staff Congress. Also discussed was the benefit of keeping categories in order to have all employment categories represented on Staff Congress but to possibly reduce the number of representatives in some categories to reflect the reduction of the total number of employees in those categories.

ADJOURNMENT: Marty Anderson made a motion to adjourn. Duane Dycus seconded, and the meeting carried. The meeting was adjourned.