



## Staff Congress

**Draft Minutes for February 15, 2023**

**On-line Meeting via Zoom**

**Present:** Marty Anderson, Christian Barnes, Dedrick Brooks, Dr. S.G. Carthell, Russell Dunn, Duane Dycus, Angela Guyton, Jodi Hanneman, Orville Herndon, Joshua Hutson, Matt Jones, Sondra Kreger, Trish Lofton, Jeremy McKeel, Audrey Neal, Matt Purdy, Angela Richerson, Tressa Ross, Brian Truskey, Dr. J. David Wilson.

**Absent:** Parker Griffith, Marion Hale, Kim Newbern, Kendrick Quisenberry, Matthew Todd.

**Guests:** Jackie Dudley, Vice President, Finance and Administrative Services; 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.

**Jackie Dudley, Vice President, Finance and Administrative Services:** Jackie Dudley, Vice President, Finance and Administrative Services, said that admitted students were on campus last week. The event was held in the Waterfield Library and went well. A Budget Advisory Committee meeting a Board of Regents meeting are scheduled during the week of February 20.

**Courtney Hixon, Director, Human Resources:** Courtney Hixon, Director of Human Resources, said information about performance appraisals will be sent to supervisors on March 1. They will be due the first week of April. Performance appraisal trainings will be held on Zoom. The February Lunch and Learn session was held. The topic was diabetes prevention. On March 1 and 2, A1C screenings will be available by appointment. The inflatable colon will be in the Curris Center Rocking Chair Lounge on March 8, from 11:00 a.m. to 2:00 p.m., and is an approved event for Racer Wellness.

President Lofton said today's Lunch and Learn was very informative.

**Staff Regent Report:** Staff Regent Dr. Jessica Evans said the agenda for the February 24 Board of Regents meeting has been published. She gave an overview of the items on the agenda.

Dr. Evans reported on the Faculty-Staff Leadership meeting held on February 9. At the meeting, President Jackson discussed the possibility of a special-called Board of Regents meeting to discuss tuition and fees, with the date to be determined, and the possibility of a university town hall on April 25, at 2:00 p.m. Other items discussed at that meeting included summer office hours; raises and benefits; the upcoming compensation study, which would include a peer review with other institutions; legislative updates from Frankfort; and the recent weather-related closures. Regarding summer hours, Dr. Evans mentioned to Dr. Jackson that according to the most recent Staff Surveys, staff have indicated a desire for a choice in the summer hours schedule. Some staff indicated a preference for an early starting time while others indicated they would like the summer starting time to be the same as the fall and spring starting time to maintain consistency. Some staff responded with no preference regarding summer hours. Staff Survey results are available on the Staff Congress website at [Staff Congress \(murraystate.edu\)](https://murraystate.edu). Staff may contact Dr. Evans with questions.

The Budget Advisory Committee meeting is scheduled for February 21 at 3:00 p.m.

**Faculty Regent Report:** Faculty Regent Dr. Melony Shemberger said that as Faculty Regent, she serves as an ex-officio member of the ADVANCE grant that MSU was awarded from the National Science Foundation grant. It is more focused on academics in the STEM fields. The grant affects the entire campus community. A spring break camp for children is scheduled for April 3-7, 7:30 a.m. – 5:00 p.m. The camp is partially funded by the ADVANCE grant and various campus academic units. The fee to attend the camp is \$50 per student. The ADVANCE Office and the ADVANCE Program Coordinator Reigh Kemp can provide more information. Student workers are needed for the camp. Interested students may contact the ADVANCE office.

**APPROVAL OF MINUTES:** Brian Truskey made a motion to approve the January 2023 Meeting Minutes as presented. Jeremy McKeel seconded, and the motion carried.

**APPROVAL OF TREASURER'S REPORT:** Dedrick Brooks made a motion to approve the January 2023 Treasurer's Report as presented. Tressa Ross seconded, and the motion carried.

**STANDING COMMITTEE REPORTS:**

**Executive Committee:** Trish Lofton said that Dr. Don Robertson asked her to remind everyone that the Free Speech Zone calendar is online.

Ms. Lofton reported on the following items discussed at the February 2 Executive Committee meeting. After discussion and approval by Staff Congress at the January Staff Congress meeting regarding restructuring membership representation, Credentials and Elections Committee Chair Orville Herndon discussed the restructuring process with Vice President of Finance and Administrative Services Jackie Dudley. According to the Board of Regents Policy Manual, any resulting Bylaw revisions approved by Staff Congress will need to be ratified by the Board of Regents. The goal is to have any Bylaw revisions approved by Staff Congress early enough to be presented to the Board of Regents for approval at its June meeting.

Ms. Lofton said that staff contacted Staff Congress members with concerns about the remote work day in January. The comments received included that some staff did not feel prepared to work from home. For the remote work day, some employees said they did not have the technology equipment or lacked internet or stable internet to work remotely or to complete online professional development remotely. The university-wide Faculty and Staff Insurance and Benefits Committee is working to develop a proposal for a remote work policy.

The Executive Committee also discussed renovations to the Curris Center; diversity events at the university; and the possibility of a staff advisor of the year award, similar to the advisor award for faculty. The Executive Committee is working with the Staff Special Events and Recognition Committee to discuss the possibility of a staff advisor award, and looking at what other universities do regarding such an award.

Josh Hutson asked about the status of the development of a remote work policy.

Human Resources Director Courtney Hixon said the proposed remote work policy developed by the university-wide Insurance and Benefits Committee is being reviewed administratively as part of the institutional process.

Ms. Lofton said that interested staff and faculty can attend the monthly online meetings of the Insurance and Benefits Committee meetings. The Insurance and Benefits Committee's next meeting is February 20. As Staff Congress President, Ms. Lofton is an ex-officio member of the committee.

**Credentials and Elections Committee:** Orville Herndon said that two vacancies exist on Staff Congress. Kim Hanberry and Brett Shather resigned from Staff Congress after accepting off-campus employment. Mr. Herndon made a motion to appoint Josh Hutson to complete the remainder of Brett Shather's term on Staff Congress. Marty Anderson seconded, and the motion carried. President Lofton welcomed Mr. Hutson to Staff Congress. Mr. Hutson works in the College of Humanities and Fine Arts.

Mr. Herndon said the Staff Congress Election cycle starts in March. He read the names of Staff Congress members whose terms expire June 30, 2023. The 2023 Staff Congress Election will use the current representation categories. The candidacy filing period begins on the first Monday in March and ends the Friday before spring break. The election will be held in early April.

**Staff Recognition and Special Events Committee:** Matt Purdy said the committee has not met since the February meeting due to committee members' schedules. The committee will meet before the March Staff Congress meeting.

**Communications Committee:** Jeremy McKeel said the first Staff Spotlight nominee, Lauren Smee, has been announced. The announcement was the most-widely distributed social media post Staff Congress has had. Courtney Hixon said that Human Resources is very proud for Lauren Smee, who works in Human Resources, to receive the Staff Spotlight recognition.

President Lofton thanked the Communications Committee for working to restore the Staff Congress Facebook administrator rights and establish the Staff Congress Instagram account.

**Working Conditions Committee:** No report.

**Staff Survey Committee:** Audrey Neal thanked the Staff Survey Committee members for their work to update the Staff Survey before it is sent to staff. Human Resources and Information Systems are reviewing the recipient list to ensure that the survey is sent to staff only and not to faculty who also have administrative duties.

President Lofton said the survey is confidential. The feedback received on the survey drives the work of Staff Congress.

**Textbook Scholarship Committee:** Jodi Hanneman said the committee is preparing award letters for the two recipients of the spring professional development fund award. No applications were received for the spring textbook scholarship. The committee is working to schedule rebate nights.

President Lofton said the applications for the professional development fund and the textbook scholarship are located on the Staff Congress web page at [Staff Congress \(murraystate.edu\)](https://murraystate.edu/staffcongress).

**Personnel Policies and Benefits Committee:** Marty Anderson said the proposed remote work policy has been forwarded to Human Resources. It is being compared to the remote work policies of benchmark universities.

**Diversity, Equity, and Inclusion Committee:** No report. President Lofton said that Committee Chair Kim Newbern and staff in the SGA office are moving into their office today in the Curris Center.

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

**Faculty and Staff Insurance and Benefits Committee:** Orville Herndon said the Insurance and Benefits Committee will meet on February 20, at 8:30 a.m. Persons interested in attending the meeting may contact him for the meeting link. Mr. Herndon said that he, Staff Congress member Marty Anderson, and faculty member Jamie Mahoney are on the President's Task Force on Work-Life Balance.

**Intercollegiate Athletic Council:** Duane Dycus said the Intercollegiate Athletic Council will meet on April 7.

**Naming Campus Facilities Committee:** No report.

Dedrick Brooks asked what is the protocol for outgoing Staff Congress members to transfer to incoming members the committee information and procedures.

President Lofton said that beginning with the 2022-2023 year, Staff Congress has instituted a committee chair training which provides an overview of expectations of Staff Congress Committees and Committee Chairs. The Staff Congress Bylaws provide information on committee responsibilities. In 2022-2023, Staff Congress has also initiated a Goals and Objectives plan, developed from the results of the Staff Survey. The Goals and Objectives plan presents action items to help guide the tasks of the committees. Current Staff Congress members can also inform new Staff Congress members of Staff Congress committees' purposes and procedures.

Matt Purdy added that the Staff Recognition and Special Events Committee has developed a procedures document for the two events the committee helped organize this academic year. The document can be forwarded to the 2023-2024 members of the committee. Discussion followed. President Lofton agreed that Staff Congress committee members can document work and procedures of their committees so that incoming committee members can refer to the information.

**Judicial Board:** No report.

**Sick Leave Appeals Committee:** No report.

**International Studies Advisory Committee:** No report.

**Budget Advisory Committee:** Trish Lofton said the Budget Advisory Committee will meet on February 21.

**Shared Governance Committee:** No report.

**Parking Advisory Committee:** No report.

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

**Business List Revision Committee:** On behalf of Business List Committee Chair Jodi Hanneman who stepped away from computer, President Lofton asked Staff Congress members to contact Ms. Hanneman with the names of businesses in Murray and in the extended campus communities which offer discounts to university employees. At the Staff Congress listening sessions held during the fall 2022 semester, extended campus staff asked that the Business Discount List include discounts for businesses in their communities. The Business Discount List is available on the Staff Congress web page at [Staff Congress \(murraystate.edu\)](https://murraystate.edu/staffcongress).

**UNFINISHED BUSINESS:**

**Staff Congress Representation--Proposed Bylaws Revisions:** Orville Herndon said that after the February Staff Congress meeting, he and Jackie Dudley, in consultation with university General Counsel Rob Miller, discussed the proposed Staff Congress Bylaw changes that were approved at the January Staff Congress meeting. Any resulting approved Bylaw amendments must go through the Board of Regents before they can be implemented. The process will not be completed prior the April 2023 Staff Congress Election but can be completed and implemented for the April 2024 Staff Congress Election. Mr. Herndon said the proposed Bylaw amendments were developed based on the proposals Staff Congress voted to approve at the January meeting. He sent the proposed Bylaw amendments to Staff Congress members prior to today's Staff Congress meeting. He said the proposed changes are being presented as three separate amendments so that each can move forward or not, depending on the decision of Staff Congress. He reviewed the proposed amendments.

Amendment 1, paragraph 3 specifies that the Credentials and Elections Committee will review the representation numbers from each category to determine if any updates should be recommended. The proposed amendment has been forwarded to Jackie Dudley and Rob Miller for any possible needed wording changes. He asked Ms. Dudley if the committee determines changes need to be made, will those proposed changes need to be submitted to the Board of Regents. The Board of Regents may opt that each proposed change goes before the Board of Regents, as Staff Congress is an advisory group.

Amendment 2 proposed that extended campus staff will be able to vote in their respective category as determined by their placement in the University's organizational chart.

Mr. Herndon said that 10-month staff are full-time staff. He said if Staff Congress approves the proposed revision of Staff Congress categories, a transition schedule will be developed that will not change the terms of current Staff Congress members. The proposed Bylaw amendments will be presented at the March and April Staff Congress meetings.

President Lofton said developing the proposed revisions has been an intense project for the Credentials and Elections Committee. She thanked the committee members for their work.

**NEW BUSINESS:** None.

**Information Items:** President Lofton said the next Staff Congress meeting is scheduled for March 15, 2023, at 1:30 p.m., in Wells Hall, room 118 and online.

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

## Amendment 1

### Current

#### Section 3. Representation

C. Two staff representatives will be elected from each of the following three employment categories, as defined by Human Resources:

Group A Secretarial/Clerical

Group B General/Facilities Management

Group C Executive/Managerial/Professional

## Revision of Staff Congress member categories

### Proposed

#### Section 3. Representation

C. ~~Two Staff representatives will be elected from each of the following three employment categories, as defined by Human Resources:~~ shall be elected based on the

University's organization chart.

Group A Secretarial/Clerical

Group B General/Facilities Management

Group C Executive/Managerial/Professional

Group A President (includes MSU Foundation)

Group B Provost/VP of Academic Affairs

Group C VP of Finance and Administrative Services

Group D VP of Student Affairs and Enrollment Management

D. The number of Staff Congress positions in each category shall be determined proportionally based on the number of employees classified as regular staff working in that area. Based on current staff employment numbers the following number serving in each group shall be:

Group A – President – 3 members (1 elected each year)

Group B – Provost/VP of Academic Affairs – 6 members (2 elected each year)

Group C – VP of Finance and Administrative Services – 6 members (2 elected each year)

Group D – VP of Student Affairs and Enrollment Management – 3 members (1 elected each year)

E. The Credentials and Elections Committee shall review the number of staff in each of these groups in years ending with a 5 or 0. Should an event happen which significantly affects the number of staff in a group, the Credentials and Elections committee may choose to reconsider member allocation. The committee shall allocate the 18 members serving based on University organizational chart proportionately. Any adjustments in group sizes shall be approved by Staff Congress no later than Jan. 31 prior to the April election.

### Key

~~strike through~~–Wording to be eliminated from current bylaw.

underscore–Wording to be added to bylaws.

## Amendment 2

### Addition of an extended Campus representative and revision of BVC voting rights

D. Four at-large Staff Congress representatives will also be elected, except in a year when a Breathitt Veterinary Center representative is elected. At that time three at-large representatives will be elected.

E. One representative will be elected from the Breathitt Veterinary Center staff every third year. BVC staff are limited to this position.

F. The total number of elected Staff Congress representatives will be a maximum of thirty.

~~D-F. Four Ten~~ at-large Staff Congress representatives ~~will also~~ shall be elected. Three at-large representatives shall be elected in a year in which the Breathitt Veterinary Center or the extended campus member is elected. Four at-large representatives shall be elected in the year in which neither the BVC nor extended campus positions are on the ballot, ~~except in a year when a Breathitt Veterinary Center representative is elected. At that time three at-large representatives will be elected.~~

~~E-G.~~ One representative shall be elected from the Breathitt Veterinary Center staff every third year. ~~BVC staff are limited to this position. BVC staff may seek election and vote in the category based on their placement in the University's organizational chart.~~

H. One representative shall represent all of the extended campuses. That position shall be filled by an employee whose primary work assignment is at one of Murray State's campus locations other than the main campus in Murray or the Breathitt Veterinary Center. The extended campus representative's three-year term shall not begin in the same year the BVC position is filled. Extended campus staff may seek election and vote in the category based on their placement in the University's organizational chart.

~~F-I.~~ The total number of elected Staff Congress representatives will be a maximum of thirty.

#### Key

~~strike through~~—Wording to be eliminated from current bylaw.

underscore—Wording to be added to bylaws.

## Amendment 3

## Implementation of Bylaw amendments 1 and 2

G. Open positions in the current General and Facilities Management (Physical Plant) categories at the time this amendment is ratified shall be moved into the at-large category. The combined General/Facilities Management category shall transition to six members total over the next three years. Two members shall be elected each year. Additional positions in this category shall move to at-large as the current terms expire.

~~G. Open positions in the current General and Facilities Management (Physical Plant) categories at the time this amendment is ratified shall be moved into the at-large category. The combined General/Facilities Management category shall transition to six members total over the next three years. Two members shall be elected each year. Additional positions in this category shall move to at-large as the current terms expire.~~

I. Once the member reorganization is ratified the Credentials and Elections Committee shall prepare a transition plan and submit it to Staff Congress for approval by the members. Each member currently serving in secretarial/clerical, general/Facilities Management, and executive/managerial/professional categories shall be reclassified based on their location on the University's organizational chart. Existing member vacancies shall be used to the extent possible to implement the realignment as quickly as possible. The ending date of no member's current term shall change in this reorganization. In no case shall the realignment extend beyond the next three spring elections. The extended campus representative shall be elected in the spring 2024 election with their three-year term to begin July 1, 2024.

## Key

~~strike through~~—Wording to be eliminated from current bylaw.

underscore—Wording to be added to bylaws.

