



Staff Congress

Draft Minutes for March 15, 2023

118 Wells Hall and Zoom

Approved as corrected by Staff Congress May 17, 2023.

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

Absent: Parker Griffith

Guests: Jackie Dudley, Vice President, Finance and Administrative Services; Dr. Jessica Evans, Staff Regent; Renee Fister, Associate Provost; Courtney Hixon, Director, Human Resources; Dr. Don Robertson, Vice President of Student Affairs; 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 said that University President Bob Jackson and Director of Government and Institutional Relations Jordan Smith are in Frankfort today for the Legislative Session. House Bill 542 did not pass.

President Lofton provided an update on ongoing improvements to the Curris Center.

Dr. Don Robertson, Vice President of Student Affairs: Dr. Don Robertson gave an update on spring enrollment. The number of students enrolled in undergraduate and graduate courses is higher than in previous spring semesters. In-state and out-of-state enrollment numbers are also higher than in previous spring semesters. He said 1,052 students have registered for Racer Nation Orientation, which is more than the enrollments for 2019, 2020, 2021, and 2022. He said the enrollment numbers reflect the work of the Recruitment Office and university faculty and staff. He reported that the spring career fairs were attended by record numbers of employers and students. This year, the career fairs were held at the CFSB Center.

Courtney Hixon, Director, Human Resources: Courtney Hixon said staff performance appraisals are due April 7. Supervisor training sessions have been held. Supervisors who were unable to attend a session may contact Human Resources for training. The inflatable colon was on campus on March 8 and was attended by over 200 faculty and staff. The last Lunch and Learn for the first quarter of Racer Wellness Healthy Habits is scheduled for March 29, from noon to 12:30 p.m. The topic will be Express Scripts diabetes resources. Information and registration will be available on the Racer Wellness website. The information will also be available in Racer Nation. The Employee Assistance Program, Wayne Corporation, is offering a free financial literacy webinar on April 5, at 11:00 a.m., and again at 2:00 p.m. A new program called Hinge Health will be available to faculty and staff who are enrolled in the health plan. The program will have information for those dealing with muscle and joint pain. Lunch and Learn sessions that focus on Hinge Health will be held on April 13 and 19, from 12:00 noon to 12:45 p.m. More information will be sent to employees.

Josh Hutson asked about the status of the remote work policy. Ms. Hixon said the policy is being institutionally reviewed.

Staff Regent Report: Staff Regent Dr. Jessica Evans said the Board of Regents will meet on June 2. The agenda has not yet been published. The budget will be the main item on the agenda. The Faculty and Staff Leadership Council will meet on April 20. The Budget Advisory Committee meeting is tentatively scheduled for April 24. A university town hall has been tentatively scheduled for April 25, at 2:00 p.m. The 2023 Staff Survey was emailed to staff the week of March 6. It will be available until 11:59 p.m., on March 20. Dr. Evans thanked the Staff Congress Staff Survey Committee members for their work to prepare the survey. She encouraged staff to complete the survey which provides feedback to guide Staff Congress. Any staff members who did not receive the survey may contact the Survey Committee.

Various Staff Congress members said some staff have asked if the survey is anonymous. The survey is anonymous, and the email with the survey link that was sent to staff explained that the survey is anonymous. Staff are asked to not include names when completing the survey.

Ms. Dudley said the Budget Advisory Committee meeting date is tentative until information needed for the meeting is available.

Dr. Evans said that she, Trish Lofton, and Marty Anderson have been asked to serve on the Compensation Review Committee, along with faculty and university administration staff. The committee is in the process of scheduling its first meeting.

Dr. Evans said she had a meeting with students in the Pride Center regarding concerns related to anti-trans and anti-LGBT legislation. Students expressed their concerns for the effect the legislation will have on them and on recruitment and retention of future students. She said harmful and threatening statements have been made on social media. Dr. Evans encouraged those who interact with students to listen to their concerns and to help students feel safe, welcomed, and supported.

Faculty Regent Report: Dr. Melony Shemberger reported that the Faculty Senate Constitutional Convention near the end of the fall semester resulted in amendments to the Faculty Senate Constitution. The amendments increase the term length of the officers from one year to two years and update the faculty representation structure on Faculty Senate. The amendments will be in effect after the current academic year. Faculty Senate representative and officer elections will be held in April. Nominations for the Stephen B. White Shared Governance Award are due on March 31. Faculty members of the Compensation Review Committee are Dr. Shemberger, Faculty Senate President Dr. David Roach, and Faculty Senate member Dr. Jan Super.

Staff Regent Dr. Evans asked if the changes to the Faculty Senate Constitution will be presented to the Board of Regents. Dr. Shemberger replied that they will not be presented to the Board of Regents.

APPROVAL OF MINUTES: Orville Herndon noted a correction under Unfinished Business, Staff Congress Representation--Proposed Bylaws Revisions, paragraph 4, the last sentence. The sentence "The proposed Bylaw amendments will be presented at the March and April Staff Congress meetings" should be corrected to read as follows.

The proposed Bylaw amendments were presented at the February Staff Congress meeting and will be presented at the March Staff Congress meeting.

Josh Hutson made a motion to approve the March 2023 Meeting Minutes as corrected. Jodi Hanneman seconded, and the motion carried.

APPROVAL OF TREASURER'S REPORT: Josh Hutson asked for clarification on the \$58 item for Building Repair and Maintenance listed on the Treasurer's Report. Treasurer Jodi Hanneman explained that the item was for rental of tables and chairs for the Staff Christmas and Recognition Event. Josh Hutson made a motion to approve the March 2023 Treasurer's Report as presented. Audrey Neal seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Trish Lofton reported that the Executive Committee met in March to prepare a four-year review of University President Dr. Bob Jackson as requested by the Board of Regents Chair and Vice Chair. The committee prepared the review based on Staff Survey responses. The review will be submitted to the President's Office and to the Board of Regents Secretary this afternoon.

Credentials and Elections Committee: Orville Herndon said the Staff Congress Election filing period is open. He read the names of Staff Congress members whose terms will end June 30. The filing period will close on March 20, at 4:30 p.m. Kendrick Quisenberry and Angela Guyton have resigned from Staff Congress. Ms. Lofton asked Staff Congress members to encourage co-workers to run for Staff Congress. She thanked the Credentials and Elections Committee members for their work.

Staff Recognition and Special Events Committee: Matt Purdy reported on the March meeting of the Staff Recognition Committee. The committee has been discussing the possibility of a staff emeritus designation for staff who retire after ten years of employment with the university. The committee is also discussing the topic of recognizing a staff member of the month and a staff member of the year. The staff summer breakfast reception is scheduled for May 18, from 8:30 to 10:30 a.m., in the Waterfield Breezeway.

Communications Committee: No report.

Working Conditions Committee: No report.

Staff Survey Committee: Audrey Neal reported that the Staff Survey has been emailed to staff. The committee has received reports of staff who have not received the survey. Staff Regent Dr. Evans has contacted the appropriate department to correct any omissions of staff from the survey email list. After the survey closes on March 20, the committee will begin the process of reviewing the survey results to make recommendations. The recommendations will be shared with Staff Congress and the Board of Regents.

Textbook Scholarship Committee: No report.

Personnel Policies and Benefits Committee: No report.

Diversity, Equity, and Inclusion Committee: Kim Newbern asked for volunteers to serve on the Diversity, Equity, and Inclusion Committee. President Lofton added that the committee is gathering information about activities offered at other universities.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Orville Herndon reported on the March 13 meeting of the Faculty and Staff Insurance and Benefits Committee. The committee has been discussing family and work life balance. The committee has been looking at a survey sent to employees years ago regarding family and work life balance. He asked that staff contact the committee with input on the topic. The committee's next meeting is scheduled for April 17. A subcommittee of the Personnel Policy and Benefits Committee is discussing the call back policy proposal being developed.

Jodi Hanneman asked if yoga can be offered during lunch again. It was stopped during covid. Mr. Herndon said he will forward that request to the committee. Human Resources Director Courtney Hixon added that she is looking into resuming the lunch yoga class.

Staff Regent Dr. Evans said she was contacted with a question about sick leave. Staff have asked about the possibility of transferring unused sick time to spouses in cases of emergency. Ms. Hixon responded that the Sick Leave Bank requirements do not allow transfer of sick leave.

Mr. Herndon said that, in the past, a staff member developed a significant health issue that required him to miss several days of work before he had been employed long enough to accumulate enough sick days to compensate for his absences that were caused by the health condition. At that time, some employees asked if they could transfer sick leave to that individual. For staff who become sick before they have been employed long enough to accumulate sick days or long enough to join the sick leave bank, they may accumulate a significant number of unpaid absences.

Vice President of Finance and Administrative Services Jackie Dudley provided additional information about the accounting process for unused sick days.

Regent Evans asked if sick days can be transferred to spouses in the way that tuition waivers can be transferred to spouses and dependents. Tressa Ross said that, in the past, employees were able to donate sick leave to her sister who is a university employee. Mr. Herndon said that the Insurance and Benefits Committee will discuss the subject with Ms. Dudley and Ms. Hixon.

Mr. Herndon said that, in April, the committee will begin discussing 2024 health insurance information. Staff may contact committee members with comments or suggestions regarding the health insurance.

Intercollegiate Athletic Council: No report. Duane Dycus said the Intercollegiate Athletic Council will meet on April 7.

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: Audrey Neal reported, that as Jackie Dudley noted earlier in today's Staff Congress meeting, the Budget Advisory Committee's April 24 meeting date is tentative until information needed for the meeting becomes available

President Lofton thanked Ms. Neal for attending the previous Budget Advisory Committee meeting on Ms. Lofton's behalf while she was out-of-the-office due to her father-in-law's illness.

Shared Governance Committee: No report.

Parking Advisory Committee: No report. Duane Dycus said a meeting for the spring semester has not been scheduled. He will contact committee members to ask if any topics for discussion have been presented to the committee. If so, a meeting will be scheduled.

AD HOC COMMITTEES:

Business List Revision Committee: No report.

UNFINISHED BUSINESS:

Staff Congress Representation--Proposed Bylaws Revisions: Orville Herndon said the three proposed amendments/Bylaws revisions were emailed to Staff Congress members prior to the February Staff Congress meeting and before today's Staff Congress meeting. (See attached amendments.) The amendments were presented at the February Staff Congress meeting along with a petition that contained five signatures requesting that the amendments be considered. The amendments have been forwarded to Ms. Dudley and to University Counsel Rob Miller. Mr. Herndon asked if Mr. Miller had any comments on the amendments.

Ms. Dudley said she that received Mr. Miller's response today and that he has no changes to the amendments.

Mr. Herndon said that if the Staff Congress approves the amendments today, the amendments will then be presented to the Board of Regents for ratification. He said a two-thirds affirmative vote of Staff Congress members in attendance is required to approve the amendments. He read the first proposed amendment and made a motion to approve it. Jodi Hanneman seconded. President Lofton asked if there was any discussion. Hearing none, she called for a vote by show of hands of those in-person and attending via Zoom. ~~The motion carried.~~ More than two-thirds of the members present and/or on Zoom voted to adopt the amendment. The motion passed without opposition.

Mr. Herndon read the second proposed amendment and made a motion to approve it. Jodi Hanneman seconded. President Lofton asked if there was any discussion. Mr. Herndon answered questions regarding the amendment. President Lofton called for the vote by a show of hands of those in-person and attending via Zoom. ~~The motion carried.~~ More than two-thirds of the members present and/or on Zoom voted to adopt the amendment. The motion passed without opposition.

Mr. Herndon read the third proposed amendment and a made a motion to approve it. Audrey Neal seconded. President Lofton asked if there was any discussion. Hearing none, President Lofton called for the vote by a show of hands of those attending in-person and via Zoom. ~~The motion carried.~~ More than two-thirds of the members present and/or on Zoom voted to adopt the amendment. The motion passed without opposition.

Mr. Herndon said the approved amendments will be presented for inclusion on the agenda for the June 2023 Board of Regents meeting. The next step will be for the Staff Congress Credentials and Elections Committee to implement the amendments.

President Lofton thanked Mr. Herndon and the Credentials and Elections Committee for their work preparing the amendments. She also thanked Ms. Dudley, Mr. Miller, and Ms. Hixon for reviewing the amendments.

NEW BUSINESS:

Staff Regent Dr. Evans asked why the Staff Congress amendments require approval by the Board of Regents but Faculty Senate representation amendments do not require approval by the Board of Regents.

Jackie Dudley responded that, according to Board Policy, the changes approved by Staff Congress require approval by the Board of Regents. Faculty Regent Shemberger added that Faculty Senate representation is not included in Board Policy.

Mr. Herndon asked if every change approved by Staff Congress will need to be approved by the Board of Regents.

Ms. Dudley said the language that is approved by Staff Congress is the language that will be presented to the Board of Regents for approval.

Information Items:

President Lofton said the next Staff Congress meeting is scheduled for April 19, 2023, at 1:30 p.m., in Wells Hall, room 118, and online.

ADJOURNMENT: Jodi Hanneman made a motion to adjourn. David Wilson 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.

