



## Staff Congress

### Draft Minutes for December 15, 2021 On-line Meeting via Zoom

**Present:** Marty Anderson, Christian Barnes, Russell Dunn, Duane Dycus, Angela Guyton, Marion Hale, Sara Hardaway, Orville Herndon, Matt Jones, Sondra Kreger, Trish Lofton, Kim Newbern, Brian Purcell, Matt Purdy, Kendrick Quisenberry, Angela Richerson, Brian Truskey, Dr. J. David Wilson, Staff Regent Dr. Jessica Evans.

**Guests:** Jackie Dudley, Vice President, Finance and Administrative Services; Courtney Hixon, Director, Human Resources; Dr. Melony Shemberger, Faculty Regent.

**CALL TO ORDER:** Staff Congress President Dr. David Wilson called the meeting to order. He asked for a moment of silence in recognition of the loss of life during the December 10 tornadoes.

**Jackie Dudley, Vice President, Finance and Administrative Services:** Jackie Dudley said many staff and faculty have been involved in clean-up efforts and have provided donations to those affected by the tornadoes on December 10. She thanked staff for their compassion to others. She thanked the staff who worked to restore electricity and internet to the campus. Ms. Dudley expressed appreciation to employees involved with providing campus housing and food to the clean-up crews and to those affected by the tornado. Dr. Robertson's office is calling students who live in the areas affected by the tornadoes to ask if they were impacted and to ask if they need any assistance. Anyone who knows of students impacted by the tornadoes can contact Dr. Robertson's office. Employees affected by the tornadoes can contact Courtney Hixon in the Human Resources Office. She wished everyone a Merry Christmas and asked everyone to keep those impacted in thoughts and prayers.

**Dr. Robert (Bob) Jackson, University President:** Dr. Wilson relayed Dr. Jackson's wishes to employees for a Merry Christmas and Happy New Year. Dr. Jackson was unable to attend today's meeting due to attending another meeting during this time.

Dr. Wilson thanked Sodexo for providing food to those on campus. He thanked his staff in the Housing Office, staff in Facilities Management, and SSC employees for their efforts to assist students, who were still on campus after the December 10 storms, to return to their off-campus residences.

**Courtney Hixon, Director, Human Resources:** Courtney Hixon added that, as Ms. Dudley said, Human Resources is available to assist employees affected by the tornado. She reminded employees that the Employee Assistance Program has added resources specific to the damage in Kentucky.

**Faculty Regent Report:** Dr. Melony Shemberger said the Board of Regents met on December 3. She deferred to Staff Regent Dr. Jessica Evans to share the report from the Board of Regents meeting. Faculty are preparing for the spring semester and for winter courses. Many faculty are without internet at home as they prepare for the upcoming courses. She provided a link in the chat with the schedule and registration for Blitz Week to be held during the spring semester: <https://fdcvirtual.zohobackstage.com/BlitzWeek2022>. Some of the sessions will discuss topics other than teaching, which can be useful for staff. Staff are also welcome to attend teaching sessions if interested. She wished staff a safe and wonderful holiday break.

**Staff Regent Report:** Dr. Jessica Evans thanked Dr. Wilson for holding the moment of silence at the beginning of the Staff Congress meeting in recognition of those affected by the tornadoes on December 10. The Staff Holiday Reception has been postponed to January 6, from 11:00 a.m. to 1:00 p.m. After today's Staff Congress meeting, Dr. Evans will send to Staff Congress members a more comprehensive report of the December 3 Board of Regents meeting. Staff can read the report at their convenience. This will allow staff to focus at this time on the tornado recovery efforts. On behalf of Staff Congress, Vice President Matt Jones will attend the holiday reception at the Breathitt Veterinary Center on December 16. At the reception, he will present the Staff Excellence Award to the BVC staff recipient.

**APPROVAL OF MINUTES:** Brian Truskey made a motion to approve the November Minutes as presented. Matt Purdy seconded, and the motion carried.

**APPROVAL OF TREASURER'S REPORT:** Marty Anderson made a motion to approve the November Treasurer's Report as presented. Orville Herndon seconded, and the motion carried.

#### **STANDING COMMITTEE REPORTS:**

**Executive Committee:** Dr. David Wilson reported that the Executive Committee is in the process of filling Staff Congress committee vacancies created by Dr. Jessica Evans' resignation from Staff Congress after being elected as Staff Regent. Due to the events and aftermath of the December 10 storms, he was unable to contact the persons he will ask to fill the committee chair vacancies. He will

contact the individuals to discuss their interest in the positions before nominating them to those positions during a future Staff Congress meeting. The Executive Committee discussed meeting attendance according to Staff Congress Bylaws, and has agreed to include an "Absent" section in the meeting minutes in addition to the "Present" section of the minutes. The Executive Committee will contact members who miss numerous meetings, as per the Bylaws, to inquire if the members wish to continue as members of Staff Congress. More discussion on attendance and missed meetings will follow in the next semester. He asked Congress members to participate in Staff Congress committees and to let him know if they want to change committees.

**Credentials and Elections Committee:** Orville Herndon said that, according to the Staff Congress Bylaws (Article 1, Section 5. Item B), members who miss three consecutive Staff Congress meetings may be contacted by the Executive officers. The Credentials and Elections Committee plans to present a staff member at the January 2022 Staff Congress meeting to fill the vacancy in the At Large category on Staff Congress created by Dr. Jessica Evans' election as Staff Regent. At the January meeting, the committee plans to present the election calendar for the April 2022 Staff Congress Election.

**Staff Recognition Committee:** No report.

**Staff Special Events Committee:** Trish Lofton reported on the Children's Christmas Party. Parents and children made positive comments about the party. She complimented the Residential College Association, which co-hosted the event with Staff Congress, for the group's work at the event. She provided a summary of the activities the RCA provided at the party. Ms. Lofton sent a thank you note to Casey Rowe and the Residential College Association. She thanked Orville Herndon and Angela Richerson for hosting the photo booth at the party. Dr. Jessica Evans forwarded to Ms. Lofton a thank you note she received from a family that attended the event. She reminded staff that, as Dr. Evans said, the Staff Holiday Reception has been rescheduled for January 6. The Curris Center and Mayfield YMCA have partnered to organize Project Save Christmas to collect Christmas presents for families affected by the December 10 tornado.

**Communications Committee:** Christian Barnes said he will email Communications Committee members after campus opens in January to arrange a meeting to discuss how to better communicate with staff.

**Working Conditions Committee:** Brian Truskey said that at its meeting on December 6, the committee discussed items from the Staff Survey. The committee plans to meet in January to continue the discussion and to develop some recommendations to forward to Human Resources.

**Staff Survey Committee:** Dr. Wilson said he will appoint a chair for the committee. Dr. Jessica Evans served as the committee chair until she was elected as Staff Regent. Dr. Evans said she looks forward to working with the new committee chair.

**Staff Congress Foundation Textbook Scholarship Committee:** Committee Chair Kala Allen-Dunn was unable to attend today's Staff Congress meeting. Christian Barnes said the committee is working with the Office of Development to discuss fundraising for the scholarship.

**Personnel Polices and Benefits Committee:** Dr. Wilson said he will appoint a chair for the committee. Orville Herndon added that the committee is discussing items from the Staff Survey.

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

**Faculty and Staff Insurance and Benefits Committee:** Orville Herndon reported that the committee's next meeting is scheduled for January 24, 2022. Dr. Wilson said the Staff Congress Executive Committee will nominate a Staff Congress member to fill the vacancy on the Faculty and Staff Insurance and Benefits Committee created by Dr. Evans' election as Staff Regent. Faculty Senate has requested that an additional faculty position be added to the committee. If the request is approved, an additional staff position will also be added to the committee due to the requirement that the committee be comprised of an equal number of staff and faculty. Orville Herndon added that if the request is approved, the new staff and faculty committee positions might be added in the next academic year rather than in January 2022.

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

**Intercollegiate Athletic Council:** No report.

**Judicial Board:** Matt Jones reported that the Judicial Board will hear a case in January 2022.

**Budget Advisory Committee:** No report. Dr. Wilson said he will nominate a Staff Congress member to fill the committee vacancy created by Dr. Evans' election to Staff Regent.

**Parking Advisory Committee:** No report.

**AD HOC COMMITTEES:**

**Bylaws Revision Committee:** No report.

**Staff Handbook Committee:** No report.

**Diversity Committee:** No report.

**Business List Revision Committee:** Marion Hale reported that the committee is reviewing requests from vendors asking to be added to the Business Discount List. The committee will meet in January to continue updating the list.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:** None.

**Information Items:** Dr. Wilson wished everyone a restful break.

The next Staff Congress meeting will be held January 19, 2022, at 1:30 p.m., via Zoom.

Trish Lofton reminded staff of the Project Save Christmas donation drive and requested that donations include items for teens, such as gift cards for restaurants and movie tickets. She thanked everyone for the donations.

**ADJOURNMENT:** Orville Herndon made a motion to adjourn. Angela Guyton seconded, and the motion carried.