



Staff Congress

Draft Minutes for January 19, 2022 On-line Meeting via Zoom

Present: Charley Allen-Dunn, Marty Anderson, Russell Dunn, Duane Dycus, Marion Hale, Jodi Hanneman, Sara Hardaway, Orville Herndon, Matt Jones, Sondra Kreger, Trish Lofton, Jeremy McKeel, Audrey Neal, Kim Newbern, Brian Purcell, Matt Purdy, Angela Richerson, Brett Shather, Dr. J. David Wilson, Staff Regent Dr. Jessica Evans.

Absent: Christian Barnes, Dedrick Brooks, Chris Cobb, Kevin Crawford, Russell Dunn, Parker Griffith, Angela Guyton, Kendrick Quisenberry, Brian Truskey.

Guests: Jackie Dudley, Vice President, Finance and Administrative Services; Courtney Hixon, Director, Human Resources; Dr. Don Robertson, Vice President, Student Affairs; Dr. Melony Shemberger, Faculty Regent; Lauren Smee, Wellness Coordinator, Human Resources.

CALL TO ORDER: Staff Congress President Dr. David Wilson called the meeting to order.

Dr. Don Robertson, Vice President, Student Affairs: Dr. Don Robertson gave an update on registration for the spring and fall 2022 semesters. The university will continue to register students until January 24 for the spring semester. The number of applications for fall 2022 has increased by 6.6% compared to the number of applications for fall 2021. Recruitment staff are visiting schools and potential students are visiting the Murray State campus. Upcoming events include Admitted Student Weekend and Presidential Fellowship interviews. The Recruitment Office staff are using social media and texting to remind students to complete scholarship applications and housing applications. Completing scholarship and housing applications is a strong indicator students will attend MSU. Zoom meetings are being held to allow students and parents to ask questions.

Money has been raised to assist students with needs due to the tornadoes on December 10. Names of students with financial need can be referred to Wendy Cain in Financial Services or to Dr. Robertson.

Courtney Hixon, Director, Human Resources: Courtney Hixon said employees should have received insurance and Express Script identifications cards for 2022. Anyone who has not received the cards should contact Human Resources. Employees can refer to the Racer Restart web page for information regarding covid protocols. Questions regarding isolation and quarantine for covid can be directed to Human Resources.

Lauren Smee, Wellness Coordinator, Human Resources: Lauren Smee said the 2022 Wellness Pledge is similar to the Wellness Pledge for previous years. In early 2020, the penalty for not completing phases of the Wellness Pledge was suspended. The penalty has been reinstated for 2022. Links to resources that can be used to complete Wellness Pledge items are on the Racer Wellness web page at <https://www.murraystate.edu/about/Offices/HumanResources/racerwellness/wellness-pledge.aspx>. A Lunch and Learn program will be presented by the Kentucky Cancer Program on February 9, at noon, via Zoom. The Zoom link will be distributed when it becomes available. The Healthy Habits focus quarters for 2022 are preventive screenings, nutrition, sleep health, and emotional health.

Jackie Dudley, Vice President, Finance and Administrative Services: The Budget Session is underway in Frankfort. President Bob Jackson and Jordan Smith, Director of Government and Institutional Relations, are in Frankfort on behalf of Murray State. Concrete information about the budget is anticipated near the end of March or the beginning of April.

Staff Regent Report: Dr. Jessica Evans said she has heard from many who have expressed they are feeling overwhelmed with concerns about the pandemic and about the start of the semester. She thanked staff for all they do and for supporting students. She will do her best to serve staff. She thanked Dr. Jackson for listening and discussing topics with her. She hopes for communication and cooperation among administration, staff, and faculty. She is looking forward to working with new Staff Congress committee chairs, and particularly with the Staff Survey Committee, as the Staff Regent works with the committee on the survey. The next board meeting is scheduled for March 11. She will send a Staff Regent update to staff and will hold listening sessions during February to hear from staff.

Faculty Regent Report: Dr. Shemberger reported that the officers of Faculty Senate and the Faculty Regent sent a request to Dr. Jackson and Provost Dr. Tim Todd to consider flexible teaching options, especially at the beginning of this semester due to the number of covid cases and hospital capacity in Murray. The request was not granted. She reported on Blitz Week which was held via Zoom during the week prior to the start of classes. She thanked the Faculty Development Center for hosting the event.

APPROVAL OF MINUTES: Jodi Hanneman made a motion to approve the December Minutes as presented. Trish Lofton seconded, and the motion carried.

APPROVAL OF TREASURER'S REPORT: Matt Purdy made a motion to approve the December Treasurer's Report as presented. Jodi Hanneman seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Dr. David Wilson reported that at the January meeting of the Staff Congress Executive Committee, the officers discussed items from the Staff Survey that were assigned to the Executive Committee. Based on those items, the officers are drafting resolutions to present to Staff Congress for discussion. If approved by Staff Congress, the resolutions will be forwarded to university administration. Kala Allen-Dunn has resigned from Staff Congress due to the responsibilities of her new position in the Scholarship Office. Dr. Wilson thanked Ms. Allen-Dunn for her work with Staff Congress and for chairing the Staff Congress Textbook Scholarship Committee. Staff Congress Textbook Scholarship Committee members interested in chairing the committee should contact Dr. Wilson. The Staff Reception scheduled for January 6 was postponed due to winter weather. Dr. Wilson and Trish Lofton, Chair of the Staff Special Events Committee, will contact Jackie Dudley and Sharion Meloan in the Office of Finance and Administrative Services to plan a new date for the event.

Credentials and Elections Committee: Chair Orville Herndon read Tim Williams' resignation from Staff Congress. Mr. Williams is resigning due to work responsibilities. The Credentials and Elections Committee hopes to nominate a staff member at the February Staff Congress meeting to complete the remainder of Mr. Williams' term on Staff Congress. Orville Herndon made a motion to appoint Audrey Neal to serve the remainder of Kala Allen-Dunn's term on Staff Congress. Jeremy McKeel seconded, and the motion carried. Mr. Herndon introduced Ms. Neal. She is the director of two TRIO grants at the university. She has worked at the university intermittently over the past ten years. Mr. Herndon nominated Dedrick Brooks to serve the remainder of Dr. Jessica Evans' term on Staff Congress. Brett Shather seconded, and motion carried. Mr. Brooks was unable to attend today's Staff Congress meeting. He will be introduced at a future Staff Congress meeting.

Staff Recognition Committee: No report.

Staff Special Events Committee: Trish Lofton said that, as reported by Dr. Wilson, the Staff Special Events Committee will work with the Office of Finance and Administrative Services to reschedule the Staff Recognition Reception that was postponed on January 6 due to winter weather. She thanked staff for donating to the Project Save Christmas toy drive held in December for those affected by the tornadoes on December 10, 2021.

Communications Committee: No report.

Working Conditions Committee: Dr. Wilson reported on behalf of Brian Truskey who was unable to attend today's meeting. The committee members are in the process of viewing the Wayne Corp videos.

Staff Survey Committee: Dr. Wilson and Dr. Jessica Evans said the committee will meet to prepare a timeline for the Staff Survey distribution.

Personnel Policies and Benefits Committee: No report.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Orville Herndon said the committee will meet on January 24. Persons interested in attending the meeting may email him for the Zoom link. The committee hopes to stream the meeting on YouTube.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities Committee: Dr. Wilson said that persons interested in completing Tim Williams' term on the Naming Campus Facilities Committee may email Dr. Wilson. For questions regarding the committee's work, staff may also contact Tim Williams.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

International Studies Advisory Committee: Dr. Wilson asked that persons interested in serving on the committee contact him.

Budget Advisory Committee: Brian Purcell reported that the committee will meet on January 24.

Shared Governance Committee: No report.

Parking Advisory Committee: No report.

AD HOC COMMITTEES:

Bylaws Revision Committee: No report.

Staff Handbook Committee: No report.

Diversity Committee: No report.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Dr. David Wilson said that after consulting with the Executive Committee, he recommends the following appointments: Kendrick Quisenberry to chair the Staff Congress Diversity Committee; Brett Shather to chair the Staff Survey Committee; Jeremy McKeel to complete Dr. Jessica Evans' term on the university-wide Faculty and Staff Insurance and Benefits Committee; Matt Jones to serve on the Budget Advisory Committee. He asked for a motion to accept the appointment of those individuals to the positions. Trish Lofton made a motion to appoint the named individuals to the respective positions. The motion was seconded, and the motion carried. Dr. Wilson will send a list of committee vacancies to the Staff Congress Secretary to forward to Staff Congress. Persons can contact Dr. Wilson if they are interested on serving on the committees.

Information Items: Dr. Wilson announced that the retirement reception for Bobby Daniels will be held on February 9, from 1:00 to 3:00 p.m., in the small ballroom of the Curris Center. Dr. Wilson expressed appreciation for Mr. Daniels' work on behalf of students and said he was a good ambassador for the university.

The next Staff Congress meeting will be held February 16, at 1:30 p.m., via Zoom.

ADJOURNMENT: Marty Anderson made a motion to adjourn. Matt Purdy seconded, and the motion carried.