



Staff Congress

Draft Minutes for June 8, 2022 On-line Meeting via Zoom

Present: Charley Allen-Dunn, Dedrick Brooks, Dr. S.G. Carthell, Russell Dunn, Duane Dycus, Parker Griffith, Angela Guyton, Marion Hale, Jodi Hanneman, Orville Herndon, Matt Jones, Sondra Kreger, Trish Lofton, Jeremy McKeel, Audrey Neal, Kendrick Quisenberry, Angela Richerson, Brett Shather, Brian Truskey, Dr. J. David Wilson.

Absent: Marty Anderson, Christian Barnes, Chris Cobb, Kevin Crawford, Duane Dycus, Sara Hardaway, Kim Newbern, Matt Purdy.

Guests: Dr. Jessica Evans, Staff Regent; Courtney Hixon, Director, Human Resources; Dr. Don Robertson, Vice President of Student Affairs; Dr. Melony Shemberger, Faculty Regent.

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

Dr. Don Robertson, Vice President of Student Affairs: Dr. Don Robertson reported on Racer Nation Orientation held the week of May 31. Upcoming Racer Nation Orientations are scheduled for June 15 and June 17. The Student Affairs Office is contacting newly admitted students and students from the 2021-2022 academic year who have not registered for fall 2022 classes. Students who complete Racer Nation Orientation will receive follow-up letters and postcards from the university President, department deans and chairs, SGA, Housing, Athletics, Greek Life, and Great Beginnings. Commonwealth Honors Academy started this week on campus. The agricultural leadership group is also on campus this week. The Governor's Scholar Program will return to Murray State in 2023. Dr. Robertson reminded staff to welcome prospective students visiting campus. They are the students carrying gold bags.

Courtney Hixon, Director, Human Resources: Courtney Hixon reported that the lunch walking group will resume in July. A watermelon social is planned for July. Information about the walking group and watermelon social will be sent to staff and faculty. Phase 1 of the Racer Wellness Pledge has been completed. Information about Phase 2 will be emailed to employees. She posted in the meeting chat the following link to the Employee Assistance Program which contains monthly webinars and newsletters for supervisors and employees: https://www.murraystate.edu/about/Offices/HumanResources/Benefits/employee_assistance_program.aspx.

Faculty Regent Report: Dr. Melony Shemberger said the budget passed at the June 3 Board of Regents meeting included a three percent cost-of-living increase. The university Budget Advisory Committee met only two times during the 2021-2022 academic year prior to the approval of the budget. Dr. Shemberger requested that the Budget Advisory Committee meet more often and earlier in the academic year to allow for shared governance. She said that faculty and staff provided excellent ideas during the Budget Town Hall meeting.

The Board of Regents discussed centralizing technology to reduce costs to the university. Faculty and staff have contacted Dr. Shemberger with concerns about centralizing technology. She spoke about those concerns at the Board of Regents meeting. Dr. Shemberger emailed the concerns to Provost Dr. Tim Todd, Vice President of Administrative and Financial Services Jackie Dudley, Chief Information Officer Brian Purcell, and sent a copy to Faculty Senate officers and Staff Regent Dr. Jessica Evans. She has requested that a committee be formed, to include staff and faculty who work with accreditation, curriculum, and instruction, to discuss the technology plan being considered by information technology and financial administration offices.

The approved budget includes a technology fee of \$100 per semester for students enrolled in at least five hours of on-campus classes.

At the Board of Regents meeting, she requested data on applications and enrollments from the states in the new athletic conference MSU had joined.

Orville Herndon said that, in the past, a technology fee was rolled into the mandatory fee students are assessed.

Dr. Shemberger said she would ask about the fees included in the mandatory fees.

Staff Regent Report: Dr. Jessica Evans said she will send the Staff Regent Report to staff after today's Staff Congress meeting. During the Board of Regents meeting on June 3, she also stressed the need for the Budget Advisory Committee to meet more often. In addition to the three percent COLA, she said the Bereavement Policy changes, which were recommended by the Faculty and Staff Insurance and Benefits Committee, passed with the second reading. She summarized the changes to the Bereavement Policy. Beginning with the 2023-2024 academic year, the freshman admission GPA requirement will be reduced to 2.75. Details on the admission changes will be included in the Staff Regent Report. Staff may contact her with questions at jevans15@murraystate.edu. She emailed Dr. Tim Todd, Dr. Bob Jackson, Jackie Dudley, and copied Faculty Regent Dr. Melony Shemberger with concerns presented to her by faculty and staff throughout the 2021-2022 academic year concerning procurement policies and procedures. She will include a copy of the email with her

Staff Regent Report. She has received a response from Dr. Jackson that the information will be reviewed by those who received the email as well as by staff in the Procurement Office.

APPROVAL OF MINUTES: Trish Lofton made a motion to approve the May 2022 Meeting Minutes as presented. Matt Jones seconded, and the motion carried.

APPROVAL OF TREASURER'S REPORT: Jeremy McKeel made a motion to approve the May 2022 Treasurer's Report as presented. Audrey Neal seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Dr. David Wilson stated that items discussed at the Executive Committee's June meeting will be presented later in today's Staff Congress meeting. Officer Elections will be held later in today's meeting. Staff Congress has been asked to appoint someone to the Naming Campus Facilities Committee. Interested persons may contact him.

Credentials and Elections Committee: Orville Herndon read the names of outgoing Staff Congress members whose terms expire June 30, 2022: Sarah Hardaway, Kevin Crawford, and Charley Allen-Dunn. He thanked them for serving on Staff Congress. Terri Herson, a write-in candidate in the 2022 Staff Congress Election had agreed to serve on Staff Congress. Since then, she has accepted a different position at Murray State, which makes her ineligible to serve on Staff Congress in the Secretarial/Clerical category. Mr. Herndon is waiting to hear if the next highest election write-in vote recipient is willing to serve on Staff Congress. Several newly-elected members will be welcomed at the next Staff Congress meeting.

Dr. Wilson added that he was contacted by Dedrick Brooks saying he is interested in serving on the Naming Campus Facilities Committee.

Staff Recognition Committee: No report.

Staff Special Events Committee: Trish Lofton reported that she polled the Staff Special Events Committee about what type of event to hold for the end of June. The consensus of the committee members is to have a lunch or afternoon come-and-go event.

Dr. Wilson said that the unofficial get-together of Staff Congress on May 27, after work was successful. The Staff Special Events Committee would like to have an informal get-together for staff after work during the summer.

Communications Committee: No report.

Working Conditions Committee: No report.

Dr. Wilson has requested a meeting for the end of June with Haley Stedelin and Courtney Hixon in Human Resources to discuss the list of EAP supervisory training videos recommended by the Working Conditions Committee. Human Resources staff have been looking at other supervisor training information as well.

Staff Survey Committee: Brett Shather reported that the Staff Survey is now closed and the Staff Survey Committee will meet to discuss the survey results.

Textbook Scholarship Committee: No report.

Personnel Policies and Benefits Committee: Parker Griffith reported that the Personnel Policies and Benefits Committee met in April to discuss cost-of-living increases. The COLA was approved by the Board of Regents. The committee plans to meet in June.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Orville Herndon said the Insurance and Benefits Committee has not met since its April 2022 meeting. The committee will meet when health insurance information is available. He thanked the Board of Regents for not increasing the employee cost for 2023 health insurance. Several staff and faculty have contacted Mr. Herndon to express their appreciation for no increase in the employee cost for 2023 health insurance, especially when the cost of other items such as gasoline has increased.

Judicial Board: No report.

Naming Campus Facilities Committee: No report.

Budget Advisory Committee: Dr. Wilson said he attended the Budget Advisory Committee meeting. He agreed that the committee needs to be included in a shared governance capacity. He expressed appreciation for the three percent cost-of-living pay increase and no increase in health insurance costs.

Parking Advisory Committee: Duane Dycus reported that several items have been forwarded to the Parking Advisory Committee to be discussed at the committee's upcoming meetings in the summer and fall. Items include overnight parking at the Curris Center, multiple drivers of the same vehicle, parking zone rules, pro-rated parking passes, and ride-share options.

Dr. Wilson noted that parking tickets are being issued during the summer.

Intercollegiate Athletic Council: No report.

Sick Leave Appeals Committee: No report.

International Studies Advisory Committee: No report.

Shared Governance Committee: No report.

AD HOC COMMITTEES:

Bylaws Revision Committee: Orville Herndon stated that several staff have contacted him with comments about the employment categories for representation on Staff Congress. The information he posted in the Zoom chat during the May 2022 Staff Congress meeting that was included in the meeting minutes, used the words "employees" and "voters". He clarified that the words "employees" and "voters" in that information are intended to be synonyms.*

He said anyone with ideas concerning the employment representation categories may contact him. The Credentials and Elections Committee plans to present a recommendation regarding employment categories at the August or September 2022 Staff Congress meeting so that any approved change can be implemented during the 2023 Staff Congress Election.

*From the May 18, 2002 Staff Congress meeting minutes, Ad hoc committees, Bylaws Revision Committee report:
"Group A — 26 %, 160 employees; Group B — 15 % — 96 employees; Group C — 55 %, 342 voters; Group BVC — 4%, 25 voters."

Staff Handbook Committee: No report.

Diversity Committee: Dr. Wilson said that Committee Chair Kendrick Quisenberry was unable to attend today's Staff Congress meeting. In new business, an item will be presented concerning the Diversity Committee.

Business Discount List Revision Committee: No report.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Election of 2022-2023 Staff Congress Executive Officers: Parliamentarian Marion Hale thanked Dr. David Wilson for serving as the Staff Congress President for the last two years. Marion Hale asked the Credentials and Elections Committee Chair to read the names of the Executive Officer candidates who submitted their names to Mr. Herndon prior to today's Staff Congress.

Orville Herndon will place the link to vote for Staff Congress officers in the meeting chat. He said Staff Congress members in attendance at today's meeting who are unable to access the link may email him.

Candidates for President: Trish Lofton. Marion Hale asked if there were any nominations from the floor for President. There were none. Ms. Hale closed the nominations for President.

Candidates for Vice President: Matt Jones. Marion Hale asked if there were any nominations from the floor for Vice President. There were none. Ms. Hale closed the nominations for Vice President.

Candidates for Treasurer: None. Marion Hale asked if there were any nominations from the floor for Treasurer. There were none. Audrey Neal said she has been a member of Staff Congress for approximately 5 or 6 months. She is willing to run for Treasurer if the minimum of one-year Staff Congress membership requirement to run for an officer position can be waived. Orville Herndon explained that the Bylaws require officers to have been a member of Staff Congress for at least one year as of July 1. Parker Griffith asked if a vote can be taken to temporarily suspend the requirement that officers must have served on Staff Congress for at least one year. Dr. David Wilson answered

that the requirement is stated in the Bylaws and a vote cannot be taken to suspend the Bylaws. Mr. Herndon read the names of the staff who will have served on Staff Congress for at least one year by July 1, 2022. Jodi Hanneman volunteered to run for Treasurer. Marion Hale asked if there were any other nominations from the floor. There were none. She closed the nominations for Vice President.

Mr. Herndon placed the Officer Election link in the meeting chat for voting.

Proposed Bylaw Revision to move the Diversity Committee from an hoc committee to a Standing Committee: Dr. David Wilson presented for a first reading a proposed Staff Congress Bylaw revision to change the Diversity Committee from an ad hoc committee to a standing committee and to change the committee's name to Diversity, Equity, and Inclusion Committee.

Proposed Bylaw Revision to Combine Staff Special Events Committee and Staff Recognition Committee: Dr. David Wilson presented for a first reading a proposed Staff Congress Bylaw revision to combine the Staff Special Events Committee and the Staff Recognition Committee.

The proposed Bylaws revisions will be discussed at the second readings during the July Staff Congress meeting. After the second reading, Staff Congress will vote on the proposed Bylaws revisions.

Resolution of Appreciation for Dr. David Wilson: Matt Jones read a resolution of appreciation for Dr. David Wilson for his service as Staff Congress President and representation of staff. Dr. Wilson expressed appreciation for the resolution and said he has enjoyed serving as Staff Congress President.

Dr. Wilson thanked outgoing Staff Congress members for their work with Staff Congress.

Staff Congress 2022-2023 Executive Officers Election Results: Orville Herndon read the results of the Executive Officers Election: President: Trish Lofton – 13 votes; Vice President: Matt Jones – 14 votes; Treasurer: Jodi Hanneman – 14 votes; each candidate was elected to office.

Information Items:

The next Staff Congress meeting is scheduled for July 20, at 1:30 p.m.

ADJOURNMENT: Marion Hale made a motion to adjourn. Trish Lofton seconded. Trish Lofton and others thanked Dr. Wilson for serving as Staff Congress President. Dr. Wilson called for the vote, the motion carried, and the meeting was adjourned.