



## Staff Congress

Draft Minutes for March 13, 2019  
304 North Applied Science Building

**Present:** James Barnett, Laura Lohr Buchanan, S.G. Carthell, Jami Carroll, Duane Dycus, Jessica Evans, Debbie Griffin, Marion Hale, Ladonna Hamontree, Orville Herndon, Trish Lofton, Leanna Linn McClure, Jaclyn Morgan, Jerry O'Bryan, Debbie Plummer, Brian Purcell, Matt Purdy, and John Young.

**Guests:** Grace Anderson, Staff; Jackie Dudley, Vice-President for Finance and Administrative Services; Dr. Katherine Farmer, Faculty Regent; Dr. Robert Jackson, University President; Lisa Joiner, MSU Staff; Missy Tish, MSU Staff; Jennifer Thorn, MSU Staff.

**CALL TO ORDER:** Staff Congress President Marion Hale called the meeting to order.

### **REPORTS FROM SPECIAL GUESTS:**

**Dr. Bob Jackson, Interim University President:** Dr. Bob Jackson gave meeting times and locations for the March 26 Budget Advisory Committee and the March 28 Budget and Tuition Forum. The Board of Regents Finance Committee will meet the morning of April 5. The Board of Regents will hold a special-called meeting on April 5, 2019, to approve a recommendation for tuition and fees. Recommended tuition increases will be considered for approval at the April 26 meeting of the CPE. The Board of Regents will have a regularly scheduled meeting on June 7. Dr. Jackson gave an update on the legislative session relating to pension reform. He answered questions.

**Jackie Dudley, Vice-President for Finance and Administrative Services:** Jackie Dudley spoke about upcoming building maintenance and changes to Blackburn Science Building, the Curris Center, Waterfield Library, and Woods Hall.

### **REGENTS REPORTS:**

**Staff Regent Report:** No report.

**Faculty Regent Report:** No report.

### **APPROVAL OF MINUTES:**

**FEBRUARY MEETING MINUTES:** Debbie Plummer made a motion to approve the February minutes as presented. James Barnett seconded, and the motion carried.

### **APPROVAL OF TREASURER'S REPORT:**

**FEBRUARY TREASURER'S REPORT:** Treasurer Jessica Evans presented the February Treasurer's Report. Trish Lofton made a motion to approve the February Treasurer's Report as presented. Debbie Plummer seconded, and the motion carried.

### **STANDING COMMITTEE REPORTS:**

**Executive Committee:** Marion Hale said that earlier in today's Staff Congress meeting, Dr. Jackson reported on items discussed at the Executive Committee's March meeting.

**Credentials and Elections Committee:** Chair Orville Herndon said Candidacy Intent Forms for the Staff Congress Election will be mailed. He read the list of Staff Congress members whose terms expire June 30, 2019. Candidacy registration will be online with paper forms available upon request.

**Staff Recognition Committee:** No report.

**Staff Special Events Committee:** Laura Lohr Buchanan gave tentative dates for the December 2019 events: December 5 for the Staff Reception and December 7 for the children's Christmas party. The Staff Recognition Luncheon is scheduled for August 5.

**Communications Committee:** Staff can send items to Chair Laura Lohr Buchanan to be posted on the Staff Congress Facebook page.

**Working Conditions Committee:** Chair Jerry O'Bryan said he is in the process of scheduling a meeting with Athletics to discuss parking during working hours on game days. This topic was assigned to the Working Conditions Committee when the parking concern was brought forward at the February Staff Congress meeting.

**Staff Congress Foundation Textbook Scholarship Committee:** Trish Lofton said the committee is working to schedule rebate nights to raise funds for the textbook scholarship.

**Personnel Policies and Benefits Committee:** No report.

**UNIVERSITY-WIDE COMMITTEES:**

**Faculty and Staff Insurance and Benefits Committee:** John Young said the committee has not met since the February Staff Congress meeting. The committee will meet on March 15. He said the MSU News incorrectly reported about the lactation rooms recommendation made by Staff Congress. John noted that the recommendation was originated by the Women's Faculty Caucus. Orville Herndon said the MSU News staff have been notified of the correction.

**Intercollegiate Athletic Council:** No report.

**Naming Campus Facilities Committee:** On behalf of Tim Williams, Faculty Regent Katherine Farmer said the Board of Regents approved the proposal to name the Lovett Auditorium lobby the Charles and Marlene Johnson Lobby.

**Judicial Board:** Leanna Linn McClure reported that the Judicial Board met on March 12, and the meeting details cannot be discussed.

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

**International Studies Advisory Committee:** Laura Lohr said she was unable to attend the committee meeting which was held when Staff Congress was meeting. She provided the current and anticipated enrollment numbers of international students. The Associate Provost Position has been eliminated. Dr. Renae Duncan will be teaching classes. Faculty will report to Dr. Arant or Dr. Jackson. The Blackburn Science Building will house the offices for Education Abroad and the English as a Second Language Program.

**Budget Advisory Committee:** Brian Purcell said the Budget Advisory Committee will meet on March 26.

**Shared Governance Committee:** No report.

**AD HOC COMMITTEES:**

**ByLaws Revision Committee:** No report.

**Staff Survey Review Committee:** Chair Jessica Evans said the Staff Survey will close March 15. On behalf of Staff Regent Phil Schooley, John Young reported on some of the 2018 and 2019 Survey results, to date.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Proposed Resolution:** Laura Lohr Buchanan read a resolution declaring Staff Congress' support of Dr. Robert Jackson as the 14<sup>th</sup> President of the Murray State University. Dr. Jackson expressed appreciation for the kind words and left the meeting, noting this would allow Staff Congress to vote on the resolution without his presence. Laura Lohr Buchanan made a motion to present to Dr. Jackson the resolution of support. James Barnett seconded. Discussion followed.

Staff Congress President Marion Hale asked Staff Congress Vice-President Duane Dycus to preside over the meeting while she spoke to the proposed resolution. Discussion then followed regarding the wording of the resolution. Jessica Evans made a motion to amend the resolution. Laura Lohr Buchanan read the motion with the amended wording. John Young called for the question. The motion carried. Marion Hale returned as presiding officer. The amended resolution will be sent to Staff Congress members.

**Staff Congress Website:** Marion Hale said she has been notified that some of the links on the Staff Congress website do not work. The links were affected by the change to a different platform in the past. Efforts are being made to identify and repair any broken links.

**Staff Handbook Revision:** Marion Hale said that Congress member Orville Herndon has noted that the Staff Member Handbook was last revised in 2012, and is in need of updating. Marion asked Congress member Matt Purdy to chair the Ad hoc Staff Handbook Committee. Human Resources updates will also be requested for the handbook. Jeff Gentry, Orville Herndon, and Trish Lofton have agreed to serve on the committee. Additional committee members will be appointed. She asked staff to look at the handbook and contact Staff Handbook Revision Committee Chair Matt Purdy with suggested updates. The committee's recommended changes will be presented to the Board of Regents for approval. An updated Staff Handbook will be beneficial for the next SACS reaccreditation evaluation.

**ADJOURNMENT:** Debbie Griffin made a motion to adjourn. Trish Lofton seconded. The motion carried and the meeting was adjourned.