



Staff Congress

Draft Minutes for August 21, 2019
304 North Applied Science Building

Present: Laura Buchanan, Jami Carroll, SG Carthell, Charley Allen Dunn, Duane Dycus, Jessica Evans, Marion Hale, Orville Herndon, Matthew Jones, Trish Lofton, Jeremy McKeel, Jerry O'Bryan, Evan O'Neal, Debbie Plummer, Brian Purcell, Matt Purdy, Tim Williams, David Wilson, and Staff Regent Phil Schooley.

Guests: Jackie Dudley, Vice President of Finance and Administrative Services; Joyce Gordon, Director of Human Resources; Dr. Bob Jackson, University President; Dr. Don Robertson, Vice President of Student Affairs; Dr. Melony Shemberger, Faculty Regent; Brian Truskey.

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

REPORTS FROM SPECIAL GUESTS:

Dr. Bob Jackson, University President: Dr. Jackson reported on the August 16 Faculty Summit. The Staff Summit will be held on August 22, at 2:00 p.m., in Wrather Auditorium. He said former Board of Regents Chair Susan Guess is retiring from the Board of Regents after serving nine years. The Governor's appointment to the Board of Regents is anticipated to be announced between today and August 23. The Board of Regents orientation for the new member is scheduled for August 30. The Board of Regents annual retreat will be held September 5, and the regular quarterly meeting is scheduled for September 6. Dr. Jackson reported on enrollment numbers and thanked staff for their efforts to recruit students. He said Dr. Tim Todd, Chair of the Strategic Plan, will be calling on staff to participate in the Strategic Plan. He said centennial planning, a capital planning campaign, and a mission statement will be in development.

Dr. Don Robertson, Vice President of Student Affairs: Dr. Don Robertson thanked staff and their departments for efforts to recruit and retain students. Retention and graduation rates are strong. He said the Student Affairs Office is currently contacting students who are eligible to return but have not registered for the fall semester. He discussed the Starfish program and the My Major Program. Dr. Jackson thanked staff for their assistance with student move-in and for their work on the building and grounds. He asked staff to inform students of University Counseling Services.

Jackie Dudley, Vice President of Finance and Administrative Services: Jackie Dudley said the grand opening for Einstein's Bagels is scheduled for August 27. Other completed projects include the roof of Blackburn, the Curris Center parking lot, and Richmond Hall. Starbucks is expected to open after Christmas Break. Employees can purchase flex dollars which can be used at campus dining locations, including the new dining locations. Racer One-Stop will continue through August 27. She answered questions. Jackie Dudley and Joyce Gordon answered questions.

Joyce Gordon, Director of Human Resources: Joyce Gordon read information from Wellness Coordinator Lauren Smee regarding summer Lunch and Learn events and the due date for Wellness Pledge items. Open enrollment is scheduled for October 14-November 1.

REGENTS REPORTS:

Faculty Regent Report: Dr. Melony Shemberger thanked staff for their work. She reported on her communication efforts including attending school unit meetings and using a listserv and social media to communicate with faculty. She said that at Dr. Jackson's request, the investiture ceremony funds are being used to meet student financial needs. The Staff Forum will be held August 22, at 2:00 p.m.

Staff Regent Report: Phil Schooley encouraged staff to attend the Presidential Forum on August 22. He said student move-in went well. The Board of Regents retreat is scheduled for September 5, and the meeting is scheduled for September 6.

APPROVAL OF MINUTES: Laura Buchanan made a motion to approve the July Minutes as presented. Duane Dycus seconded, and the motion carried.

APPROVAL OF TREASURER'S REPORT: Debbie Plummer made a motion to approve the July Treasurer's as presented. Laura Buchanan seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Marion Hale reported on items discussed at the Executive Committee's meeting on August 12 including feedback received about the Staff Recognition Luncheon, Staff Congress meeting attendance, committee assignments, and course fees for employees taking classes. She distributed the list of Staff Congress committee assignments. She reminded Congress members to let her know when they are unable to attend Staff Congress meetings. Members can also listen to meetings live via the link on the Staff Congress web page. The topic of course fees for employees has been assigned to the Working Conditions Committee. The officers would like to hold a Staff Congress town hall meeting to allow staff to ask questions, with the date to be determined later in the semester. On behalf of

Staff Congress, the Executive Committee sent notes to the university administration staff thanking them for the Staff Appreciation Luncheon.

Credentials and Elections Committee: No report.

Staff Recognition Committee: No report. Marion Hale complimented Leanna Linn McClure on the Staff Recognition Luncheon.

Staff Special Events Committee: Marion Hale said the committee will plan the Staff Reception and Children's Christmas Party.

Communications Committee: Laura Buchanan said she posts items to the Staff Congress Facebook page. She will continue to prepare a synopsis of the monthly Staff Congress meetings and send to Staff Regent Phil Schooley to email to staff.

Working Conditions Committee: No report.

Staff Congress Foundation Textbook Scholarship Committee: No report.

Personnel Policies and Benefits Committee: No report.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Jessica Evans read the Faculty and Staff Insurance and Benefits Committee report from John Young who was unable to attend today's Staff Congress meeting. At its August 9 meeting, the committee heard insurance deficit reduction information from Sibson Consulting. The committee will meet on September 13.

Intercollegiate Athletic Council: No report.

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: No report.

Shared Governance Committee: Laura Buchanan said the Shared Governance Committee plans to develop a mission statement.

AD HOC COMMITTEES:

Bylaws Revision Committee: No report.

Staff Handbook Committee: No report.

Staff Survey Review Committee: No report.

Parking Advisory Committee: Nancy Armstrong will replace Greg Gierhart on the Parking Advisory Committee.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Orville Herndon said that a blood drive will be held on August 26 and 27, 10:00 a.m. – 4:00 p.m., in the Curris Center Ballroom.

Marion Hale read an email from an employee requesting that the university's process for changing one's name be simplified so that it can be completed at one office. The employee said she changed her name at four campus departments and learned that she would have to contact additional university offices to have her name change made effective in those additional departments. Marion said noted that the issue will take time to resolve. She assigned the request to the Working Conditions Committee and asked Staff Congress members to contact the committee with suggestions for simplifying the name-change process.

The next Staff Congress meeting is scheduled for September 18, at 1:30 p.m.

ADJOURNMENT: Orville Herndon made a motion to adjourn. Debbie Plummer seconded. The motion carried and the meeting was adjourned.