



Staff Congress

Draft Minutes for May 19, 2021 On-line Meeting via Zoom

Present: Charley Allen-Dunn, Kala Allen-Dunn, Laura Buchanan, Dr. S.G. Carthell, Duane Dycus, Dr. Jessica Evans, Angela Guyton, Marion Hale, LaDonna Hamontree, Orville Herndon, Matt Jones, Sondra Kreger, Trish Lofton, Jeremy McKeel, Debbie Plummer, Brian Purcell, Matt Purdy, Kendrick Quisenberry, Brett Shather, Brian Truskey, Dr. J. David Wilson, and Staff Regent Phil Schooley.

Guests: Jackie Dudley, Vice President of Finance and Administrative Services; Joyce Gordon, Director of Human Resources; Courtney Hixon, Associate Director of Human Resources; Dr. Melony Shemberger, Faculty Regent; and Dr. Tim Todd, Provost.

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

Dr. Tim Todd, Provost: Dr. Tim Todd thanked staff for their work during this past academic year. He reported on the success of the multiple graduation ceremonies that were held the previous weekend. He wished everyone a good summer.

Jackie Dudley, Vice President of Finance and Administrative Services: Jackie Dudley thanked staff in various departments and at the CFSB Center for their work to ensure the success of the graduation ceremonies.

Joyce Gordon, Director of Human Resources: Joyce Gordon said she will retire on June 30, 2021. Courtney Hixon will serve as the interim director of Human Resources.

Dr. Wilson thanked Ms. Gordon for her work on behalf of staff, especially for her work with insurance and benefits.

Dr. Melony Shemberger, Faculty Regent: Dr. Shemberger said that during the summer, faculty will do research and some will teach classes. The Board of Regents will meet in-person on June 4. Agenda items include faculty and tenure promotions and retirement recognitions. She thanked retiring staff members for their work.

Phil Schooley, Staff Regent: Dr. Jessica Evans read a text message from Phil Schooley who will join today's Staff Congress meeting later. Mr. Schooley's message noted that 229 staff, or approximately 33 percent of staff, have completed the Staff Survey to date.

Dr. Wilson said that Staff Congress members Debbie Plummer and Laura Buchanan are retiring from the university. He thanked them for their work on Staff Congress.

APPROVAL OF MINUTES: Debbie Plummer made a motion to approve the April 2021 Staff Congress meeting minutes as presented. Matt Purdy seconded, and the motion carried.

APPROVAL OF TREASURER'S REPORT: Laura Buchanan made a motion to approve the April 2021 Treasurer's Report as presented. Marion Hale seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Dr. David Wilson reported that at its meeting on May 13, the Executive Committee discussed holding the June and July Staff Congress meetings via Zoom with the possibility of an in-person meeting for August or September. At the June meeting, Staff Congress will elect Executive Officers for the 2021-2022 year. Dr. Wilson thanked Jeremy McKeel and his co-workers for preparing the video of retiring staff and the Staff Recognition Award recipients.

Credentials and Elections Committee: Orville Herndon read the results of the Staff Congress Election on behalf of Evan O'Neal who supervised the election and was unable to attend today's Staff Congress meeting. Some election results are waiting for verification by Human Resources for number of years of employment. The upcoming retirements of Debbie Plummer and Laura Buchanan will create two vacancies on Staff Congress. Staff Congress will elect officers at the June Staff Congress meeting. Mr. Herndon will email to Staff Congress the officer eligibility requirements.

Dr. Wilson thanked Orville Herndon for the report and Evan O'Neal for overseeing the Staff Congress Election.

Staff Recognition Committee: No report.

Staff Special Events Committee: Trish Lofton said that now that covid-19 precautions have been updated, she will email the Staff Special Events Committee to arrange a meeting to discuss the possibility of an outdoor box lunch for staff or some similar event before the event of the fiscal year.

Communications Committee: No report.

Working Conditions Committee: No report. Dr. Wilson expressed his condolences for Working Conditions Committee Chair Jerry O'Bryan at the passing of his mother.

Staff Survey Committee: Dr. Jessica Evans asked staff to complete the Staff Survey and to encourage their co-workers to complete the survey.

Dr. Wilson added that Staff Congress attempts to address the feedback received on the survey and encouraged staff to complete the survey.

Staff Congress Foundation Textbook Scholarship Committee: No report.

Personnel Policies and Benefits Committee: Orville Herndon reported that the committee is gathering information from the university's Family-Work Life Balance Committee. The committee has also requested information from Human Resources related to items being reviewed by the Personnel Policies and Benefits Committee as reported at the April 2021 Staff Congress meeting. During the last few weeks, Mr. Herndon emailed Staff Congress members the information he discussed at the April Staff Congress meeting. If anyone did not receive the email, persons may contact Mr. Herndon for the information.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Orville Herndon said the committee will schedule a summer meeting when Human Resources has information regarding 2022 insurance to present to the committee. Mr. Herndon thanked retiring committee members Laura Buchanan and Debbie Plummer, and retiring Human Resources Director Joyce Gordon for their work with the committee.

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. Dr. Wilson thanked the Budget Advisory Committee members for their work and said that staff appreciate the cost-of-living increase.

Parking Advisory Committee: Duane Dycus reported on the Parking Advisory Committee's meeting on April 30. No fee increase is planned for parking permits for the 2021-2022 fiscal year. He reported on other information including the change of some parking spaces at the Curris Center from blue zone to red zone, which will now be changed to visitor spaces. The usage will be evaluated to determine if they will continue to be visitor spaces. Parking registration instructions will be added to myGate. Some parking spaces near Lovett Auditorium and Faculty Hall have been removed to allow access to electrical equipment.

Shared Governance Committee: No report.

AD HOC COMMITTEES:

Bylaws Revision Committee: Orville Herndon said the committee is gathering information and hopes to have a report at the next Staff Congress meeting.

Staff Handbook Committee: No report.

Diversity Committee: Brett Shather reported that the committee met to review and revise the Draft Staff Congress Statement of Diversity and Community which was presented to Staff Congress at the April 21, 2021 Staff Congress meeting. Revisions were made based on the feedback from Staff Congress members. The revised draft statement has been emailed to Staff Congress members.

UNFINISHED BUSINESS:

Dr. S.G. Carthell made a motion to bring forward the Draft Staff Congress Statement of Diversity and Community that Staff Congress voted to table at its April 21, 2021 meeting. Trish Lofton seconded, and the motion carried.

Dr. Jessica Evans made a motion to amend the original Draft Staff Congress Diversity and Community Statement as reflected in the revised Draft Staff Congress Statement of Diversity and Community. Dr. S.G. Carthell seconded. A hand vote was taken, the motion passed.

Brett Shather read aloud the revised Draft Staff Congress Statement of Diversity and Community. Discussion followed. Dr. S.G. Carthell made a motion to approve the revised Draft Staff Congress Statement of Diversity and Community. Trish Lofton seconded. A hand vote was taken, and the motion carried. Dr. Wilson said the statement will be posted on the Staff Congress web page and Facebook page, and sent to staff and university leadership. He thanked the Diversity Committee members for their work.

Other Unfinished Business:

Matt Purdy and Dr. Jessica Evans asked staff to remind their co-workers that the Staff Survey is anonymous. Dr. Wilson added that the staff may tell their constituents that every statement received on the survey is read by the Staff Survey Committee.

NEW BUSINESS:

Debbie Plummer said several staff have asked her if Years of Service employees and Staff Excellence Award winners will receive certificates. Jackie Dudley responded that she will verify that Staff Excellence certificates have been prepared. She said the Years of Service certificates are in the process of being prepared.

Dr. Wilson said that Dr. Evans has asked how to make the Diversity Committee a standing committee. Dr. Wilson said he will look into that. Orville Herndon said that wording will need to be developed to change a committee from ad hoc status to a standing committee. He added that with other ad hoc committees, the committees remained ad hoc for a few years to allow time for refinement of each committee's purpose before developing a committee definition and purpose statement to add to the Staff Congress Bylaws. If the statement is written early, it might need to be revised frequently in the early years of being a standing committee. He said the Diversity Committee may need to remain an ad hoc committee for another year to help determine the committee's purpose when it is changed to a standing committee. Dr. Wilson said the Diversity Committee will meet to discuss this information.

Brett Shather said that during this, his first year on Staff Congress, he has noticed the number of committees on Staff Congress. He asked if a review of committees has been conducted to determine if any committees could be combined. He added that he would like Staff Congress to continue to have the Diversity Committee. Marion Hale replied that the Credentials Committee is evaluating the number of Staff Congress representatives needed from each employment category due to the reduction in the number of staff in recent years in some categories. The Staff Congress Bylaws Revision Committee is currently reviewing the Bylaws for any potential revisions. A review of committees could also be conducted. Since its formation a few decades ago, Staff Congress has added and removed committees. Dr. Wilson said he will discuss with Credentials and Committee Chair Orville Herndon the review of committees. Mr. Herndon elaborated on the status of the review of Staff Congress membership based on employment numbers which have changed due to outsourcing. He provided information on committee activity and said some committees have become more active based on Staff Survey feedback.

ADJOURNMENT: Dr. Jessica Evans made a motion to adjourn. Debbie Plummer seconded, and the motion carried. The meeting was adjourned.