

Staff Congress Draft Minutes for September 16, 2020

Draft Minutes for September 16th, 2020
On-line Meeting via Zoom

Present: Charley Allen-Dunn; Marty Anderson; Dr. S.G. Carthell; Duane Dycus; Dr. Jessica Evans; Debbie Griffin; Marion Hale; LaDonna Hamontree; Orville Herndon; Matt Jones; Sondra Kreger; Trish Lofton; Jeremy McKeel; Jerry O'Bryan; Evan O'Neal; Debbie Plummer; Brian Purcell; Matt Purdy; Brett Shather; Brian Truskey; Dr. David Wilson; and Phil Schooley, Staff Regent.

Guests: Laura Buchanan, University Libraries; Jackie Dudley, Vice President, Finance and Administrative Services; Joyce Gordon, Director of Human Resources; Dr. Robert Jackson, President; Dr. Don Robertson, Vice President, Student Affairs and Enrollment Management; Dr. Melony Shemberger, Faculty Regent; Dr. Tim Todd, Provost and Vice President of Academic Affairs.

CALL TO ORDER: Staff Congress President Dr. David Wilson called the meeting to order. Marion Hale was appointed as secretary due to the absence of Ms. Kim Cottingham, Staff Congress Secretary.

Dr. Robert (Bob) Jackson, University President: Dr. Jackson said the Budget Advisory Committee met on September 14th. He said he hoped the university would receive Federal Stimulus money before the October 1st recess of Congress. The Faculty and Staff Leadership Committee met with him on September 15th. Academic Calendars for Spring 2021 are as follows: January 19th classes start and will end at the same time as normal. There will not be a spring break this year. There is a possibility for a couple of non-instructional days for faculty. There is a possibility of having a couple of extra days around a holiday for staff. Per federal regulations, we must have 16 weeks for the spring semester for a total of 30 weeks of instruction for financial aid packages.

Dr. Don Robertson, Vice President Student Affairs and Enrollment Management: Dr. Robertson announced the university will be hosting a Diversity, Equity, and Inclusion Symposium. All sessions will be virtual with the first session starting at 9:30 a.m. He is hoping to make this an annual event. He also wanted to say thank you to the staff for helping with recruitment.

Dr. Tim Todd, Provost and Vice President of Student Affairs: Dr. Todd said the university is looking into granting two non-instruction days for the faculty.

Joyce Gordon, Director of Human Resources: Ms. Gordon announced that Primary Care Medical Center flu clinics will be October 7th and 8th from 7:00 a.m. to 10:00 a.m. The October 7th clinic will be a drive-through behind the Wellness Center. The October 8th clinic will be a walk-up between Wrather Hall and Wilson Hall. Ms. Gordon said Open Enrollment will be from October 16th to midnight on October 30th. All training will be done online; however, she or the HR staff can meet individually if necessary. She further stated that we will have a health fair as soon as we can. More information will be coming out on the Racer Wellness Plan.

Dr. Melony Shemberger, Faculty Regent: Dr. Shemberger reported that all is going well this semester. She asked the group to encourage students to attend class in the manner that is appropriate for them.

Mr. Phil Schooley, Staff Regent: Mr. Schooley said he sent out a recap of the Board of Regents meeting. He said the next Board of Regents meeting is scheduled for December 4, 2020.

APPROVAL OF MINUTES: Trish Lofton made a motion to accept the minutes of the August 2020 meeting. Debbie Plummer seconded the motion. The motion passed.

APPROVAL OF TREASURER'S REPORT: Debbie Plummer made a motion to accept the August 2020 Treasurer's report. Matt Purdy seconded the motion. The motion passed.

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STANDING COMMITTEE REPORTS:

Executive Committee: David Wilson reported that there will be some changes to the committees. This has come about as a result of the Staff Survey. He said he will ask the committees to work together for some projects. Dr. Wilson stated he will be appointing an Ad Hoc Diversity Committee. He asked for volunteers to serve on the committee. He stated the Executive Committee usually meets a week before the membership meeting.

Credentials and Elections Committee: Orville Herndon read a letter of resignation from Mr. John Young who has retired from the university. He said the committee will meet and make a recommendation for filling the vacancy left by Mr. Young's retirement. He hopes to have the recommendation at the next Staff Congress meeting. He reported there are three openings in Facilities Management.

Staff Special Events Committee: Trish Lofton said she has emailed the committee to schedule a meeting. They plan to meet before the end of the month.

Staff Recognition Committee: Jeremy McKeel reported the committee is looking into when we can have a time for recognition of the staff. Several options have been discussed including the virtual option, the "to go" food option, and to continue the traditional method, only on a smaller scale. He said the committee is looking at a way of doing profiles of employees to tell their great stories.

Communication Committee: Charley Allen-Dunn said the committee is looking to put info out regarding Staff Spotlights using main university channels, Facebook, emails, Racer Nation, etc. This would include photos of members, a short bio, and the area the person represents.

Working Conditions: No Report.

Staff Survey Review Committee: Jessica Evans summarized the Survey Committees recommendations (attached) and noted that President Wilson would be contacting other Staff Congress committees to begin work on the recommendations.

Foundation Textbook Scholarship: Jessica Evans reported that an email will be sent to the committee members asking them for a decision regarding recipients of the scholarship.

Personnel Policies/Benefits Committee: No report.

University Wide Committees:

Faculty and Staff Insurance and Benefits Committee: Orville Herndon received a call from Joyce Gordon stating the employee insurance premiums will not increase next year. He reported he is trying to schedule a committee meeting.

Intercollegiate Athletic Council: Nothing to report other than the council still exists but due to changes in Athletics over the years there has not been any activity.

Naming Campus Facilities: No report.

Judicial Board: Lyndsey Powers said there was no report.

Sick Leave Appeals Committee: Kevin Crawford said there was no report.

International Studies Advisory Committee: S.G. Carthell discussed the number of international students on campus and the number of students taking classes from their home countries.

Budget Advisory Committee: Brian Purcell and Jessica Evans said the committee met on September 14th. Discussion took place regarding the MSU and state budgets. Dr. Jackson is working on a response to the state budget reductions to universities. Pensions and performance funding were at the top of the list as well as operations and personnel.

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Shared Governance Committee: David Wilson said there will probably not be a meeting until after the presidential election or the Kentucky legislative sessions.

Parking Advisory Committee: Duane Dycus stated the Parking Advisory Committee is scheduled to meet September 21, 2020.

Ad Hoc Committees

Bylaws Revision Committee: Orville Herndon said the committee met September 2, with Haley Stedelin from Human Resources. They discussed the employee categories, a better way to arrange employee groupings for representation to Staff Congress and the IPED classifications.

Staff Handbook Committee: Matt Purdy said the committee is the process of drafting the handbook.

Diversity Committee: David Wilson said the committee will meet September 23, 2020.

Unfinished Business:

None

New Business:

Jessica Evans would like for someone to take over the observation of the online portion (monitor) for the regular monthly meetings:

Informational Items:

NEXT MEETING: The next Staff Congress monthly meeting will be Wednesday, October 21, 2020, at 1:30 p.m. via Zoom.

ADJOURNMENT:

Orville Herndon made a motion to adjourn the meeting. Debbie Plumber seconded the motion. The motion passed. The meeting was adjourned at 2:45 p.m.