



Staff Congress

**Draft Minutes for April 18, 2017
304 North Applied Science Building**

Present: Re’Nita Avery-Meriwether, Roy Dunaway, Duane Dycus, Jessica Evans, Debbie Griffin, Marion Hale, Orville Herndon, Laura Lohr, Leanna Linn McClure, Jerry O’Bryan, Robyn Pizzo, Debbie Plummer, Brian Purcell, Kendrick Quisenberry, Maria Rosa, Michele Sanders, Tim Williams, David Wilson, John Young, and Staff Regent Phil Schooley.

Guests: Marty Anderson, Facilities Management; Dr. Robert Davies, President; Dr. Katherine Farmer; Dr. Renee Fister, Chief of Staff; Joyce Gordon, Director, Human Resources; Dr. Adrienne King, Vice-President of University Advancement; Matt Markgraf, *WKMS*; Jackie Morgan, Facilities Management; and Lauren Smee, Wellness Coordinator, Human Resources.

CALL TO ORDER: Staff Congress President John Young called the meeting to order.

REPORTS FROM SPECIAL GUESTS:

Dr. Robert Davies, President: Dr. Robert Davies discussed items related to the budget, including evaluation of tuition waivers, outsourcing rental vehicles for university travel, outsourcing Dining Services, and the ending of Health Services in May. He asked that employees not follow the common practice of spending funds remaining at the end of the fiscal year. He answered questions.

The question was asked if the university would consider contingencies for retaining employees as university staff who are close to retirement and whose positions would be eliminated by outsourcing. Dr. Davies said the university is working to keep as many jobs as possible in the community.

The first of the 2018 Summer Orientation sessions will be held on April 20 and 21.

Staff Regent Report: Staff Regent Phil Schooley said that on April 21, dedications will be held for the Gary W. Boggess Science Resource Center and the Timothy D. Jones Gateway dedication.

He listed Board of Regents meeting dates.

April 21: Special meeting

May 1: Finance Committee meeting; Building and Grounds Committee meeting; full Board of Regents meeting

May 11: Board of Regents meeting to discuss tuition.

June 8: The Board of Regents will set the budget.

Dr. Adrienne King, Vice-President of University Advancement: Dr. Adrienne King thanked staff for supporting All-Campus Give and for attending All-Campus Sing. She reported on the totals received. The Department of Branding, Marketing, and Communication is compiling a congratulations video for the May graduates. Employees interested in participating in the video may attend one of the recording sessions she listed.

Dr. Renee Fister, Chief of Staff: Dr. Renee Fister said that representatives from upcoming camps have been meeting with Dan Lavit and Janeen Winters of Non-Credit and Youth Programs in Regional Academic Outreach. The camp directors will be required to receive Title IX training. Additional information will be presented to camp leaders regarding building usage and insuring that Public Safety is informed of building usage.

The Strategic Plan has been reduced to 23 initiatives. Employees who have worked with the Strategic Initiative Plan development can work on the teams again, if they would like to do so. Interested employees may contact Dr. Fister. The Strategic Initiative Plan will be moving forward to foster success for students.

Joyce Gordon, Director, Human Resources: Joyce Gordon said that a reduction in the work force is in progress. Human Resources staff met with some employees earlier in the month to notify them of position eliminations which are not related to work performance but rather to budget constraints. The individuals have been given packets with transition information. The university has a strong displaced worker program and provides assistance from Career Services to update resumes. Human Resources has already sent two displaced employees on job interviews.

Ms. Gordon said to reduce costs, the university is planning to become self-insured for workers compensation as of July 1. She asked John Young to include her on the agenda for the April 20 Faculty and Staff Insurance and Benefits Committee so that she may discuss changes caused by budget issues.

Jessica Evans asked the name of the company that will be involved in the self-insurance for worker's compensation. Ms. Gordon responded that the name cannot be released until a formal agreement is made. She added that brokers submitted bids and were very carefully vetted.

Lauren Smee, Wellness Coordinator, Human Resources: Lauren Smee discussed details of the Spring Health Fair, including the change to two mini fairs, one in the morning and another in the late afternoon, to accommodate various staff work schedules.

The next Lunch and Learn is scheduled for April 2, from 12 Noon to 12:45 p.m., in the Curris Center Barkley Room. Reservations are not required but employees should bring their lunch.

Re'Nita Avery-Meriwether said that she received some emails from staff with questions about Racer Plan tax implications. Lauren answered those questions. Additional information is available on the Wellness Section of the Human Resources web page.

Faculty Regent Report: No report.

Ad hoc Committee—Staff Survey: Jessica Evans reported that the Staff Survey Committee met several times during the past semester to discuss Staff Survey findings. Staff comments in the survey included increased and improved communication from Staff Congress, benefits concerns, communication of benefits information, and the opportunity to evaluate supervisors. She distributed the list of six recommendations developed by the Staff Survey Committee.

Credentials and Elections Committee: Because Credentials and Elections Committee Chair Orville Herndon is a candidate for re-election in the Staff Congress Election, Marion Hale is overseeing the election. She read the list of Staff Congress Election candidates. On-line voting will be held April 24-26. Debbie Plummer will be in Faculty Hall on April 24 to answer questions about computer use for any staff who need assistance while voting. Marion Hale will provide assistance on April 25, and possibly on April 26 as well.

MARCH MEETING MINUTES: John Young noted that Orville Herndon was listed twice in the attendance section and the title should be changed from "February Meeting Minutes" to "March Meeting Minutes." Debbie Plummer made a motion to approve the March Minutes as corrected. Leanna Linn McClure seconded, and the motion carried.

MARCH TREASURER'S REPORT: Orville Herndon made a motion to accept the March Treasurer's Report. Marion Hale seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: John Young reported that at the April 12 Faculty and Staff Leadership Council's meeting with Dr. Davies, the topics discussed included outsourcing Health Services, the Legislative update, and the tuition waiver review. The Leadership Council will meet again on May 15.

Staff Recognition Committee: Laura Lohr said the Staff Recognition Luncheon is scheduled for August 7. She asked staff to encourage co-workers to nominate staff for the Staff Excellence Award.

Staff Special Events Committee: Jessica Evans said the Children's Christmas Party is scheduled for December 1. The Staff Holiday Reception will be held on December 6.

Communications Committee: Laura Lohr reported that instead of printing a newsletter, the printing funds were used in April to print the Staff Congress Election candidacy intent forms and sample ballots. Printing funds were used in March for the Staff Regent Election candidacy intent forms and sample ballot. Items to post on the Staff Congress Facebook page can be sent to Laura.

Working Conditions Committee: No report.

Staff Congress Foundation Book Scholarship Committee: Robyn Pizzo reported that the rebate nights raised \$98.59 for the book scholarship fund.

Personnel Policies and Benefits Committee: John Young said the Personnel Policies and Benefits Committee will meet on April 20, at 8:15 a.m., in Room 304 North Applied Science Building. David Wilson asked about the possibility of continuing tuition waivers for Housing graduate student residential advisors. Students have been hired for the upcoming semester with the benefit of tuition waivers, which he reported are offered by most universities to graduate student RA's. Dr. Fister asked that staff contact her with concerns about tuition waivers.

A request was made that information be communicated to staff from the upcoming Faculty and Staff Insurance and Benefits Committee meeting. John Young said he will send the information to Staff Congress members to disburse to their work areas. He added that

academic college representatives will be attending the meeting and reporting to their colleges. Jessica Evans said that she will provide a link to live streaming of the Insurance and Benefits Committee's meeting.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: John Young reported that the Faculty and Staff Insurance and Benefits Committee met on March 10 to review insurance activity and to hear a brief update on the spring health fair. The committee will meet again on April 28 to review insurance data detailed by pay plans and usage.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities Committee: No report.

Judicial Board: Leanna Linn McClure said that two items will be discussed at upcoming Judicial Board meetings. The items are confidential and cannot be reported at the Staff Congress meeting.

Sick Leave Appeals Committee: No report.

International Studies Advisory Committee: Laura Lohr was unable to attend the International Studies Advisory Committee meeting. Faculty Regent Katherine Farmer reported that the committee discussed barriers international students face. The committee's intent is to attempt to address those issues.

Budget Advisory Committee: Brian Purcell said that topics discussed at the Budget Advisory Committee's April meeting are included in the PowerPoint presented at the April 6 Town Hall Forum which is available on the President's webpage.

Shared Governance Committee: No report.

Dining Services RFP Committee: Kendrick Quisenberry said that Dr. Davies reported earlier in today's Staff Congress meeting on the Dining Services RFP Committee meeting.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

John Young said the next Staff Congress meeting is scheduled for May 16, at 1:30 p.m., in Room 304 North Applied Science Building.

ADJOURNMENT: Debbi Plummer made a motion to adjourn. Tim Williams seconded, and the motion carried.