

**Draft Minutes for July 19, 2023**

 **118 Wells Hall and Zoom**

**Present:** Christian Barnes, Duane Dycus, Jodi Hanneman, Orville Herndon, Dayna Hutchinson, Joshua Hutson, Casey Johnson, Sondra Kreger, Trish Lofton, Jeremy McKeel, Audrey Neal, Kim Newbern, Matt Purdy, Tressa Ross, Shyann Royalty,

David Shelton, Matthew Todd.

13 in person

**Absent:** Marty Anderson, Dedrick Brooks, Russell Dunn, Matthew Jones, Travis Plunkett, Angela Richerson,

Dr. J. David Wilson.

**Guests:** Dr. Jessica Evans, Staff Regent; Courtney Hixon, Director, Human Resources.

2 in-person

**CALL TO ORDER:** Staff Congress President Trish Lofton called the meeting to order. She congratulated Christian Barnes on his new position: .

**REPORTS FROM SPECIAL GUESTS PRESENT:**

Jackson: welcomed everyone back for the fall semester

He asked for patience with projects on campus. Contracts will be awarded for buildings including mason, \_\_, doyle; expect to break ground on 16th street for nursing on top of the hill as close to shark tank area. Costs more to build in shark tank area; will be three stories. Will be presentation at board meeting on project; more information to be announced;

**Courtney Hixon, Director, Human Resources:** per trish Courtney said not able to be here today can give questions to trish to forward to courtney

Aug: Courtney Hixon said the supervisor workshop series has started. The trainings will be held through November. Thirty-five supervisors have registered for the trainings. Other supervisors have been added to the waiting list for the spring semester workshop series. Upcoming Racer Wellness events include the watermelon social scheduled for July 25 and the lunch walking group scheduled for July 26. The registration table for the walking group will be located near the MSU gates close to the Fine Arts building. Between 50 and 60 employees participate in the lunch walking group each week.

**Staff Regent Report:** JE the retreat aug 24 meeting aug 25; as of now the results for 2022-2023 survey plan to be presented; full agenda will be published in coming weeks; hopes everyone has great start to semester

Aug: Staff Regent Dr. Jessica Evans welcomed new Staff Congress members and said she looks forward to working with Staff Congress. She said that she is happy to attend any Staff Congress committee meetings if the committee members would like her to attend, but added that committees should not feel obligated to invite her to their meetings. Two new members have been appointed to the Board of Regents: Matt Price, a physician in Murray; and G.L. Ovey, former Commonwealth attorney for the 56th Judicial Circuit. The Board of Regents will have a special-called meeting on August 7, at 1:30 p.m., in Wells Hall, room 118, to swear-in the new regents. The Board of Regents retreat is scheduled for August 24, with the quarterly Board of Regents meeting scheduled for August 25.

**APPROVAL OF MINUTES:**

July marty and dedrick; carried

Retreat: July 27; dedrick and marty; carried

Tressa said the retreat was a great idea and helpful

Trish: staff have told her they are happy with work being done with staff congress; trish important to hear those comments

july:Joshua Hutson made a motion to approve the June 2023 Minutes as presented. Jodi Hanneman seconded, and the motion carried.

**APPROVAL OF TREASURER’S REPORT:**

Josh matt p

JulY: Joshua Hutson made a motion to approve the June 2023 Treasurer’s Report as presented. Jeremy McKeel seconded, and the motion carried.

**STANDING COMMITTEE REPORTS:**

**Executive Committee:**

Trish: The committee in august meeting worked on committee selections; prior to lunch, she emailed sc a draft list of committee assignments; have had some changes with committee chair assignments; jerermy chair comm; Audrey chair survey; oH chair credentials; dw chair ppp; jodi chair special events recog; matt p working conditions; kim n dei; josh scholarship chair;

She said on form included university communications; this went by the google form sc members completed indicating preferences;

Did discuss at ex off mtg the need to have an ad hoc committee to research the merit or years of service types of pay; this goes in tandem with working conditions committee; have asked matt p to chair the ad hoc committee; she said matt and committee add more members if want;

Oh made a motion to accept proposed standing committees and ad hoc committee; tressa seconded; carried

Committee discussed presentation of survey at board retreat; now that is on agenda, officers will prefer presentation and included annual report

Trish said she sent to sc a draft of goals and objectives today based on what was discussed at staff retreat; she asked for mtion to adopt for 2023-24 year; marty motion; josh seconded; any discussion or questions non; carried; she said this is great work on part of sc

July: President Trish Lofton introduced the 2023-2024 Staff Congress officers who were elected at the June 2023 Staff Congress meeting. Ms. Lofton was re-elected as President. Audrey Neal was elected Vice President. Jodi Hanneman was re-elected as Treasurer. Past President Dr. David Wilson serves on the Executive Committee. At the Executive Committee’s July meeting, the officers discussed having a retreat for Staff Congress members. Topics for the retreat will be the role of Staff Congress and the Staff Congress Goals and Objectives for the 2023-2024 year.

Staff Congress members discussed when to schedule the retreat. The group agreed to hold the retreat on July 27, 9:00-11:00 a.m. A Zoom option will be available for the retreat.

President Lofton said she emailed Staff Congress members a form to indicate their Staff Congress committee preferences. The form should be submitted by July 20. She is finishing the Annual Report and will present it to Staff Congress at the retreat on July 27. Based on feedback from Staff Congress members and Staff Survey comments, the Staff Congress meeting agenda has been restructured to focus more on staff needs and to be more efficient with the time length of meetings.

After committee assignments have been finalized, Ms. Lofton will schedule a training for committee chairs. The committees will select one or two goals from the 2023-2024 Staff Congress Goals and Objectives. The Executive Committee hopes to present the 2022-2023 Staff Congress Annual Report, the Goals and Objectives, and the Staff Survey results to the Board of Regents at the Board of Regents retreat in August.

The Executive Committee plans to hold listening sessions again this year. One session will focus on issues that pertain to non-exempt staff, such as overtime. Another session will focus on issues that affect exempt staff. Staff may attend either session regardless of exempt or non-exempt status. A third listening session will be a general listening session for all staff.

One change that resulted from the 2022-2023 listening sessions was the revision of Staff Congress constituency groups to include a representative for the extended campuses.

**Credentials and Elections Committee:** OH said waiting for board to act on sc approved restructuring; will be July 1 2026 to complete the transition.

July; Orville Herndon welcomed new members. He has emailed to Staff Congress members a list of current Staff Congress members arranged by their current constituency groups and arranged by the new groups that were approved by Staff Congress in the spring. The new representation structure is pending approval by the Board of Regents. Once approved, the transition to the new structure will occur in phases and will be fully implemented by July 1, 2026.

**Staff Recognition and Special Events Committee:** matt p no report; tressa said jodi will be new chair

July; No report.

**Communications Committee: no report**

Jeremy McKeel reported that he and the committee are developing a communications plan. The plan will be forwarded to Staff Congress.

**Working Conditions Committee:** no reportNo report.

**Staff Survey Committee:** no reportNo report.

**Textbook Scholarship Committee:** trish asked jodi if deadline is sept 1; Jodi confirmed is sept 1;

**July;** No report.

**Personnel Policies and Benefits Committee:** marty; no report waiting for hr to get back to date; he will update David when David holds first meeting

July Trish Lofton reported on the Personnel Policies and Benefits Committee’s meeting today with Courtney Hixon and Haley Stedelin of Human Resources. The committee and Human Resources staff discussed the overtime compensation policy and changes to the policy suggested at the June Staff Congress meeting. Also discussed was the need for staff in academic departments to understand that the overtime compensation policy applies to office staff. Ms. Hixon is reviewing the compensation policies at peer institutions. Audrey Neal added that the policy applies to employees who receive work calls, are expected to answer email, or are expected to work outside of the employees’ normal work hours.

The overtime policy is available on the Human Resources website. Staff may contact Ms. Hixon with questions about the policy. Information can remain confidential. In the Staff Survey, staff indicated concerns about confidentiality.

**Diversity, Equity, and Inclusion Committee:** kim n no report

July; No report.

**UNIVERSITY-WIDE COMMITTEES:**

**Faculty and Staff Insurance and Benefits Committee:** trish said won’t read down through this; if you are on one of this commitees shout off

 Dedrick said naming campus facilitites has three things on agenda but he can’t disclose at this time

Oh said insur and benefits committee is expected but has not received infor on date also have not received info about insurance/no meeting for that as expected before the committee’s meeting he will email updates to sc

July; Orville Herndon said the committee will meet on August 18. He is part of a sub-committee that is discussing the 2024 health care plan. The subcommittee is waiting for updated information from Siegal and Anthem. The sub-committee hopes to have the information to present to the August 18 meeting of the Faculty and Staff Insurance and Benefits Committee. The committee members will then take the information to their constituents for input. The committee will meet on September 1, to discuss input received from employees and to finalize the health plan for 2024. Employee contributions are expected to increase. Mr. Herndon has requested that increases be implemented gradually over time rather than drastically and suddenly.

**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:** No report.

**Parking Advisory Committee:** Duane Dycus said the committee will probably meet in the fall.

**AD HOC COMMITTEES:trish will add years of service merit pay committee**

**Business List Revision Committee:** jodi not report

Trish asked jodi to talk about the Columbia business discount;

Jodi said one of regional campuses reached out to committee because Columbia near that campus, offer 40-60% to msu; preparing a letter to send to msu staff; Audrey said it is the physical store in Henderson, you have to bring email with attachment because have to scan code to let you in, show id that work at msu or student at msu can breing 4 guests with you, a 3 week period dated, do multiple times per year so will receive multiple times per day;

Jodi said goal to is to send to racer nation and the qr code so other campuses can participate; want to have more discounts for extended campuses;

**July** Trish Lofton explained that Staff Congress maintains a list of businesses that offer discounts for Murray State employees. Jodi Hanneman is the chair of the Business Discount List Revision Committee. Staff may send business discount information to Ms. Hanneman.

**UNFINISHED BUSINESS:** None. none

**NEW BUSINESS:**

Tressa: need to be thoughtful and start process now because the nursing building will affect parking; for many years other lot across creek from ah was blue; now is red and blue; need to petition that have more all blue;

Audrey said shark tank should be all blue during construction

Tressa: if leave for lunch in red and blue lot, no parking when return from lunch or some faculty first staff is after lunch, students take those spots; ask for help where can get back to park for office

Josh: there is a large amount of handicap parking in that lot; Audrey those spaces along side of \_\_ don’t fill up will still be available: all that behind applied science prob not avail during construction;

Tressa: need to be thoughtful about how to buildings on 16th if closes during construction;

Audrey: her staff provides services out in schools during the day wheeling dollies of materials to parking; can they get a loading pass;

Jodi said they have used loading pass;

Trish: asked dr Jackson if plans to shut down 16t hstreet permanently or temporarily; she has been asked;

Dr j ; won’t be start down permanently or templ have had meetings all summer with engineers; the house across from shar tag will be razed; parking loss will be replaced one for one;

Duane: this was presented to parking committee by faculy was told too soon early in discussion; now he will present the notes/questions to committee

Dr j; could start at end of semester will probably be spring

July None.

**Information Items:**

July The next Staff Congress meeting will be held on August 16, at 1:30 p.m. The location will be determined.

**Adjournment:** matt p dedrick adjourn approx. 2:03 p.m.

July Orville Herndon made a motion to adjourn. Matt Purdy seconded, and the motion carried. The meeting was adjourned.

