



Staff Congress

Draft Minutes for December 14, 2022 On-line Meeting via Zoom

Present: Marty Anderson, Dedrick Brooks, Russell Dunn, Duane Dycus, Angela Guyton, Marion Hale, Kimberly Hanberry, Jodi Hanneman, Orville Herndon, Matt Jones, Sondra Kreger, Trish Lofton, Jeremy McKeel, Audrey Neal, Kim Newbern, Matt Purdy, Angela Richerson, Tressa Ross, Brett Shather, Matthew Todd, Brian Truskey, Dr. J. David Wilson.

Absent: Christian Barnes, Dr. S.G. Carthell, Parker Griffith, Kendrick Quisenberry.

Guests: Dr. Jessica Evans, Staff Regent; Dr. Don Robertson, Vice President of Student Affairs; Dr. Melony Shemberger, Faculty Regent.

CALL TO ORDER: Staff Congress President Trish Lofton called the meeting to order. She thanked those who helped with the Staff Holiday and Recognition Reception.

Dr. Don Robertson, Vice President of Student Affairs: Dr. Don Robertson thanked staff for their work during the fall semester. The Office of Student Affairs is contacting students who attended during the fall semester but have not yet registered for spring semester classes. He reported that student enrollment and credit hours for the winter term have increased this year compared to 2021 and 2020 winter term enrollment and credit hours. For the spring 2023 semester, undergraduate and graduate student enrollment and credit hours have increased from spring 2022. For the fall 2023 semester, the number of first time freshman applications and the number of admitted students have increased. Enrollment in Racer Academy has also increased.

FLSA Presentation: Staff Congress President Trish Lofton said that, due to illness, the FLSA presentation by Haley Stedelin, Associate Director of Human Resources, that was scheduled for today's Staff Congress meeting has been moved to the January 2023 Staff Congress meeting.

Staff Regent Report: Staff Regent Dr. Jessica Evans said she has nothing to report but she will send out a Staff Regent update after this meeting. The update will include items from this Staff Congress meeting and the December Board of Regents meeting. She congratulated the Staff Excellence Award recipients and staff who were recognized for Years of Service. Dr. Evans thanked the Staff Special Events and Recognition Committee members for their work with the children's Christmas party and the Staff Recognition Event. She thanked Staff Congress members and all staff for their work this year.

Faculty Regent Report: Faculty Regent Dr. Melony Shemberger put in the Zoom chat a link to the Faculty Development Center Blitz Week information: <https://fdcvirtual.zohobackstage.com/BlitzWeek2023>. Blitz Week is scheduled for January 9-12, 2023. All sessions will be virtual and staff are invited to attend. Presenters include staff and faculty. Grant-writing and academic success are some of the topics that will be presented during Blitz Week. Staff are also invited to attend any Faculty Development Center sessions in addition to Blitz Week.

APPROVAL OF MINUTES: Tressa Ross made a motion to approve the November 2022 Meeting Minutes as presented. Dedrick Brooks seconded, and the motion carried.

APPROVAL OF TREASURER'S REPORT:

September 2022 Treasurer's Report and November 2022 Treasurer's Report: Tressa Ross made a motion to approve the September 2022 and November 2022 Treasurer's Reports as presented. Orville Herndon seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: President Lofton asked Staff Regent Dr. Jessica Evans to report on the December 1 meeting of the Executive Committee. Dr. Evans said the committee reviewed comments from the Staff Listening Sessions and information from the Budget Advisory Committee meeting. President Lofton added that Courtney Hixon, Director of Human Resources, will be conducting supervisor training in the spring semester.

Credentials and Elections Committee: Orville Herndon said a report was sent to Staff Congress members about Staff Congress representation models. The report will be discussed later in today's Staff Congress meeting in New Business. At the January 2023 Staff Congress meeting, the Credentials and Elections Committee plans to announce the schedule for the April 2023 Staff Congress Election.

Staff Recognition and Special Events Committee: Matt Purdy thanked the Staff Recognition and Special Events Committee members for their work with the children's Christmas party and the Staff Recognition Event. He thanked the Residential College Association for the group's work with the children's Christmas party. He said both events went well and he has received positive comments on them. Staff may contact him with comments on the events.

President Lofton thanked Sharion Meloan, Executive Coordinator in the Office of Vice President of Finance and Administrative Services, for preparing the PowerPoint for the Staff Reception and for planning the menu and other aspects of the event. Ms. Lofton has received positive comments about the event.

Communications Committee: No report.

Working Conditions Committee: No report.

Staff Survey Committee: Brett Shather reported that Dr. Jessica Evans is working with Information Systems to have this year's Staff Survey emailed to staff. Information Systems is working to ensure that the survey is emailed to staff and not to faculty. Past Staff Surveys have been sent to faculty whose positions included staff duties. Audrey Neal has agreed to chair the Staff Survey Committee. Mr. Shather thanked Ms. Neal for chairing the committee.

President Lofton said Mr. Shather has accepted off-campus employment. She thanked him for his work at MSU and with Staff Congress. She thanked Ms. Neal for her willingness to chair the committee.

Textbook Scholarship Committee: Jodi Hanneman said the committee has no updates. Fundraising will resume in January. She will email the rebate dates to Staff Congress.

Personnel Policies and Benefits Committee: Marty Anderson reported that the Personnel Policies and Benefits Committee has sent information to Human Resources regarding updating the policy that addresses compensation for working outside of the employee's scheduled work hours. After Human Resources reviews the information, the Personnel Policies and Benefits Committee plans to present the information to Staff Congress.

President Lofton said that she received an email from Courtney Hixon in Human Resources notifying her that Human Resources is reviewing similar policies from benchmark universities.

Diversity, Equity, and Inclusion Committee: Kim Newbern reported that the committee will be gathering information on the Diversity, Equity, and Inclusion work at MSU's peer universities.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Orville Herndon said the Faculty and Staff Insurance and Benefits Committee will meet on January 23.

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: President Lofton asked Staff Regent Dr. Jessica Evans for the report as Staff Congress Vice President Matt Jones, who is also on the Budget Advisory Committee, was unable to attend today's Staff Congress meeting. Dr. Evans said that at its meeting on November 29, the Budget Advisory Committee heard information items. Jordan Smith gave an update on potential legislative items that are in discussion, including the possibility of requiring high school seniors to complete a FAFSA application prior to graduation. Other information presented concerned pensions and the university's pension liability; health insurance costs; a potential cost-of-living increase for next year; the new scholarship model; and the pause on the P3 housing program. At the June 2, 2023 Board of Regents meeting, the budget for the next fiscal year will be discussed and presented for approval.

Shared Governance Committee: No report.

Parking Advisory Committee: Duane Dycus said parking concerns have been presented to him. He said the Parking Office and University Police have responded to those concerns. One item involved Sodexo employees parking at the Curris Center and in service vehicle spots. He said the concern has been raised previously and citations are issued to Sodexo vehicles parked in incorrect spaces.

AD HOC COMMITTEES:

Business List Revision Committee: No report.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Staff Congress Meeting Location: President Lofton said she has been asked if Staff Congress will have in-person meetings. She sent a survey to Staff Congress members asking their preferences for holding meetings via Zoom or in-person with a Zoom option. The results show that 68.4% of Staff Congress members who responded prefer a hybrid meeting option, and 31.6% choose the Zoom meeting option. Staff Congress will begin offering a hybrid meeting option.

Staff Congress Representation Categories: Orville Herndon said he sent Staff Congress members the results of the survey he sent Staff Congress members asking their preferences for Staff Congress representation categories. The information was also shared on the screen during today's Staff Congress meeting. Mr. Herndon discussed the results of the survey as well as the current representation categories. Options include structuring representation based on the university's organizational chart and including representation for extended campuses, in addition to the current representation for Breathitt Veterinary Center. Another option would be to maintain the current representation categories and to have the number of representatives in each category be based on a percentage of the number of employees in each category. The current system provides the same number of representatives in each category. Comments and questions can be sent to the members of the Credentials and Elections Committee. Mr. Herndon said the committee will draft a proposal regarding representation. He asked for the Staff Congress members' input for the proposal which the committee plans to present to Staff Congress at the January meeting.

Mr. Herndon added that, as he noted at the November Staff Congress meeting, the representation update Staff Congress approved in 2009 has not been included in the Board of Regents Policy Manual. The changes made in 2009 included updating the name of the Physical Plant category to Facilities Management and changing the Breathitt Veterinary Center's category to its current name.

President Lofton asked what the Credentials and Elections Committee would like the Congress to do as the next step in the process. Mr. Herndon said that Staff Congress members can discuss their preferences now or email their comments to him. Mrs. Lofton thanked Mr. Herndon and the members of the Credentials and Elections Committee for their work with representation format. Discussion followed. Mr. Herndon answered questions. He said that in order for any approved revision to the representation format to apply to the April 2023 Staff Congress Election, Staff Congress would need to approve any proposed change no later than the February 2023 Staff Congress meeting. Election announcements are printed and mailed during March.

Other New Business: Marty Anderson said the Personnel Policies and Benefits Committee and the University-wide Insurance and Benefits Committee are seeking input from exempt employees regarding work-life balance and being called back to work or called to discuss work over the phone during the hours the employee is not scheduled to be at work. The committees have gathered information from benchmark universities and received input from MSU employees who are non-exempt regarding being called back to work during the employee's time away from work. Suggestions and input may be emailed to Mr. Anderson at the following address: tanderson1@murraystate.edu .

President Lofton thanked Mr. Anderson and the committee members for their work with work-life balance and related policy.

Information Items: President Lofton said the next Staff Congress meeting is scheduled for January 18, 2023.

ADJOURNMENT: Jodi Hanneman made a motion to adjourn. Matt Purdy seconded, and the motion carried. The meeting was adjourned.