



Staff Congress

Draft Minutes for January 18, 2023 On-line Meeting via Zoom

Present: Marty Anderson, Christian Barnes, Dedrick Brooks, Duane Dycus, Parker Griffith, Kimberly Hanberry, Jodi Hanneman, Orville Herndon, Matt Jones, Sondra Kreger, Trish Lofton, Jeremy McKeel, Audrey Neal, Kim Newbern, Matt Purdy, Kendrick Quisenberry, Angela Richerson, Tressa Ross, Matthew Todd, Brian Truskey, Dr. J. David Wilson.

Absent: Dr. S.G. Carthell, Russell Dunn, Angela Guyton, Marion Hale.

Guests: Jackie Dudley, Vice President, Finance and Administrative Services; Dr. Jessica Evans, Staff Regent; Courtney Hixon, Director, Human Resources; Stephanie Jennings, Interim Director, Accounting and Financial Services; 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.

Jackie Dudley, Vice President, Finance and Administrative Services: Jackie Dudley, Vice President of Finance and Administrative Services gave an update on spring enrollment, Racer One Stop in Waterfield Library, and the renovations being made to the Curris Center. All the dining venues are open.

Courtney Hixon, Director, Human Resources, and Stephanie Jennings, Interim Director, Accounting and Financial Services: Courtney Hixon, Director of Human Resources, and Stephanie Jennings, Interim Director of Accounting and Financial Services, provided information on the Fair Labor Standards Act which establishes guidelines for minimum wage, overtime pay, child labor laws, and record keeping for hours worked.

Non-exempt employees, often referred to as hourly employees, must be paid at least the minimum wage and must be paid for all hours worked, including overtime pay for all hours worked over 40 hours per week. MSU's work-week is from Saturday to Friday. Non-exempt employees cannot work "off the clock". Supervisor approval is required for non-exempt employees to work overtime or after hours. All hours worked must be reported on bi-weekly timesheets. Overtime hours worked must be reported on the timesheet on the day they are worked. Overtime is based on the number of hours the employee works during the work-week. Overtime is not based on the number of hours worked during a pay period. Non-working hours of sick, vacation, and holiday time do not count toward overtime. Supervisors should review and confirm all hours reported on timesheets. Timesheet corrections can be done if needed. Departments that hold a work event that occurs outside of work hours must schedule employee flex time during the week the event occurs. Travel during work hours is compensable but travel to and from work is not compensable. Under certain circumstances, travel outside normal work hours and work during commuting time may be compensable. Specific guidelines are available on the Human Resources web page. Questions can be directed to Human Resources (270-809-2146) or Payroll (270-809-4126).

Staff Regent Dr. Jessica Evans asked if other flex time requirements or considerations exist in addition to the requirement that flex time occur during the same week that a work event occurs outside of the employee's work hours.

Ms. Hixon said that flex time is used to prevent overtime pay from occurring and to prevent employees from working more than 37 ½ hours or 40 hours per week, depending on the employee's department. Flex time is handled on an individual basis within departments, within the week the employee works at a university event outside the employee's scheduled work hours.

Ms. Dudley added that supervisors work with employees within departments regarding flex time.

Marty Anderson asked for clarification of the differences between flex time and compensatory time. He asked if compensatory time can be earned only for holidays worked.

Ms. Hixon said the Department of Labor allows compensatory time only for holiday-related work. Employees can choose to take compensatory time for holidays worked. The comp time must be taken within 90 days of earning the comp time. Employees may contact Human Resources with questions and for additional information.

Ms. Hixon listed upcoming events. Administrative Support Training is scheduled for January 25, at 2:00 p.m., in room 404 of the Business Building. The registration link was in the January 13 Racer Nation. A Zoom session of the Administrative Support Training will be available on January 31, at 10:30 a.m. On February 7 and 8, the Teachers' Retirements System will host webinars for MSU employees.

regarding retirement benefits. Human Resources will send additional information about the webinars. The focus of Racer Wellness for January through March is diabetes health. On February 15, a Lunch and Learn Zoom session on diabetes is scheduled. More information will be sent to employees. An A1C screening will be offered on March 1 and 2, with registration information to be sent when it becomes available. On March 8, the Inflatable Colon Education Experience will be on campus. Human Resources will provide information when it is available.

Staff Regent Report: Staff Regent Dr. Jessica Evans thanked Audrey Neal for agreeing to chair the Staff Survey Committee. She thanked Human Resources Director Courtney Hixon and Human Resources staff for updating the staff list to ensure that the 2023 Staff Survey is sent to staff and not to faculty. Previously, faculty whose positions include administrative duties have received the Staff Survey. Information Systems is updating the list serve for the 2023 Staff Survey. The survey will be sent to staff when the staff list is completed. The next Board of Regents meeting is scheduled for February 24. Dr. Evans will attend the University-wide Faculty and Staff Insurance and Benefits Committee meeting on January 23, the Faculty and Staff Leadership Committee meeting on February 9, and the Budget Advisory Committee meeting scheduled for February 24.

Dr. Evans provided an updated from the Budget Advisory Committee. Planning for the next budget is in-progress. The university is working to retain an outside consultant to help with peer assessment and a salary compensation study for faculty and staff. Budget considerations will include pensions for the foreseeable future, performance funding metrics, tuition caps that might be set by the CPE, increases in health insurance, and enrollment projections. The President and leadership team are looking for budget efficiencies and potential savings.

Faculty Regent Report: Faculty Regent Dr. Melony Shemberger said the Faculty Senate will meet on February 7, at 3:30 p.m., in-person and through Zoom. The meeting location is to be determined. Meetings are open to the public. Persons interested in attending the meeting may contact Dr. Shemberger for more information.

APPROVAL OF MINUTES: Matt Purdy made a motion to approve the December 2022 Meeting Minutes as presented. Dedrick Brooks seconded, and the motion carried.

APPROVAL OF TREASURER'S REPORT: Orville Herndon made a motion to approve the December 2022 Treasurer's Report as presented. Dedrick Brooks seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: President Lofton reported on the January 12 meeting of the Executive Committee. The committee discussed the mid-year status of the Staff Congress Goals and Objectives for 2022-2023, recommendations from the Staff Survey Committee based on the 2022 Staff Survey results, and a question about a biometric claims waiver that is included as part of student registration for classes. Ms. Lofton asked if Jackie Dudley or anyone at the Staff Congress meeting can elaborate on the biometric claims waiver.

Staff Regent Dr. Evans read the biometric claims waiver found on the student Registration Verification screen that students must complete before registering for classes.

President Lofton discussed the Staff Congress Goals and Objectives Mid-Year Review that was emailed to Staff Congress members. She said she has heard positive comments about the Staff Holiday Reception. She thanked Jackie Dudley and Sharion Meloan in the Office of the Vice President of Finance and Administrative as well as Matt Purdy and the Staff Recognition and Special Events Committee for their work planning the event.

Ms. Lofton said that she has asked Matt Purdy and the Staff Recognition and Special Events Committee to research the possibility of developing a staff emeritus designation. Murray State has a faculty emeritus designation. Northern Kentucky University has a staff emeritus recognition for staff who retire after working at the university for a significant number of years. She hopes to have a staff emeritus proposal by the end of the year.

Credentials and Elections Committee: Orville Herndon reported that Kimberly Hanberry has accepted off-campus employment and will no longer serve on Staff Congress. At the December 2022 Staff Congress meeting, Brett Shather announced his resignation from Staff Congress due to accepting off-campus employment. Mr. Herndon has contacted the staff member who received the next highest number of votes in the At-large category in the April 2022 Staff Congress election to ask that person to fill the remainder of Mr. Shather's term on Staff Congress which expires June 30, 2023. Mr. Herndon will notify Staff Congress of the staff member's response after he receives it.

On behalf of the Credentials and Elections Committee, Mr. Herndon made a motion to hold the 2023 Staff Congress Election on April 4-6, with the candidacy filing period to be held March 6-20. Dedrick Brook seconded. President Lofton asked if there was any discussion. There was none. She called for the question, and the motion carried.

Staff Recognition and Special Events Committee: Matt Purdy reported that a summer breakfast for staff is scheduled for May 18. Additional information will be announced in the future. At its meeting on January 11, the Staff Recognition and Special Events Committee discussed developing a staff emeritus recognition.

Staff Regent Dr. Evans read information from the requirements to receive the Board of Regents Faculty Emeritus recognition. Faculty must have been employed at Murray State 10 or more years to receive the designation.

Communications Committee: Jeremy McKeel said the Communications Committee has adopted a calendar of tasks for the committee. The committee recommends that a new Staff Congress group photo be taken. Many of the individuals in the Staff Congress photo currently posted on the Staff Congress Facebook page are no longer serving on Staff Congress. Mr. McKeel suggested that a photo be taken at the next Staff Congress meeting.

Working Conditions Committee: No report.

Staff Survey Committee: Audrey Neal said that as Staff Regent Dr. Evans reported, the Staff Survey Committee is waiting for updates to be made by Human Resources and Information Systems so that the survey is sent to staff and not to faculty who also have administrative duties. The Staff Survey Committee emailed to Staff Congress members a copy of the recommendations the committee developed from the results of the 2021 and 2022 Staff Surveys. Ms. Neal discussed the results and recommendations. The Staff Survey Committee welcomes feedback from Staff Congress. The committee recommends the appropriate Staff Congress committees follow-up on the recommendations.

President Lofton said the Staff Survey drives the work of Staff Congress. The Congress values the input of staff. The survey is confidential—no identifying information is seen on the survey responses.

Ms. Neal thanked the Staff Survey Committee members for their work to prepare the 2023 Survey questions and for their work to review the results of previous Staff Surveys to develop recommendations.

Textbook Scholarship Committee: Jodi Hanneman reported that the Textbook Scholarship Committee has received one application for the professional development fund. The committee has not received any applications for the spring textbook scholarship.

President Lofton said the applications for the professional development fund and the textbook scholarship are located on the Staff Congress web page at [Staff Congress \(murraystate.edu\)](https://murraystate.edu/staffcongress).

Personnel Policies and Benefits Committee: Marty Anderson reported that the Personnel Policies and Benefits Committee has submitted to Human Resources a proposal for review regarding callback procedures and employee 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.

Jackie Dudley, Vice President of Finance and Administrative Services, said that Human Resources and the Office of Finance and Administrative Services have been researching the procedures of other schools.

Diversity, Equity, and Inclusion Committee: Kim Newbern said the Diversity, Equity, and Inclusion Committee members are gathering information on the Diversity, Equity, and Inclusion work at MSU's peer universities.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Staff Regent Dr. Evans said the Faculty and Staff Insurance and Benefits Committee will meet on January 23, at 8:30 a.m., via Zoom.

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: Budget Advisory Committee member Matt Jones was representing MSU at a recruiting event and was unable to attend this portion of today's Staff Congress meeting. Staff Regent Dr. Evans said the Budget Advisory Committee will meet on February 24, and will discuss the budget for the upcoming year.

Shared Governance Committee: No report.

Parking Advisory Committee: No report.

AD HOC COMMITTEES:

Business List Revision Committee: Jodi Hanneman said the Business List Revision Committee is looking for volunteers to help with the updating the Business Discount List. The revisions to the list are being made via a Google document. Staff Regent Dr. Evans said she will assist with the revisions.

UNFINISHED BUSINESS:

Staff Congress Representation: The following proposals were emailed to Staff Congress members prior to today's Staff Congress meeting. The proposals were developed by the Credentials and Elections Committee based on input from Staff Congress as well as input from staff at the Staff Congress listening sessions held during the fall 2022 semester.

Proposal Number 1—Membership Groups: Orville Herndon explained the current Staff Congress representation categories. He then read the proposed membership classification change that was developed after discussion by Staff Congress at previous Staff Congress meetings. Mr. Hendon made a motion to change the membership classification to a system based on Murray State's organizational chart. The new groups would be as follows: Group A – President; Group B – Provost/Vice President of Academic Affairs; Group C – Vice President of Finance and Administrative Services; Group D – Vice President of Student Affairs and Enrollment Management. The President's group would include staff in the MSU Foundation. Jeremy McKeel seconded. President Lofton asked if there was any discussion. There was none. She called for the question. The motion carried.

Proposal Number 2—Number of Members in Each Group: Mr. Herndon made a motion that the number of Staff Congress positions in each category be determined proportionally based on the number of employees classified as regular staff working in that area. Based on current staff numbers, the following number serving in each group would be as follows: Group A – President – 3 members (1 elected each year); Group B – Provost/VP of Academic Affairs – 6 members (2 elected each year); Group C – VP of Finance and Administrative Services – 6 members (2 elected each year); Group D – VP of Student Affairs and Enrollment Management – 3 members (1 elected each year). The number of at-large members would be 18, for a total of 30 members.

Mr. Herndon said that Credentials and Elections Committee would need to periodically review the number of representatives in each category to ensure balanced representation of employees. Such a review is not currently included in the Staff Congress Bylaws. The Congress may want to consider including in the Bylaws the requirement for a periodic review of the number of representatives in each category. Increasing the total number of Staff Congress members would require approval by the Board of Regents.

Jeremy McKeel seconded the motion. President Lofton asked if there was any discussion. There was none. She called for the question. The motion carried.

Proposal Number 3—Extended Campus Representation: Mr. Herndon made a motion that an at-large position be set aside for the extended campuses. That position would be filled by someone whose primary work assignment is at one of Murray State's campus locations other than the main campus in Murray or the Breathitt Veterinary Center. The extended campus representative's three-year term would be staggered and would not occur in the same year as the BVC position is filled. In the years in which the extended campus position is on the ballot, three at-large positions will be on the ballot for non-extended campus staff. Dedrick Brook seconded. President Lofton asked if there was any discussion. There was none. She called for the question. The motion carried.

Staff Regent Dr. Evans added that she sent Proposal Number 3 (Extended Campus Representation) to Dan Lavit, Executive Director of the Center for Adult and Regional Education, for feedback. At the Staff Congress listening sessions held during the fall 2022 semester, extended campus staff expressed interest in having an extended campus representative on Staff Congress. Dr. Evans has not yet received a reply from Mr. Lavit.

As an indication of the benefit of having a representative for extended campuses, Mr. Herndon said that a previous Breathitt Veterinary Center representative on Staff Congress asked about having health fairs at the BVC, similar to the health fairs held at the Murray campus. As a result, an effort was made by Staff Congress to ask that health fairs be held at the BVC.

Proposal Number 4—Breathitt Veterinary Center and Extended Campus Participation: Mr. Herndon made a motion that those who work at Breathitt Veterinary Center or at one of the extended campus locations be able to vote in their organizational chart group and the at-large category but be limited to running for a Staff Congress position in their at-large location position. Currently, BVC staff are limited to running for the BVC at-large position and in voting for their representative and in the general at-large category. The first Extended Campus candidate would be elected in 2024. Brian Truskey seconded. President Lofton asked if there was any discussion. There was none. She called for the question. The motion carried.

Proposal 5—Election Schedule: Mr. Herndon explained the current Staff Congress Election cycle which staggers the expiration of candidates' terms in the representation categories. Pending the Staff Congress' approval of the Staff Congress Representation Proposals 1 through 4, and the approval of the corresponding Bylaws amendments at the group's March 15, 2023 meeting, Mr. Herndon made a motion that the election of representatives be scheduled as follows.

2023

1—Group A – President
 2—Group B – Provost/Vice President of Academic Affairs
 2—Group C – Vice President of Finance and Administrative Services
 1—Group D – Vice President of Student Employment
 1—BVC employee representative
 3—at large positions
 10 positions elected

2025

1—Group A – President
 2—Group B – Provost/Vice President of Academic Affairs
 2—Group C – Vice President of Finance and Administrative Services
 1—Group D – Vice President of Student Employment
 4—at large positions
 10 positions elected

2024

1—Group A – President
 2—Group B – Provost/Vice President of Academic Affairs
 2—Group C – Vice President of Finance and Administrative Services
 1—Group D – Vice President of Student Employment
 1—Extended Campus employee representative
 3—at large positions
 10 positions elected

This three-year cycle would continue.

Matt Purdy seconded. President Lofton asked if there was any discussion. There was none. She called for the question. The motion carried.

Proposal 6—Transition: Mr. Herndon made a motion that upon approval of the amendment of the bylaw changing the membership system, each member serving in one of the employment group categories (secretarial/clerical, general/Facilities Management, executive/managerial/professional) would be recategorized based on that person's position on MSU's organizational chart.

As of this report, there are five employment category vacancies on Staff Congress. There is one vacancy with a term expiring June 2023. There is one vacancy with a term expiring June 2024. There are three vacancies with a term expiring June 2025. Those vacancies would be used to help balance the numbers in the new categories. The 2023 vacancy would be resolved in the spring election. The 2024 and 2025 vacancies could be allocated with priority going to ensure Group A and Group D have at least one person in each year. Groups B and C would take the next priority.

Dedrick Brooks seconded the motion. President Lofton asked if there was any discussion. There was none. She called for the question. The motion carried.

Mr. Herndon said the Credentials and Elections Committee welcomes any additional suggestions so that the group's wishes may be addressed at the February Staff Congress meeting. He said he will send the proposals to Jackie Dudley.

Matt Purdy noted a typing error. In Proposal 5—Election Schedule, in the schedules for 2023, 2024, and 2025, Category D, Vice President for Student Employment, the word “Employment” should be changed to “Affairs”.

Staff Regent Dr. Evans and President Lofton thanked Mr. Herndon and the Credentials and Elections Committee members for their work.

Mr. Herndon said that pending Staff Congress’ approval of the corresponding bylaw amendment at the February and March meetings, the proposed change in the representation structure can be implemented for the April 2024 Staff Congress Election. Any update to the representation categories approved by Staff Congress will need to be presented to the Board of Regents.

Staff Regent Dr. Evans asked Jackie Dudley if the approved changes by Staff Congress will require two readings by the Board of Regents.

Ms. Dudley said that she does not know but does not think two readings are required. She recommended the Staff Congress Bylaws be consulted to determine if input from staff constituents is expected before Staff Congress makes a change to the representation structure.

Mr. Herndon said he will forward to Jackie Dudley and Courtney Hixon the changes approved by Staff Congress to inquire if any additional steps are required in order to implement the changes.

Staff Regent Dr. Evans said that in the fall 2022 Staff Congress listening sessions, Staff Congress BVC representative Sondra Kreger said that BVC staff told her they want Staff Congress to maintain a representative position for BVC staff. In the listening sessions, Staff Congress members were asked to seek feedback from constituents regarding re-organizing Staff Congress categories. In addition, Dr. Evans sent to Dan Lavit the proposal to create an extended campus representative position on Staff Congress.

Mr. Herndon said that the Staff Survey responses have included suggested changes to the Staff Congress categories.

NEW BUSINESS: None.

Information Items: President Lofton said the next Staff Congress meeting is scheduled for February 15, 2023, at 1:30 p.m.

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