



## Staff Congress

### Draft Minutes for October 17, 2018 304 North Applied Science Building

**Present:** James Barnett, Jami Carroll, S.G. Carthell, Kevin Crawford, Duane Dycus, Jessica Evans, Debbie Griffin, Marion Hale, Ladonna Hamontree, Orville Herndon, Trish Lofton, Laura Lohr, Leanna Linn McClure, Debbie Plummer, Brian Purcell, Maria Rosa, Tim Williams, David Wilson, John Young and Staff Regent Phil Schooley.

**Guests:** Joyce Gordon, Director, Human Resources; Dr. Renee Fister, Director, Institutional Effectiveness and Strategic Planning; and Lauren Smee, Wellness Coordinator, Human Resources.

**CALL TO ORDER:** Staff Congress President Marion Hale called the meeting to order.

#### **REPORTS FROM SPECIAL GUESTS:**

**Joyce Gordon, Director, Human Resources:** Joyce Gordon reviewed Open Enrollment dates. She said employees should have received a quick guide chart. She encouraged employees to read over plans and re-evaluate health insurance coverage needs.

**Lauren Smee, Wellness Coordinator, Human Resources:** Lauren Smee listed benefit vendors who will be at the Health Fair on October 25. Persons interested in receiving a flu shot or donating blood will be given a number at the Health Fair instead of having to wait in line. She answered questions. Spouses attending the Health Fair can use visitor parking and will need to register their vehicles with Parking Services.

**Dr. Renee Fister, Director, Institutional Effectiveness and Strategic Planning:** Dr. Fister said assessment will be done through Canvas. She complimented Brett Shather, Coordinator of Assessment and Data Analyst, for his work, which has helped the university avoid having to purchase new software.

**Staff Regent Report:** Phil Schooley said the next Board of Regents meetings are scheduled for October 19 and December 7. He reminded employees about the upcoming rebate fundraiser nights for the Staff Congress Textbook Scholarship.

President Marion Hale said that employees have asked about the status of employee tuition waivers. Mr. Schooley said the tuition waivers for part-time employees and retired employees will be discussed. State tuition waivers have been discontinued per Kentucky Statute. The fall 2018 semester is the last semester to use state tuition waivers.

Regarding parking, Ladonna Hamontree said that visitors who do not have a myGate account are unable to register vehicles on-line.

**SEPTEMBER MEETING MINUTES:** John Young noted a correction in the September Minutes Faculty and Staff Insurance and Benefits Committee report. The committee's October meeting was incorrectly listed as "October 2, at 8:45a.m." The correction should read "October 12 at 8:15 a.m." Re'Nita Avery emailed a correction for the Present section. Her name was incorrectly listed as "Re'Nita Avery-Meriwether." The correction should read "Re'Nita Avery." Laura Lohr made a motion to approve the September minutes as corrected. James Barnett seconded, and the motion carried.

**SEPTEMBER TREASURER'S REPORT:** Treasurer Jessica Evans presented the September Treasurer's Report. Debbie Plummer made a motion to approve the Treasurer's Report as presented. Laura Lohr seconded, and the motion carried.

#### **STANDING COMMITTEE REPORTS:**

**Executive Committee:** Marion Hale reported that at its October meeting, the Executive Committee discussed the parking resolution presented by Faculty Senate which was subsequently approved the SGA. She said the resolution can be discussed as New Business.

**Credentials and Elections Committee:** No report.

**Staff Recognition Committee:** The 2017-2018 Staff Recognition Chair Laura Lohr said she will give the Staff Recognition Committee information and procedures notebook to the 2018-2019 Staff Recognition Chair Leanna Linn McClure. She is waiting for confirmation of the 2019 Staff Recognition Luncheon date.

**Staff Special Events Committee:** Laura Lohr said she and Jessica Evans discussed the duties of the Staff Special Events Committee with 2018-2019 Chair Jackie Morgan. They will assist the new chair as needed.

The Children's Christmas Party will be held on December 1. The Staff Reception is scheduled for December 6. Laura Lohr said she will discuss Staff Reception menu with Jackie Dudley, Vice-President of Finance and Administrative Services. Some Congress members requested sugar-free and nut-free treat bags for the Children's Christmas Party.

**Communications Committee:** Chair Laura Lohr reported that at its meeting on October 15, the committee discussed setting up a Staff Congress Twitter account and possibly posting a monthly newsletter on the Staff Congress web page with a link to the newsletter in *Racer Nation*. The committee would like to highlight staff members and Staff Congress in the newsletter. Also discussed was promoting the Staff Congress Facebook page. Events and announcements can be sent to Laura to post on the Staff Congress Facebook page.

**Working Conditions Committee:** Brian Purcell said that at its September meeting, the Working Conditions Committee decided to ask the status of the compensation studies. Staff Regent Phil Schooley said that Interim President Dr. Bob Jackson has requested the compensation study information from the consulting firm.

Congress members discussed parking concerns presented to them by their constituents. Also discussed were employee concerns with the Enterprise vehicle program for university travel. Congress members noted that issues with Enterprise seem to have occurred during the transition to Enterprise and appear to have been resolved after the program became fully operational.

**Staff Congress Foundation Book Scholarship Committee:** Trish Lofton listed the rebate night fundraiser dates for the Textbook Scholarship. She passed an envelope for donations to the scholarship. Jessica Evans added that contributions can be made via payroll deduction by contacting the MSU Foundation.

Marion Hale said she has asked Interim President Dr. Jackson if the Textbook Scholarship Committee can make a presentation to the Board of Regents about the scholarship. A decision has not been finalized.

**Personnel Policies and Benefits Committee:** No report.

#### **UNIVERSITY-WIDE COMMITTEES:**

**Faculty and Staff Insurance and Benefits Committee:** John Young reported that at its October 12 meeting, the committee heard reports about open enrollment, the Health Fair, and the Wellness Pledge, which were also discussed earlier in today's Staff Congress meeting.

Tuition waivers for part-time employees and retirees are being discussed, including whether or not fees and on-line charges would be covered by waivers. The committee also discussed Health Services. The committee will meet on November 16, at 8:15 a.m. in room 304 North Applied Science Building.

**Intercollegiate Athletic Council:** Duane Dycus said his name has been added to the Intercollegiate Athletic Council member list. The committee has not met.

**Naming Campus Facilities Committee:** No report.

**Judicial Board:** Leanna Linn McClure reported that new Judicial Board members received training. Student representatives will also receive training. The Judicial Board may have an upcoming case, the details of which she cannot discuss for confidentially reasons.

**Sick Leave Appeals Committee:** No report.

**International Studies Advisory Committee:** No report.

**Budget Advisory Committee:** No report.

**Shared Governance Committee:** No report.

**Dining Services RFP Committee:** Marion Hale said the Dining Services RFP Committee has completed its task and a motion is needed to remove the committee from the Staff Congress list of committees. John Young made a motion to remove the Dining Services RFP Committee from the Staff Congress Committee list. Debbie Plummer seconded. There was no discussion and the motion carried.

#### **AD HOC COMMITTEES:**

**ByLaws Revision Committee:** No report.

Marion Hale asked Congress members to review the Staff Congress Constitution and ByLaws and provide feedback to the Staff Congress.

**UNFINISHED BUSINESS:** Duane Dycus said he would like the Congress to discuss the Faculty Senate's resolution recommending the formation of a parking advisory committee. Discussion followed.

Orville Herndon made a motion that Staff Congress participate in the recommendation to create a parking advisory committee. S.G. Carthell seconded. President Marion Hale asked if there was any discussion. Discussion followed. James Barnett called for the question. President Hale took a voice vote. The motion carried.

President Hale asked Vice-President Duane Dycus to draft the motion and send to Staff Congress members as soon as possible. Duane asked Congress members to give him comments and feedback on the wording of the motion.

**NEW BUSINESS:**

S.G. Carthell said the name of the Office of Multicultural Affairs has been changed to the Office of Multicultural Initiatives, Student Leadership & Inclusive Excellence. That office will host a potluck meal on October 19 for students, staff, faculty, and the community. He invited staff to attend the meal. Approximately 75 students are expected. The office plans to host the meals monthly.

Tim Williams said that Racer Mania is scheduled for October 18. Marion Hale reminded Congress members that due to Thanksgiving, the November Staff Congress meeting will be held on the November 14, the second Wednesday of the month.

**ADJOURNMENT:** John Young made a motion to adjourn. The motion was seconded, and the motion carried. The meeting was adjourned.