



# MURRAY STATE UNIVERSITY

## Staff Congress

### Draft Minutes for December 14, 2016 304 North Applied Science Building

**Present:** Re’Nita Avery-Meriwether, Shanna Burgess, Jami Carroll, Jessica Evans, Debbie Griffin, Orville Herndon, Dana Howard, Laura Lohr, Debbie Plummer, Brian Purcell, Sheri Riddle, Maria Rosa, Tressa Ross, Terry Stalls, Brittney Stinnett, Stephanie Totty, Tim Williams, John Young and staff Regent Phil Schooley.

**Guests:** Dr. Robert Davies, President; Dr. Renae Duncan, Acting Provost; Dr. Kathy Farmer, Faculty Regent; Dr. Renee Fister, Senior Presidential Advisor for Strategic Initiatives; Joyce Gordon, Director, Human Resources; Courtney Hixon, Assistant Director of Employment and Training; Dr. Don Robertson, Vice President of Student Affairs; David Snow, *Murray Ledger*; and Susan Spier, Assistant Director of Benefits and Compensation, Human Resources.

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

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

**Dr. Renae Duncan, Acting Provost:** Dr. Duncan gave an update on the Provost search. An outside search firm has been hired.

**Dr. Robertson, Vice President of Student Affairs:** Dr. Robertson said that staff in his office are contacting students who attended MSU during the fall semester but have not registered for the spring semester to address concerns and encourage them to enroll for the spring semester. He encouraged employees to participate in the Martin Luther King, Jr., Day of Service activities scheduled for January 16. Racer One Stop will be set up in the Stables with staff from the Registrar’s and Bursar’s offices on January 17-20. This will enable students to address various issues in one location. Computers will be available for student use.

**Joyce Gordon, Director Human Resources:** Joyce Gordon gave an overview of developments concerning the FLSA. Immediately after the request for an injunction to halt the FLSA was granted in November 2016, the Department of Labor filed for an expedited hearing on the appeal of the overtime rule injunction. The issue is not likely to be resolved before the January 2017 Presidential Inauguration. For now, MSU will maintain the FLSA changes the university implemented on November 12, 2016. Joyce said that Susan Spier and Courtney Hixon have been instrumental in the university’s implementation of the FLSA. Joyce, Susan, and Courtney answered questions. Healthcare reform is still a topic for Human Resources due to the possibility of future reforms.

**Dr. Renee Fister, Senior Presidential Advisor for Strategic Initiatives:** Dr. Fister said that Dr. Davies, who is currently in another meeting, sends his wishes for employees to enjoy the holidays and break. Everyone should have received the email from Dr. Davies with the report on the December Board of Regents meeting. Strategic Plan information presented at the Board or Regents meeting is available on the Strategic Initiatives webpage. During the last year, one fourth of the goals have been met. She appreciates the opportunity to attend Staff Congress meetings. She also appreciates staff members’ work as well as their kind and professional treatment of students.

**Staff Congress Foundation Book Scholarship Committee:** Textbook Scholarship Committee Vice-Chair Jessica Evans said that Paige Rogers, Administrative Assistant, in Education and Human Services, and Sam Doran, Administrative Assistant in Dining and Racer Hospitality Services, are the recipients of the Staff Congress Textbook Scholarship for the fall 2016 semester.

**Dr. Robert Davies, President:** Dr. Davies thanked everyone for their work during the fall semester. He gave an update on enrollment, transfers, and accreditation. He reported on his meeting with the Kentucky Budget Director and a representative from the governor’s office concerning MSU’s fiscal challenges. He encouraged everyone to enjoy the break, spend time with friends and family, and perform an act of kindness. Congress members thanked Dr. Davies for the university closure days in addition to the holiday closure.

**Staff Regent Report:** Staff Regent Phil Schooley thanked David Snow of the *Murray Ledger* for putting a picture of the November Staff Congress meeting on the top half of the front page of the *Murray Ledger*. He thanked the Staff Congress officers for attending the December Board of Regents meeting and for presenting Dr. Davies with the card signed by children at the Christmas party. He asked Staff Congress members to encourage co-workers to complete the Staff Survey. He reported on results and comments received so far from the survey. He brought Years of Service certificates and pins not claimed at the Staff Appreciation Luncheon and asked Congress members to help him distribute them. He said Dr. Davies’ recent email included the information on the recent Board of Regents meeting.

**Credentials and Elections Committee:** Committee Chair Orville made a motion to appoint Amy Watters, Accounting Assistant in the Bursar's Office, to fill the vacancy created on Staff Congress created when Ann Matheny accepted a faculty position. Amy Watters' appointment was approved by the Staff Congress. On behalf of the Credentials and Elections Committee, Orville made a motion to hold the Staff Congress Election on April 25-27, 2017. Stephanie Totty seconded, and the motion carried. The motion will be voted on for the second time at the January Staff Congress meeting, after which the election timeline can be set in motion.

**NOVEMBER MEETING MINUTES:** Tressa Ross made a motion to approve the November meeting minutes as presented. Stephanie Totty seconded, and the motion carried.

**NOVEMBER TREASURER'S REPORT:** Treasurer's Report Jessica Evans presented the November Treasurer's Report. Laura Lohr made a motion to approve the November Treasurer's Report as presented. Stephanie Totty seconded, and the motion carried.

**STANDING COMMITTEE REPORTS:**

**Executive Committee:** John Young said that at the December Faculty and Staff Leadership Council meeting with Dr. Davies, the President explained the performance-based funding metrics proposal. Dr. Renee Fister said more information about the metrics is in the Board of Regents update.

On November 29, the Staff Congress President and the Staff Regent met with Dr. Peter Murphy at Dr. Murphy's request. Staff are invited to participate in a community-wide march on January 21 concerning LGBTQ rights, minority rights, Muslim rights, women's rights, Latino/a rights, worker's rights and others. John forwarded the information via email to Congress members on December 13.

**Staff Recognition Committee:** Committee Chair Laura Lohr encouraged staff to nominate staff for the Staff Recognition Award.

**Staff Special Events Committee:** John Young thanked Special Events Committee Chair Stephanie Totty and the committee members for planning the children's Christmas party and the staff reception. Stephanie reported on attendance at the events and thanked those who helped. Phil Schooley will deliver children's goody bags to Breathitt on December 16. The committee is in search of storage space for the children's party supplies which had been kept in Shanna Burgess' office. Her new office does not have space for the party supplies.

John Young thanked the Curris Center and Catering staff for set-up at both events. Catering donated cookies, pretzels, and drinks for the children's party and worked with Staff Congress concerning the food for the staff reception. Camme Cain loaned Staff Congress the table decorations for the reception. Dr. Davies and four Board of Regents members attended the reception: Staff Regent Phil Schooley, Faculty Regent Dr. Kathy Farmer, SGA President Clint Combs, and Regent Kemp from Hopkinsville. Stephanie Totty said the bookstore donated some of the door prizes. Jessica Evans said the silent auction at the staff reception and children's Christmas party raised approximately \$250 for the textbook scholarship.

**Communications Committee:** No report.

**Working Conditions Committee:** No report.

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

**UNIVERSITY-WIDE COMMITTEES:**

**Faculty and Staff Insurance and Benefits Committee:** John Young said the Faculty and Staff Insurance and Benefits Committee meeting on November 18 was short and no action was taken on any topics. The next meeting is scheduled for January 20. The following Staff Congress members serve on the University-wide Faculty and Staff Insurance and Benefits Committee: Jami Carroll, Jessica Evans, Orville Herndon, Dana Howard, Laura Lohr, Debbie Plummer, Stephanie Totty, and John Young.

**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:** Laura Lohr said the next meeting is February 8.

**Budget Advisory Committee:** No report.

**Shared Governance Committee:** No report.

**Mission Statement Review Committee:** Re’Nita Avery-Meriwether said the Mission Statement Review Committee is examining the university’s mission statement. She distributed a handout of questions that she asked Staff Congress members to answer during the next few minutes of the meeting. The replies will be used by the committee in the mission statement update process. The committee will meet in January.

**OLD BUSINESS:** None.

**NEW BUSINESS:** John Young noted that Dr. Renee Fister sent him an email thanking Staff Congress for hosting the children’s Christmas party.

**ADJOURNMENT:** Debbie Plummer made a motion to adjourn. Terry Stalls seconded, and the motion carried.