



Staff Congress

Draft Minutes for October 16, 2019
304 North Applied Science Building

Present: Marty Anderson, Laura Buchanan, Jami Carroll, Kevin Crawford, Duane Dycus, Jessica Evans, Debbie Griffin, Marion Hale, LaDonna Hamontree, Orville Herndon, Trish Lofton, Leanna Linn McClure, Jeremy McKeel, Jerry O'Bryan, Evan O'Neal, Debbie Plummer, Brian Purcell, Tim Williams, David Wilson, John Young, and Staff Regent Phil Schooley.

Guests: Jackie Dudley, Vice President of Finance and Administrative Services; Dr. Renee Fister, Director of Institutional Effectiveness and Strategic Planning; Joyce Gordon, Director of Human Resources; Dr. Melony Shemberger, Faculty Regent; Laruen Smee, Wellness Coordinator, Human Resources; Brian Truskey.

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

REPORTS FROM SPECIAL GUESTS:

Jackie Dudley, Vice President of Finance and Administrative Services: Jackie Dudley said the RFP deadline for the Facilities Management contract has been extended. She reported on the progress with the Sparks Hall building project.

Lauren Smee, Wellness Coordinator: Lauren Smee brought Health Fair information cards which she asked staff to distribute to colleagues. She listed the health screenings that will be available at the Health Fair.

Joyce Gordon, Director of Human Resources: Joyce Gordon said open enrollment begins October 18. An additional open enrollment information session is scheduled for October 17, at 2:30. Human Resources staff are also available to answer questions in-person and over phone. The enrollment information session Power Point will be posted to the Human Resources website. Anthem and Murray-Calloway County Hospital are in contract negotiations. The anticipated date for the contract decision is February 1, 2020. MSU is not the only Anthem utilizer in the region. State employees and other large organizations use Anthem. Human Resources will inform employees of any updates. Ms. Gordon answered questions.

Dr. Renee Fister, Director of Institutional Effectiveness and Strategic Planning: Dr. Renee Fister discussed Performance Funding and MSU's work in the area of Progression. She reminded staff to refer to the Financial Aid Office and the Scholarship Office any student who wants to drop a class. The staff in those offices will advise students of minimum course load requirements for any financial assistance and scholarships they are receiving.

Debbie Plummer noted a concern about students who struggle academically upon entering their first residential year at the university after having completing multiple hours of dual enrollment courses. The students face the challenge of adapting to their first year of college life while balancing upper level courses rather than taking entry level courses during their first year on-campus. Discussion followed. Dr. Fister recommended referring those students to the students' course instructors.

REGENTS REPORTS:

Staff Regent Report: Staff Regent Phil Schooley listed Homecoming events and times. He asked staff to encourage Homecoming visitors to enroll at MSU.

Faculty Regent Report: Faculty Regent Dr. Melony Shemberger said that the e-campus development is progressing with five graduate programs as the pilot. She reported on the Faculty Appreciation Festival that was held on October 1.

APPROVAL OF MINUTES: Orville Herndon made a motion to approve the September Minutes as presented. Tim Williams seconded, and the motion carried.

APPROVAL OF TREASURER'S REPORT: Laura Buchanan made a motion to file for audit the September Treasurer's as presented. Trish Lofton seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Marion Hale reported that at the October Faculty and Staff Executive Council meeting with Dr. Jackson, topics discussed included asset preservation, e-campus, campus improvements, and pension funding. She added that MSU has spokespersons speaking to legislators on behalf of MSU. Phil Schooley expressed appreciation for the new logo signs at various campus locations. The signs were donated by the Paducah Bank.

Credentials and Elections Committee: No report.

Staff Recognition Committee: No report.

Staff Special Events Committee: Laura Buchanan said the committee will meet on October 17, to plan for the December Staff Reception and the Children's Christmas Party. Marion Hale added that candy will be collected at the November Staff Congress meeting to be used in the goody bags for the Christmas party.

Communications Committee: Laura Buchanan said she continues to post information posted on the Staff Congress Facebook page. Staff can contact her with items to post.

Working Conditions Committee: No report.

Staff Congress Foundation Textbook Scholarship Committee: Trish Lofton said she met with Laura Buchanan and Jessica Evans in September to learn about the Textbook Scholarship Committee. A staff member and a staff dependent have applied for the fall scholarship. The committee will meet to discuss the applications received.

Personnel Policies and Benefits Committee: No report.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: John Young said the committee will meet on November 8.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities Committee: No report.

Judicial Board: Leanna Linn McClure reported that the Judicial Board will hear a case on October 25.

Sick Leave Appeals Committee: No report.

International Studies Advisory Committee: Laura Buchanan said the committee is working to develop recruitment strategies.

Budget Advisory Committee: No report.

Shared Governance Committee: No report.

Parking Advisory Committee: Duane Dycus said the committee will meet on October 22, at 3:30. Laura Buchanan relayed a concern from students that the yellow zone parking spaces behind Alexander Hall have been removed. She asked if visitors spaces can be included in the parking lot update behind Waterfield Library.

Jackie Dudley said the city is recuperating the parallel parking spaces on 14th Street and they will no longer be university parking. The city will also be adding non-university parking spaces on Olive Boulevard.

AD HOC COMMITTEES:

Bylaws Revision Committee: No report.

Staff Handbook Committee: Trish Lofton said the committee meet on September 26. The committee will ask for feedback from staff after the first revisions have been made.

Staff Survey Review Committee: Phil Schooley said the committee will meet before the first of the year.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Jackie Dudley encouraged employees to vote in the November 5 election. The university will be open that day.

John Young said the Faculty and Staff Appreciation football game is scheduled for November 2. Marion Hale said she will send an email to Athletics Director Kevin Saal, thanking him for resuming the Faculty and Staff Appreciation Day.

David Wilson said that Sigma Phi Epsilon will celebrate its 50th anniversary at tent city during Homecoming. He said that on October 25-27, the university will host the South Atlantic Affiliate of College and Residential Halls Conference.

Brian Purcell asked staff to remind co-workers and student workers to register for 2-Factor Authentication. The registration grace period ends on October 22. Employees are encouraged to use the app and to allow the 2FA to remember the employees' usual devices for 30 days. The university pays a fee for each phone and text authentication sent.

Marion Hale said the Journalism and Mass Communications tent at Homecoming tent city will display a tribute to the late Doc McGaughey.

ADJOURNMENT: John Young made a motion to adjourn. Orville Herndon seconded, and the meeting was adjourned.