



Staff Congress

Rough Draft Minutes for September 18, 2019 304 North Applied Science Building

Present: Charley Allen-Dunn, Marty Anderson, Laura Buchanan, Jami Carroll, SG Carthell, Kevin Crawford, Duane Dycus, Jessica Evans, Debbie Griffin, Marion Hale, LaDonna Hamontree, Orville Herndon, Trish Lofton, Jeremy McKeel, Jerry O'Bryan, Debbie Plummer, Brian Purcell, Matt Purdy, David Wilson, John Young, and Staff Regent Phil Schooley.

Guests: Jackie Dudley, Vice President of Finance and Administrative Services; Joyce Gordon, Director of Human Resources; Dr. Bob Jackson, University President; Mark McLemore, Murray-Calloway Senior Citizens Center; Jordan Smith, Director of Government and Institutional Relations; Dr. Melony Shemberger, Faculty Regent; Brian Truskey; and Gerald Washington, United Way.

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

REPORTS FROM SPECIAL GUESTS:

Gerald Washington of United Way and Mark McLemore of the Murray-Calloway Senior Citizens Center spoke about United Way services. Individuals and groups can support United Way on a one-time or continual basis.

Dr. Bob Jackson, University President: Dr. Bob Jackson, Jackie Dudley, Jordan Smith, Faculty Regent Dr. Shemberger, and other MSU Board of Regents members attended the CPE conference. Topics discussed at the conference included retirement, performance funding, and other aspects of higher education. Dr. Jackson, Jackie Dudley, and Jordan Smith will attend the portion of the upcoming legislative session concerning retirement, performance funding, and asset preservation. Dr. Jackson reported on building and grounds projects. He thanked staff for welcoming families during the upcoming Family Weekend. Dr. Jackson discussed pension funding.

Jackie Dudley, Vice President of Finance and Administrative Services: Jackie Dudley said the ribbon-cutting ceremony for Chick-fil-A will be held on September 24, at 2:00 p.m. It will open at 10:30 a.m., on September 25. The car-side app will be available in the near future.

Joyce Gordon, Director of Human Resources: Joyce Gordon said employees will receive the Quick Guide to use during Open Enrollment which will be held October 18 to November 1, 2019. Information and computer lab sessions will be held. Employees should view the profile page on Benefit Focus to ensure their information is current. Those who do not chose a health plan by the close of open enrollment will be enrolled in the lowest plan, regardless of their plan selection for the previous year. The Heath Fair is scheduled for October 24, 2019, 7:30 a.m. - 11:00 a.m., in the Curris Center Ballroom. Employees are invited to attend free 30-minute sessions at the CPR Training Event on September 26, 2019, 10:00 a.m. – 2:00 p.m. on Ordway Lawn.

REGENTS REPORTS:

Staff Regent Report: Phil Schooley said the Board of Regents will meet on December 13, February 28, and June 5. He commended the University-wide Faculty and Staff Insurance Committee members, Jackie Dudley's office, and Joyce Gordon's office for their work on 2020 insurance rates and benefits.

Faculty Regent Report: Dr. Melony Shemberger said she attended the required training for new Board of Regents members. She reported on performance funding developments. Final fall enrollment numbers are up from last year. Recruitment and retention efforts are now focused on the spring and fall 2020 semesters. She reported on the status of the university's negotiations with a vendor for e-campus and on-line performance management which would assist with marketing and recruitment.

APPROVAL OF MINUTES: Trish Lofton made a motion to approve the August Minutes as presented. Marty Anderson seconded, and the motion carried.

APPROVAL OF TREASURER'S REPORT: Laura Buchanan made a motion to approve the August Treasurer's as presented. Debbie Plummer seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Marion Hale said the Executive Committee has not meet since August 12. The results of that meeting were reported at the August 21 Staff Congress meeting. The committee will meet with University President Bob Jackson in October.

Credentials and Elections Committee: No report.

Staff Recognition Committee: No report.

Staff Special Events Committee: Laura Buchanan said the committee will meet to plan for the Children's Christmas Party and Staff Reception. Congress members are asked to bring candy to be used for Children's Christmas party gift bags.

Communications Committee: Laura Buchanan said she continues to post items on the Staff Congress Facebook page.

Working Conditions Committee: No report.

Staff Congress Foundation Textbook Scholarship Committee: Incoming Committee Chair Trish Lofton will meet with 2018-2019 Textbook Scholarship Committee member Laura Buchanan to learn about the committee.

Personnel Policies and Benefits Committee: No report.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: John Young reported on the Health Plan rate change for 2020. The university administration worked with Sibson Consulting to reduce the increase from 8% to 5.3%. Employees will pay 16% of the cost of the health plan, with the university paying the remaining 84%.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities Committee: No report.

Judicial Board: Leanna Linn McClure reported that the Judicial Board members have completed fall training. The board has one case to hear later during the fall semester.

Sick Leave Appeals Committee: No report.

International Studies Advisory Committee: Laura Buchanan reported that at the first meeting of the fall semester, the committee discussed recruitment.

Budget Advisory Committee: No report.

Shared Governance Committee: No report.

Parking Advisory Committee: Duane Dycus said the Parking Advisory Committee will meet on October 4.

AD HOC COMMITTEES:

Bylaws Revision Committee: No report.

Staff Handbook Committee: Matthew Jones said the committee will meet the week of September 23.

Staff Survey Review Committee: Marion Hale said staff can send input regarding the Staff Survey to Staff Regent Phil Schooley and Committee Chair Jessica Evans.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Jessica Evans read information she researched concerning electronic signatures. Using electronic signatures was part of the discussion during the July Staff Congress meeting regarding employee concerns that a receipt is not given to employees when returning signed employment contracts. She made a motion that Staff Congress encourage the university to pursue the use of electronic signatures on appropriate documents. Marty Anderson seconded. Discussion followed. Staff Congress Marion Hale called for the question. The motion carried. Marion Hale said the recommendation will be given to the appropriate university personnel.

Laura Buchanan and Brian Purcell encouraged Congress members to remind co-workers and student workers to register for the myGate two-factor authentication which will be mandatory October 1.

ADJOURNMENT: Trish Lofton made a motion to adjourn. David Wilson seconded, and the meeting was adjourned.