



# MURRAY STATE UNIVERSITY

## Staff Congress

**Draft Minutes for August 17, 2016  
304 North Applied Science Building**

**Present:** Re’Nita Avery-Meriwether, Jami Carroll, Jessica Evans, Jeff Gentry, Debbie Griffin, Marion Hale, Orville Herndon, Dana Howard, Laura Lohr, Robyn Pizzo, Debbie Plummer, Brian Purcell, Sheri Riddle, Maria Rosa, Tressa Ross, Michele Sanders, Terry Stalls, Logan Stout, Stephanie Totty, John Young, and Staff Regent Phil Schooley.

**Guests:** Dr. Renae Duncan, Acting Provost; Dr. Renee Fister, Senior Presidential Advisor for Strategic Initiatives; Joyce Gordon, Director, Human Resources; Dr. Adrienne King, Vice-President of University Advancement; Dr. Don Robertson, Vice-President of Student Affairs; and Lauren Smee, Wellness Coordinator, Human Resources.

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

Logan Stout announced that August 23, 2016, will be his last day working at MSU. He has accepted a position off-campus, but will continue to call MSU athletic events. Due to having to leave today’s Staff Congress meeting early for a departmental event, he gave his final report as the Staff Congress representative to the University-wide Naming Campus Facilities Committee.

**Naming Campus Facilities Committee:** The Naming Campus Facility Committee will propose a name for the genealogy and history room on the main floor of Pogue Library. The name will be announced if approved at the September Board of Regents meeting.

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

**Dr. Renee Fister, Senior Presidential Advisor for Strategic Initiatives:** Dr. Fister said that Dr. Davies is currently traveling back to Murray from central Kentucky. She provided numbers on freshman enrollment and student retention. She discussed the Strategic Initiative Plan, noting that the operational focus will be highlighted.

**Dr. Renae Duncan, Acting Provost:** Dr. Duncan said experiential education is a campus-wide priority with the goal of ensuring that all students are aware of and have the opportunity to experience hands-on learning before graduation. This includes service learning opportunities, internships, co-ops, study abroad, and study away.

**Dr. Don Robertson, Vice-President of Student Affairs:** Dr. Robertson thanked staff for helping with student move-in and Great Beginnings. He complimented the staff in Re’Nita Avery-Meriwether’s office for their work coordinating Great Beginnings. He distributed note cards with the four principles which summarize the student-centeredness of the university. Dr. Robertson asked that staff post the cards in their departments and strive to include these in programming and daily activities. He said that the Office of Student Affairs is making the second round of calls to students who have not made financial aid arrangements. The ribbon cutting for new Franklin Hall will be held on September 4, at 4:30.

**Dr. Adrienne King, Vice-President of University Advancement:** Dr. Adrienne King said that Tina Bernot is the new Director of Development. The university will be working to raise funds for equipment for the Engineering and Physics Building as well as funds for scholarships and endowed professorships. MSU has received a land gift of the Eagle Rest Plantation which will be used as an outdoor classroom and laboratory for agriculture students. A webpage for Homecoming 2016 has been created. Calendar items for homecoming weekend can be submitted for inclusion on the web page.

**Joyce Gordon, Director, Human Resources:** Joyce Gordon said open enrollment this fall will use a new online benefits administration system. Human Resources staff will assist staff with enrollment questions. Human Resources is in phase 3 of 5 phases of implementation of the federal overtime regulations. She answered questions about the regulations and the job surveys being used to assist with the implementation.

**Staff Regent Report:** Staff Regent Phil Schooley said that most of the items in his report were covered by Dr. Fister and Dr. Duncan. He reminded staff of the upcoming Board of Regents meeting on September 9.

**Lauren Smee, Wellness Coordinator, Human Resources:** Lauren Smee said the Health and Benefits Fair is scheduled for October 20, 7:30-11:30 a.m., in the Curris Center Ballroom. It is open to employees, spouses, and retirees. Laptops will be available at the Health Fair along with assistance to guide staff through open enrollment. Lauren presented information on the Racer Wellness Savings Plan. The information is also available on the Human Resources web page.

**JULY MEETING MINUTES:** Orville Herndon made a motion to approve the July minutes as presented. Marion Hale seconded, and the motion carried.

**JULY TREASURER'S REPORT:** Treasurer Jessica Evans presented the July Treasurer's Report. Laura Lohr made a motion to approve the July Treasurer's Report as presented. Re'Nita Avery-Meriwether seconded, and the motion carried.

**STANDING COMMITTEE REPORTS:**

**Executive Committee:** John Young said that Marion Hale will replace Logan Stout on the University-wide Naming Campus Facilities Committee. Staff Congress member Ann Matheny has accepted a faculty position and has therefore resigned from Staff Congress. Because Ann was going to be the 2016-2017 chair for the Special Events Committee, that committee is now in need of a chair.

**Credentials and Elections Committee:** Credentials and Elections Committee Chair Orville Herndon said Staff Congress has an opening in the Facilities Management category. All write-ins on the April 2016 election ballot declined to fill that vacancy. With the change in the employment status of Logan Stout and Ann Matheny, Staff Congress now has three vacancies. The committee will follow the procedures outlined in the Staff Congress Bylaws to fill the vacancies.

**Staff Recognition Committee:** This committee does not have a chair for 2016-2017. The new chair will need to communicate soon with Jackie Dudley's office to set the 2017 Staff Recognition Luncheon date, reserve the Curris Center ballrooms, and add the date to Dr. Davies' calendar. The 2015-2016 Staff Recognition Committee Chair Ashley Rogers compiled a binder with instructions for the new chair of the committee. This committee will also oversee the Above and Beyond Award developed by Staff Congress.

**Staff Special Events Committee:** As explained in the Executive Committee report (above), this committee does not have a chair for 2016-2017. The 2015-2016 Committee Chair will serve on the committee this year. Some of the work for the December events has already been completed.

**Communications Committee:** This committee does not yet have a chair for 2016-2017.

**Working Conditions Committee:** John Young noted that he hopes the 2015-2016 Working Committee Chair Rhonda Timmons, who was unable to attend today's Staff Congress meeting, will agree to serve as chair again this year.

**Staff Congress Foundation Book Scholarship Committee:** Robyn Pizzo will chair the Book Scholarship Committee for 2016-2017. The two previous chairs, Debbie Plummer and Jessica Evans, will also serve on the committee this year. Jessica said that she has already put an announcement in *RacerNation* for the fall scholarship which has an October 1 application deadline.

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

**UNIVERSITY-WIDE COMMITTEES:**

**Faculty and Staff Insurance and Benefits Committee:** John Young reported that at its meeting on August 26, the committee will receive information from Human Resources Director Joyce Gordon regarding 2017 insurance. The committee members will then seek feedback from their constituents. The feedback will then be discussed when the committee meets again on September 2.

**Intercollegiate Athletic Council:** John Young said Sheri Riddle will continue to be the Staff Congress representative on the Intercollegiate Athletic Council which meets two to three times per year.

**Naming Campus Facilities Committee:** Marion Hale has been appointed to the Naming Campus Facilities Committee.

**Judicial Board:** John Young said Tressa Ross has agreed to be the Staff Congress representative to the Judicial Board.

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

**International Studies Advisory Committee:** Laura Lohr said she will inquire about the committee's next meeting date.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

Presentation to 2014-2016 Staff Congress President: Current Staff Congress President John Young presented a certificate of appreciation and MSU travel mug to Laura Lohr in recognition of her service as Staff Congress President for two terms, 2014-2015 and 2015-2016.

**ADJOURNMENT:** Brian Purell made a motion to adjourn. Stephanie Totty seconded and the motion carried.