



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

Present: James Barnett, Shanna Burgess, Jami Carroll, Jessica Evans, Debbie Griffin, Orville Herndon, Dana Howard, Laura Lohr, Ann Matheny, Robyn Pizzo, Debbie Plummer, Brian Purcell, Sheri Riddle, Ashley Rogers, Maria Rosa, Tressa Ross, Kenny Sanford, Logan Stout, Stephanie Totty, Tim Williams, Joseph Wilson, Chad Wortham, John Young, and Staff Regent Phil Schooley.

Guests: Dr. Renee Fister, Senior Presidential Advisor for Strategic Initiatives; Dr. Adrienne King, Vice-President, Marketing and Outreach; Chuck Plummer, Groundskeeper, Facilities Management; Haley Stedelin, Manager of Employment and Compensation, Human Resources; and Clay Wyatt, Building Services Technician, Facilities Management.

CALL TO ORDER: Staff Congress President Laura Lohr called the meeting to order.

REPORTS FROM SPECIAL GUESTS:

Dr. Renee Fister, Senior Presidential Advisor for Strategic Initiatives: Dr. Renee Fister provided an update on the Strategic Planning proposed budget, noting that Jordan Smith, Director of Governmental Relations, and Bob Jackson, MSU Foundation President, will be meeting with the legislative representatives concerning the Senate Education Committee's proposed tuition freeze for universities.

Laura Lohr said that Dr. Davies did not attend today's Staff Congress meeting, as he is travelling to Frankfort. She added that she encouraged him to do so rather than attend the Staff Congress meeting and travel afterwards. Dr. Davies and MSU Vice-President of Administration and Finance Jackie Dudley will present to the Council on Postsecondary Education. The council has already heard a presentation from the University of Kentucky's representatives.

Laura said that she attended the Strategic Planning Meeting where it was stated that many individuals have called and written to the Kentucky Legislature regarding the proposed decrease in funding to universities. She also encouraged everyone to write and contact the Kentucky Legislatures.

Robyn Pizzo asked when the university Budget Task Force will meet. Laura Lohr said that group will meet on February 19, 2016.

Dr. Adrienne King, Vice-President, Marketing and Outreach: Dr. Adrienne King reported that her office is preparing to conduct market research as part of the university's Strategic Plan. MSU employees should have received a survey relating to the market research. Only Dr. King will see the responses from faculty and staff. The response comments will be presented as a whole and no respondent's name will be used.

Laura Lohr asked if a Director of Communication has been selected. Dr. King said that Shawn Touney will be the new Director of Communication. He has ten years of experience working with a baseball team. He will be on campus on February 22, 2016, and will be introduced to the Board of Regents.

Dana C. Howard, Social Media Marketing Manager, Office of Branding, Marketing, and Communication: Dana C. Howard gave a presentation on using Smug Mug photo archiving system. University employees may use the MSU photos at Smug Mug for university web pages. Photos marked private require authorization to use from Allie Douglass, Public Relations Specialist in Branding, Marketing, and Communication.

Staff Regent Report: Staff Regent Phil Schooley reported that approximately 54% of staff responded to the Staff Survey. The replies mainly concern pay raises. He will present the Staff Survey Report to the Board of Regents at its next meeting.

Haley Stedelin, Manager of Employment and Compensation, Human Resources: Haley Stedelin presented the Human Resources update. She referred employees to the Human Resources web page document "10 Things from HR You Need to Know for 2016" found on the announcements link. She reminded staff that the Employment Assistance Program offers a variety of assistance topics. The Spring Health Fair will be held on February 24, from 7:30 to 10:30 a.m. The blood work drawings will be done at the Health Fair and on March 15 in the Ohio Room of the Curris Center.

Laura Lohr encouraged anyone needing assistance offered by EAP to use the program.

Due to the lack of a quorum at the January meeting due to the weather conditions, no vote was taken on the December Minutes and Treasurer's Reports at the January meeting.

DECEMBER MEETING MINUTES: Shanna Burgess noted a correction in the December Meeting Minutes. On page 3, paragraph 2; sentence 1 incorrectly states "Jessica said that approximately 250 people attended..." It should read "Shanna Burgess said that approximately 250 people attended..." Orville Herndon made a motion to approve the December meeting minutes as corrected. Tressa Ross seconded, and the motion carried.

JANUARY MEETING MINUTES: Orville Herndon made a motion to approve the January Meeting Minutes as presented. John Young seconded, and the motion carried.

DECEMBER AND JANUARY TREASURER'S REPORT: Treasurer Jessica Evans presented the December and January Treasurer's Reports. Debbie Plummer made a motion to approve the December and the January Treasurer's Reports as presented. James Barnett seconded, and the motion carried. John Young said the title of January Treasurer's Report should be corrected from "January 2015" to "January 2016." Laura Lohr asked for a vote to approve the corrected January Treasurer's Report. It was approved.

STANDING COMMITTEE REPORTS:

Executive Committee: Laura Lohr said the work of the Provost Search Committee, of which she is a member, was concluded at its meeting last week. She attended the University-wide Faculty and Staff Insurance and Benefits meeting on February 12. The Budget Task Force will meet on February 19. She attended the Staff Scholarship Textbook Scholarship Committee meeting. The Faculty/Staff Leadership meeting is scheduled for February 19. She attended the Strategic Initiatives update session. She welcomed questions.

A question was asked about when the Provost will be announced. Laura deferred the question to Dr. Fister who said the Provost search is on hold.

Credentials and Elections Committee: Committee Chair Orville Herndon made a motion to appoint Chuck Plummer to fill the remainder of the vacant term on Staff Congress. The vacancy was created by the end of Joshua Mathis' employment at the university. The motion was seconded, and the motion carried.

Orville said that he emailed to Staff Congress items pertaining to the upcoming Staff Congress Election including the updated Staff Congress Election schedule and other related documents. Any corrections should be sent to him. Staff Congress members whose terms expire June 30, will need to submit a candidacy intent form.

Staff Recognition Committee: Committee Chair Ashley Rogers said she has discussed with Communications Committee Chair Dana Howard ideas for publishing information about the Above and Beyond Award.

Staff Special Events Committee: No report.

Communications Committee: Communications Committee Chair Dana Howard said the Communications Committee encourages Congress members to bring a friend to the March Staff Congress meeting.

Working Conditions Committee: No report.

Staff Congress Foundation Book Scholarship Committee: Textbook Scholarship Committee Chair Jessica Evans thanked those who worked at the basketball concessions stand fundraiser for the scholarship. The amount raised for the scholarship fund this academic year is \$736.50. The Scholarship Committee had previously discussed sending letters to potential donors to request contributions to the scholarship fund but has decided to wait to send letters due to the current budget environment.

The staff recipient of the textbook scholarship for the spring semester is Xulong Peng, Database Manager in the College of Science, Engineering, and Technology. The dependent recipient is Connor Wagner, dependent of Mindy Wagner, in Branding, Marketing, and Communication.

Jessica said that Christian Cruce, Director of Scholarships, attended the Scholarships Committee's meeting and explained how to include the Staff Congress Scholarship on the university's scholarship web page. This will link the Staff Congress Scholarship to myGate for staff. Paper applications will no longer be needed. This will be linked to Banner which will allow the Staff Congress Scholarship Committee to access the applicants' University Store book purchase receipts. The scholarship will be on the university scholarship page beginning with this fall's scholarship.

Personnel Policies and Benefits Committee: No report.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: John Young encouraged staff to read the information on the Human Resources web page and the Employee Assistance Program web page. The EAP offers many services, including financial and legal information, in addition to elder care and mental health services.

The Faculty and Staff Insurance and Benefits Committee is discussing the topic of flexible work hours. Staff Congress member Sheri Riddle is a member of the subcommittee addressing flexible work hours.

Employees with issues concerning prescription medications should contact Know Your Rx. Tressa Ross and Laura Lohr both added that when they contacted Know Your Rx, the representatives were very helpful.

The committee will be discussing a health insurance request from the LGBT Advisory Committee regarding services and procedures related to transgender. John said this will be part of the discussions for 2017 insurance as no changes can be made to the current year (2016) coverage which has already been set.

The following Staff Congress members serve on the University-wide Faculty and Staff Insurance and Benefits Committee: James Barnett, Jami Carroll, Jessica Evans, Orville Herndon, Debbie Plummer, Sheri Riddle, 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: No report.

Dual Employment Committee: Committee member Debbie Plummer said that an email was sent to Staff Congress members with the wording changes to the Dual Employment Proposal. She read the sentences with the wording changes. She said that if Staff Congress had no questions or comments, she would like Staff Congress to vote on whether or not to approve the document. It would then be forwarded to Dr. Davies and then presented to the Board of Regents at its June meeting.

Laura Lohr said she has received comments in response to the email which contained the wording changes made to the proposed policy. She opened the floor for discussion. Staff Congress members asked how the proposed policy, if implemented, would affect the application of Equal Opportunity requirements. Staff also asked if the policy would place spouses in the same hiring consideration group as internal candidates or if it would give spouses priority over internal candidates. Concern was expressed as to the effect the policy might have on current staff who may be facing job reduction due to potential funding cuts.

Debbie Plummer said the Dual Employment Committee was formed in November 2013 to draft a policy proposal. Jessica Evans commented that the committee was formed prior to the establishment of the internal candidate hiring priority. The existence of the internal hiring priority leads to the need for further discussion of the proposed Dual Employment Policy.

Orville Herndon made a motion that Section II, subsection F, item c wording be changed from “internal candidates” to “external candidates”. Stephanie Totty seconded the motion. A hand vote was taken. The number of those in favor was 12. Four opposed. There was one abstention.

Jessica Evans thanked Debbie Plummer for her work with the Dual Employment Committee on this long process of the development of the document. Laura Lohr thanked Staff Congress members for the discussion.

OLD BUSINESS: None.

NEW BUSINESS:

Clay Wyatt, Building Services Technician, and Facilities Management: Clay Wyatt discussed a concern in his department regarding when overtime pay is given. He noted varying interpretations and applications of university policy regarding overtime pay when staff work during the hours of university closure on days that the university opens late due to weather conditions. He asked that the closure pay policy be clarified, including what type of pay should be given to employees who work during the hours the university is closed then opens on a delayed schedule.

Discussion by Staff Congress members followed. Laura Lohr referred this topic to the Staff Congress Personnel Policies and Benefits Committee to discuss further. Tressa Ross thanked Clay for his presentation to Staff Congress.

Robyn Pizzo said that many in her department are affected when they must leave work to pick up their children when the public schools close early due to weather conditions. John Young said that staff who leave early for that purpose and chose to use vacation time cannot also receive closure pay if the university subsequently closes early that day in response to weather conditions.

President's Commission on Diversity and Inclusion: Laura Lohr distributed copies of the February 6, 2016 Executive Summary of the President's Commission on Diversity and Inclusion.

Racers Helping Racers: Laura Lohr said that the Racers Helping Racers office is open Monday, Wednesday, and Friday, from 10:00 a.m., to 2:00 p.m. in Blackburn Science Building. University identification is required to receive services.

October and November 2015 Meeting Minutes Correction: Robyn Pizzo made a motion to add her name to the attendance section of the October and November 2015 minutes, as it was incorrectly omitted. Orville Herndon seconded, and the motion carried.

ADJOURNMENT: John Young made a motion to adjourn. James Barnett seconded, and the motion carried.