



MURRAY STATE UNIVERSITY

Staff Congress

Draft Minutes for July 20, 2016
304 North Applied Science Building

Present: Re’Nita Avery-Meriwether, Jessica Evans, Jeff Gentry, Debbie Griffin, Marion Hale, Orville Herndon, Dana Howard, Laura Lohr, Ann Matheny, Robyn Pizzo, Debbie Plummer, Brian Purcell, Tressa Ross, Michele Sanders, Terry Stalls, Logan Stout, Rhonda Timmons, Tim Williams, John Young, and Staff Regent Phil Schooley.

Guests: Dr. Bob Davies, President; Jackie Dudley, Vice-President of Finance and Administrative Services; Dr. Renee Fister, Senior Presidential Advisor for Strategic Initiatives; Joyce Gordon, Director, Human Resources; Dr. Don Robertson, Vice-President of Student Affairs; and Ashley Rogers, Registrar’s Office.

CALL TO ORDER: Staff Congress President John Young called the meeting to order. He asked those in attendance to introduce themselves, their departments, and to say how long they have worked at MSU and how long they have served on Staff Congress.

REPORTS FROM SPECIAL GUESTS:

Dr. Robert Davies, President: Dr. Davies said he is working with four subcommittees of the Strategic Planning Committee. Last year, the implementation phase of the Strategic Plan went well and helped with the budget planning. He is working to enhance communication to and from university employees. He provided an update on the development of the measurement criteria to be used to determine future state funding to Kentucky’s public universities.

Dr. Davies gave an update on the enrollment numbers for the upcoming fall semester. He said he is looking forward to the Staff Recognition Luncheon. He noted that the university community has overcome significant challenges during the last six months. Now the staff and faculty are ready to focus on welcoming the students and teaching, learning, and building the community environment.

He answered questions, including questions about the job placement of those employees whose positions were eliminated. New Franklin Residential College will be ready for the fall semester. The Engineering and Physics Building is behind schedule and the Breathitt Veterinary Center building is on schedule.

Dr. Davies presented Racer Proud pins to Staff Congress members in attendance at the meeting in recognition of their contributions that have helped MSU earn its seventh annual ranking as one of the best universities at which to work. Over 4,000 universities are evaluated and only 93 are rated as one of the best. MSU is one of the few to receive the ranking for seven years. He said the Staff Survey conducted by Staff Congress and the shared governance helped accomplish this achievement.

Jackie Dudley, Vice-President of Finance and Administrative Services: Jackie Dudley said that the Office of Finance and Administrative Services’ current work is related to the topics Dr. Davies discussed earlier in today’s Staff Congress meeting. John Young thanked Jackie Dudley and her office for sponsoring the Staff Recognition Luncheon. He asked Staff Congress members to remind their co-workers to return their completed luncheon reservation forms.

Staff Regent Report: Staff Regent Phil Schooley said the next Board of Regents next meeting is scheduled for September 9. The advance (formerly called retreat) will be held on September 8.

Dr. Don Robertson, Vice-President of Student Affairs: Dr. Robertson said that the Office of Student Affairs is preparing for the fall semester. Marching band members, athletes, and other student groups will be returning to campus before other students. His office is contacting students who have not registered for the fall semester, but are eligible to do so, in order to address concerns and reasons the students have not registered for classes.

Joyce Gordon, Director Human Resources: Joyce Gordon gave an update on the university’s implementation of the new federal regulations concerning overtime and exempt and non-exempt positions. She answered questions. Robyn Pizzo asked how the changes will affect any future university flex-time work policy. Jackie Dudley responded that potential development of a flex-time policy will be addressed after the implementation of the new regulations. The Staff Congress Personnel Policies and Benefits Committee and the University-wide Faculty and Staff and Insurance and Benefits Committee have discussed proposing a flex-time policy. The university-wide committee recommended that a flex-time policy be developed. Orville Herndon asked if the recommendation document could be emailed to Staff Congress members. John Young said that it will be sent to Staff Congress members.

Jeff Gentry complimented Human Resources on the trainings concerning the changes to overtime and exempt and non-exempt positions. Joyce Gordon said the information slides presented at the trainings will be available on the Human Resources website.

Joyce said that open enrollment is scheduled to begin on August 1 for new hires. A benefits administration portal funded by the vendors will be available for employees. She answered questions Congress members asked about Express Scripts and Know your Rx.

JUNE MEETING MINUTES: Tressa Ross made a motion to approve the June minutes as presented. Marion Hale seconded, and the motion carried.

JUNE TREASURER'S REPORT: Treasurer Jessica Evans presented the June Treasurer's Report. Debbie Plummer made a motion to approve the June Treasurer's Report as presented. Tressa Ross seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: John Young said he has emailed committee preference forms to Staff Congress members. He asked that members return the completed forms to him so that the Staff Congress Executive Committee can make committee assignments.

Credentials and Elections Committee: Credentials and Elections Committee Chair Orville Herndon explained the responsibilities of the Credentials and Elections Committee. The 2016-2017 committee will seek to fill the existing vacancy on Staff Congress.

Staff Recognition Committee: This committee currently has no chair. The main task of this committee is to assist the Office of the Vice-President of Financial and Administrative Services with the planning of the Staff Appreciation Luncheon. The 2015-2016 Staff Recognition Committee Chair Ashley Rogers has 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: No report. Ann Matheny will be the committee chair for 2016-2017.

Communications Committee: No report. Communications Committee Chair for 2015-2016 Dana Howard listed the committee's responsibilities. She added that the committee used comments from the Staff Survey to address communication requests made by staff.

Working Conditions Committee: No report. Working Conditions Committee Chair for 2015-2016 Rhonda Timmons described the committee's responsibilities.

Staff Congress Foundation Book Scholarship Committee: No report. Book Scholarship Committee Chair for 2015-2016 Jessica Evans explained the committee's responsibilities. This committee does not yet have a chair for 2016-2017.

Personnel Policies and Benefits Committee: No report.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: John Young said the University-wide Faculty and Staff Insurance and Benefits Committee will meet on July 29, at 8:15 a.m., in room 304 North of the Applied Science Building. As Staff Congress President, John is now an ex-officio member of the committee. Eight members of Staff Congress serve on the committee. Congress members interested in serving on the committee should contact John.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities Committee: President John Young said that Logan Stout has agreed to be the Staff Congress representative to the Naming Campus Facilities Committee for 2016-2017. The committee will meet the week of July 25 to discuss a naming proposal that will later be presented to the Board of Regents. Once approved by the Board of Regents, the naming information can be released.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

International Studies Advisory Committee: No report.

OLD BUSINESS: None.

NEW BUSINESS:

Staff Congress 2016-2017 Meeting Schedule: President John Young presented the proposed schedule of Staff Congress meetings for 2016-2017. He noted that the December meeting is tentatively scheduled for the second Wednesday of the month, instead of the usual third Wednesday of the month. Jeff Gentry made a motion to approve the 2016-2017 Meeting Schedule as presented. Marion Hale seconded, and the motion carried.

Parking: Congress member Rhonda Timmons presented questions about parking as presented to her by fellow staff, including concerns about the path between the parking lot behind the sorority suites and campus. Tressa Ross asked if parking lot maps can be enlarged and displayed at some locations, especially at parking tag purchasing locations.

Collaborate: Rhonda said that staff have requested that the sound quality of the Staff Congress meetings via Collaborate be improved. Staff have commented to her that the sound quality is poor and the program is not user-friendly. Discussion followed concerning possible solutions. Staff Congress will look into the issue further. Dana Howard volunteered to obtain a quote for the type of cordless microphone used to deliver on-line audio at the Board of Regents meetings.

ADJOURNMENT: Jessica Evans made a motion to adjourn. Tressa Ross seconded, and the motion carried.