



**Draft Minutes for December 16, 2015
304 North Applied Science Building**

PRESENT: James Barnett, Shanna Burgess, Jami Carroll, Jessica Evans, Orville Herndon, Dana Howard, Laura Lohr, Ann Matheny, Robyn Pizzo, Debbie Plummer, Brian Purcell, Sheri Riddle, Maria Rosa, Tressa Ross, Logan Stout, Rhonda Timmons, Tim Williams, Dwaine Willoughby, Joseph Wilson, Chad Wortham, John Young, and Staff Regent Phil Schooley.

Guests: Charley Allen, Web Manager, Branding, Marketing, and Communication; Dr. Robert Davies, MSU President; Jackie Dudley, Vice President of Administration and Finance; Fred Dietz, Associate Vice-President for Enrollment Management; Dr. Renee Fister, Senior Presidential Advisor for Strategic Initiatives; Joyce Gordon, Director, Human Resources; Dr. Adrienne King, Vice-President, Marketing and Outreach; Dr. Don Robertson, Vice-President for Student Affairs; Dr. Tim Todd, Interim Provost and Vice-President for Academic Affairs; Keith Weber, Chief Information Officer.

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

REPORTS FROM SPECIAL GUESTS:

Charley Allen, Web Manager, Branding, Marketing, and Communication: Charley Allen demonstrated the new university calendar which will be available in January. Users will be able to enter events, subject to approval by the Branding, Marketing, and Communication Department, and search for event categories. Links to Facebook, maps, and driving directions are some of the features that will be available on the calendar. The marketing staff will review the calendar and include items in *Racer Nation*. A link to guidelines for using the calendar will be available. Trainings for using the calendar will be provided upon request. The calendar is part of the Strategic Plan.

Dr. Robert Davies, MSU President: Dr. Davies complimented Charley Allen for her work on the calendar and presented her with a Racer Proud pin.

Dr. Davies said that the report from the December Board of Regents meeting was emailed to the university community earlier this week. Questions and requests for additional information can be emailed to Dr. Davies. No action was taken by the board at the December meeting, but important discussions were held. The tuition model was one item discussed by the board. The new tuition model is used with potential and incoming students.

Dr. Davies said that for the upcoming legislative session, funding to postsecondary institutions will be very low. He anticipates that any funding increases will be performance-based. He said the many funding reductions do not support MSU's goals, which has led to the need for the tuition increases. He will continue to meet with members of the Kentucky legislature regarding funding.

Regarding the university Tobacco Use Policy, Dr. Davies said that after the December break, policy enforcement will be more diligent. Cards will be available with an explanation of the policy and a list of smoking cessation resources.

Dr. Davies answered questions.

Dr. Tim Todd, Interim Provost and Vice-President for Academic Affairs: Dr. Tim Todd said that a national search for a permanent Provost has begun.

Jackie Dudley, Vice President of Administration and Finance; Fred Dietz, Associate Vice-President for Enrollment Management: Jackie Dudley and Fred Dietz presented the new tuition model along with tuition models for other regional universities. Current MSU students may stay with the current tuition model for six years. Incoming students will use the new model. MSU will continue to have a regional and out-of-state tuition structures. The information is on the President's web page. Ms. Dudley and Mr. Dietz answered questions.

Dr. Adrienne King, Vice-President, Marketing and Outreach: Dr. Adrienne King reported on the holiday fundraising campaign. The student contributions made during the first week totaled just over \$1,800. The next weeks of the campaign will focus on faculty and staff, then alumni.

Dr. King said her office has been working on a text alert system that will be connected to the Public Safety web page rather than to myGate. This will allow persons who don't have myGate accounts, such as students of parents, to receive university-related text alerts.

Individuals who currently receive university text alerts will continue to receive them when the system changes from myGate to the Public Safety web page.

Joyce Gordon, Director, Human Resources: Joyce Gordon discussed the Employment Assistance Program now available to university staff and faculty. She said that EAP does not share employee information with the university.

A question was asked about the status of exempt and non-exempt definitions. Ms. Gordon replied that Department of Labor regulations regarding exempt and non-exempt positions are not expected until mid to late 2016. MSU is currently reviewing position descriptions in preparation for the regulations. She answered questions.

Keith Weber, Chief Information Officer: Keith Weber presented a proposed draft of the technology governance structure for the university. The plan would be updated annually. A technology steering committee will be formed. Additionally, a new software system for Help Desk ticketing is being secured. He would like to return to Staff Congress in the spring to present an update on the technology governance plan. He welcomes questions.

Presentation to Dr. Davies: Staff Congress President Laura Lohr presented Dr. Davies with a card signed by children who attended the Staff Congress Children's Christmas Party. Dr. Davies complimented Staff Congress on the party.

Staff Regent Report: Staff Regent Phil Schooley said the items in his report have been discussed earlier in today's Staff Congress meeting. The next Board or Regents meeting is scheduled for February 26.

APPROVAL OF NOVEMBER MEETING MINUTES: Dana Howard said that in the November meeting minutes, in the report from Dr. Adrienne King, the paragraph incorrectly states that the Holiday Giving Campaign is in recognition of the 60th anniversary of desegregation on the MSU campus. The minutes should be corrected to say that Dr. King said that the theme of "Celebrating a Season of Global Traditions" fits nicely with the celebration of the 60th anniversary of desegregation on the MSU campus.

John Young made a motion to approve the November meeting minutes as corrected. Orville Herndon seconded, and the motion carried.

APPROVAL OF NOVEMBER TREASURER'S REPORT: Treasurer Jessica Evans presented the November Treasurer's Report. She noted that the report does reflect the transfer of the fall scholarship awards to the recipients. Debbie Plummer made a motion to approve the November Treasurer's Report as presented. John Young seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Staff Congress President Laura Lohr said she attended the Leadership Meeting with Dr. Davies, the Provost Search Committee meeting, and the campus holiday events. She thanked Staff Congress members for their work.

She encouraged Congress members to continue using the Google doc that has been created for the submission of questions to be asked at Staff Congress meetings. She said a new question submitted on the Google doc is a request for a loan program to purchase exercise equipment similar to the computer loan program available to employees. Laura said she will follow-up with Human Resources. James Barnett added that a recommendation for such a loan program has been made to the Wellness Task Force which is formed as part of the university's Strategic Plan. Laura said she will also follow-up with the Wellness Task Force.

Credentials and Elections Committee: Committee Chair Orville Herndon read the names of Staff Congress members whose terms expire July 1. He said that the Credentials and Elections Committee proposes that the filing period for the 2016 Staff Congress Election be held Tuesday, March 29 through Monday, April 11, 4:30 p.m. The proposed online voting dates for the 2016 Staff Congress Election dates are Tuesday, April 26, 12:01 a.m. through Thursday, April 28, 11:59 p.m. He said that Credentials and Elections Committee makes a recommendation that Staff Congress accept the proposed filing and election dates. Staff Congress members voted to accept the proposed dates.

Staff Recognition Committee: Committee Chair Ashley Rogers was unable to attend today's Staff Congress meeting. Laura Lohr said that an Above and Beyond Award will be presented at the next Staff Congress meeting. A nomination form is being developed for the award.

Staff Special Events Committee: Committee Chair Shanna Burgess reported on the Children's Christmas Party. She said thank you notes have been sent to the students who helped during the party. She noted that Congress may want to discuss changing the time of the party if the city continues to hold the Christmas parade at night. She welcomes feedback on the party.

Jessica Evans reported that printed pictures with Santa at the party raised \$210 for the text book scholarship fund. She thanked Robyn Pizzo for suggesting the fundraiser. She would like to offer the printed photos at the 2016 Children's Christmas party as a scholarship fundraiser. Shanna added that the photos were also sent via email to the families. She thanked Orville for taking the photos.

Jessica said that approximately 250 people attended the Staff Reception and 231 registered for the door prizes. She thanked Congress members for the help with the reception. Jessica asked for comments regarding the reception. The silent auction at the reception raised \$251.50 for the text book scholarship.

Laura Lohr thanked Shannon, Robyn, and Jessica for their work with the text book scholarship fundraiser events.

Communications Committee: No report.

Working Conditions Committee: No report.

Staff Congress Foundation Book Scholarship Committee: Textbook Scholarship Committee Chair Jessica Evans said the January 7, 2016 date is no longer available for Staff Congress members to work concessions to raise money for the scholarship. If Staff Congress members will work at the concessions at the January 21, 2016 basketball games, \$275 will be donated to the book scholarship fund. Congress members can reply to her Google Calendar invitation or tell her after today's meeting if they will work at the concessions on January 21. Jessica and Laura thanked all who will help with the concessions.

Jessica said that at a previous Staff Congress meeting, someone suggested sending personalized letters to potential scholarship donors. Robyn Pizzo added that she has worked with Abby in the Office of Development to prepare the mailing. The letters will be sent in the spring, after the completion of the Holiday Giving Campaign.

Personnel Policies and Benefits Committee: No report.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Faculty and Staff Insurance and Benefits Committee Chair John Young said the committee meets the second Friday of the month. Because the faculty will not be on campus on the second Friday of January, the meeting for that month will be moved to a later date, to be determined.

Intercollegiate Athletic Council: Sheri Riddle reported that Adam Osborne will replace Brad Corbin as the Assistant Athletics Director for Compliance. The recent compliance report had no issues. The non-exempt issue will affect 36 positions within Athletics. The soccer field lights will be updated. A scoreboard similar to the one at the CFSB Center will be added to the soccer field.

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: No report.

OLD BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: John Young made a motion to adjourn the meeting. Jessica Evans seconded, and the motion carried. The meeting was adjourned.