



MURRAY STATE UNIVERSITY

Staff Congress

Draft Minutes for October 19, 2016
304 North Applied Science Building

Present: Re’Nita Avery-Meriwether, Jami Carroll, Jessica Evans, Jeff Gentry, Debbie Griffin, Orville Herndon, Dana Howard, Jerry O’Bryan, Robyn Pizzo, Debbie Plummer, Brian Purcell, Sheri Riddle, Maria Rosa, Tressa Ross, Terry Stalls, Brittney Stinnett, Rhonda Timmons, Stephanie Totty, John Young, and Staff Regent Phil Schooley.

Guests: Jackie Dudley, Vice-President, Finance and Administrative Services; Dr. Renae Duncan, Vice-President of Academic Affairs; Dr. Renee Fister, Senior Presidential Advisor for Strategic Initiatives; Joyce Gordon, Director, Human Resources; David Snow, Managing Editor, Murray Ledger and Times; and Susan Spier, Assistant Director of Benefits and Compensation, Human Resources.

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

REPORTS FROM SPECIAL GUESTS:

Dr. Renee Fister, Senior Presidential Advisor for Strategic Initiatives: Dr. Renee Fister reported on behalf of Dr. Davies, who is traveling today, that the Kentucky Supreme Court ruled that 2015-2016 state funding withheld from universities by Governor Bevin’s directive must be given to the universities.

Susan Spier, Assistant Director of Benefits and Compensation, Human Resources: Susan Spier reported on open enrollment. She said one final open enrollment computer session will be held.

Joyce Gordon, Director, Human Resources: Joyce Gordon asked for feedback on the new portal for open enrollment. Jeff Gentry replied that using the portal went well and recommended employees read directions on the site. Brittney Stinnett said the benefits portal is used nationwide, so some MSU employee myGate usernames may already be taken by other portal users. Employees can create a separate log-in name for the portal. Users can upload a phone app for the portal to view plan information which can be helpful at medical provider’s offices. Jeff Gentry thanked Human Resources staff for helping employees use the new portal. Joyce Gordon said that when employees call Human Resources for assistance, HR staff can use the same view as employees, making it easier to provide assistance. Sheri Riddle added that benefits portal password questions should be directed to Human Resources as the Help Desk does not have access to that information. Stephanie Totty said the open enrollment sessions have been very helpful.

Joyce gave an update on the university’s implementation of the Fair Labor Standards Act. Human Resources will hold FLSA information sessions for employees. Sessions for managers will also be available. She explained the process Human Resources used to classify positions according to the FLSA requirements. Human Resources staff have met individually with staff whose positions have been re-classified as non-exempt. Organizations are required to implement the FLSA by December 1. MSU plans to implement the FLSA by November 12.

Jackie Dudley, Vice-President, Finance and Administrative Services: Jackie Dudley elaborated on how the university has addressed pay changes for individuals affected by the FLSA. Joyce added that positions changed to non-exempt are not demoted. Jackie answered FLSA questions asked by Staff Congress members.

John Young reminded staff about the Health and Benefits Fair to be held in the Curris Center Ballroom on October 20. Susan Spier added that the fair will include break-out sessions and a computer lab for open enrollment.

Staff Regent Report: Staff Regent Phil Schooley said the Board of Regents will meet on December 9. He asked staff to let him know of staff who have received awards or grants so that he can include those in his presentation at the Board of Regents meeting.

SEPTEMBER MEETING MINUTES: Jeff Gentry made a motion to approve the September minutes as presented. Marion Hale seconded, and the motion carried.

SEPTEMBER TREASURER’S REPORT: Treasurer Jessica Evans presented the September Treasurer’s Report. Debbie Plummer made a motion to approve the September Treasurer’s Report as presented. Maria Rosa seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Concerning the new business item from the September meeting regarding changing the meeting agenda order, John Young said he consulted with Staff Congress Parliamentarian Marion Hale who said the Congress can construct the meeting

agenda as desired without a vote. A vote would be needed if during a meeting, the Congress wished to change the order of the meeting in progress. Today's Staff Congress meeting followed the Congress' traditional agenda order of allowing guests to speak at the beginning of the meeting because some of today's guests needed to leave early to attend another meeting.

Credentials and Elections Committee: Credentials and Elections Committee Chair Orville Herndon said Staff Congress has three vacancies. Human Resources staff are verifying the eligibility of write-in candidates who received votes in the April 2016 Staff Congress Election. Orville added that any change of position classification of current Staff Congress members from salary to hourly does not affect those members' ability to serve on Staff Congress according to the Staff Congress ByLaws.

Staff Recognition Committee: Laura Lohr will chair the Staff Congress Recognition Committee. John Young said the 2017 Staff Recognition Luncheon has been scheduled for August 8. Classes start the following Tuesday.

Staff Special Events Committee: John Young said Stephanie Totty will chair the Staff Special Events Committee. The Children's Christmas Party is scheduled for December 3, 1:00-3:00 p.m. Congress members are asked to bring individually wrapped candy to the November Staff Congress meeting. The candy will be given to children at the Christmas party. A volunteer sign-up sheet for the party will be available at the November Staff Congress meeting. The Staff Reception has been rescheduled from December 13 to December 8, 2:00-4:00 p.m., because Dining Services will be closed on the 13th. John Young asked Phil Schooley to contact Facilities Management to inform Building Service Technicians of the reception.

Communications Committee: No report.

Working Conditions Committee: No report.

Staff Congress Foundation Book Scholarship Committee: Staff Congress Book Scholarship Committee Chair Robyn Pizzo said textbook scholarships have been awarded to Sam Doran in Dining Services and Paige Rogers in the Dean's Office of Education and Human Services. The spring scholarship application deadline is February 1. Robyn will work with Christian Cruce in the Scholarship Office to move the Staff Congress Textbook Scholarship to the main scholarship page to allow all students to view the scholarship. It will have wording indicating the eligibility requirements (such as staff or staff dependent). Robyn and the committee will seek additional ways to inform staff of the scholarship. She said that printed photos with Santa at the Children's Christmas Party will be available for an optional donation to the textbook scholarship fund. A donation box and payroll donation forms will be available at the Staff Reception. Jessica Evans is organizing a silent auction fundraiser to be held at the reception.

Personnel Policies and Benefits Committee: No report.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: The University-wide Faculty and Staff Insurance and Benefits Committee will meet on October 21. Open enrollment ends on October 28.

Intercollegiate Athletic Council: Sheri Riddle reported that at the Intercollege Athletic Council meeting, the effect of FSLA on some employees in the Athletics Department was discussed.

Naming Campus Facilities Committee: Marion Hale said a naming proposal will be presented for approval at the December meeting of the Board of Regents. Upon approval, the details will be presented to the public.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

International Studies Advisory Committee: No report.

OLD BUSINESS: None.

NEW BUSINESS: None.

ADJOURNMENT: Stephanie Totty made a motion to adjourn. The motion was seconded, and the motion carried.