



Staff Congress

Draft Minutes for July 17, 2024

Curriss Center Cumberland Room and Zoom

Present: Christian Barnes, Dedrick Brooks, Tami Dandeneau, Jodi Hanneman, Gerry Harris, Orville Herndon, Dayna Hutchinson, Joshua Hutson, B.J. Johnson, Matthew Jones, Trish Lofton, Jeremy McKeel, Amanda Mansfield, Audrey Neal, Kim Newbern, David Shelton, Mary Steely, Kristen Swisher, Joshua Tillson

Absent: Duane Dycus, Tressa Ross, Justin Thomas, Casey Workman

Guests: Jackie Dudley, Vice President, Finance and Administrative Services; Courtney Hixon, Director of Human Resources; Monica Knight; Dr. David Wilson, Staff Regent

CALL TO ORDER: Staff Congress President Audrey Neal called the meeting to order.

REPORTS FROM SPECIAL GUESTS PRESENT:

Jackie Dudley, Vice President, Finance and Administrative Services: Jackie Dudley provided an update on the water main break and electrical repairs in the Waterfield Library. She also gave an update on the new nursing building.

Courtney Hixon, Director of Human Resources: Courtney Hixon said that the Wellness Pledge walking group will continue to meet on Wednesdays in July. Wellness Coordinator Lauren Smeed will be at the MSU gates at 11:00 a.m. on those Wednesdays, for staff to sign-in for the walking group. A watermelon social is scheduled for July 24, from 12:30 to 2:00 p.m., at the breezeway of the Waterfield Library. The watermelon social will count as a Wellness event. The Employee Assistance Program is available to MSU employees and offers monthly webinars for employees and their family members. Information is available on the Human Resources website.

Orville Herndon said someone asked him if employees can receive credit on the Wellness Pledge if they have missed one of the walking groups but participate in the other Wellness Pledge walking groups scheduled for July. Ms. Hixon replied that employees can receive credit for participating in the walking group if they attend at least one of the walking group events.

Staff Regent Report: Staff Regent Dr. David Wilson said that the Governor's Scholars Program students are currently on-campus. The Board of Regents retreat is scheduled for September 12. The Board of Regents meeting is scheduled for September 13. He has asked that the presentation of the Staff Survey results be included on the agenda for the Board of Regents retreat. He thanked the Staff Survey Committee for preparing the report from the survey results. Some students will begin arriving on campus for the fall semester on August 14. Dr. Wilson plans to visit staff offices throughout the 2024-2025 year. He will attend trustee training in September. Staff may contact him with questions.

APPROVAL OF MINUTES: Dedrick Brooks made a motion to approve the June 26, 2024 Meeting Minutes. Jeremy McKeel seconded. President Neal asked if there were any corrections or notes to the minutes. There were none. Ms. Neal called for the question. The motion carried.

APPROVAL OF TREASURER'S REPORT: Christian Barnes made a motion to approve the June 2024 Treasurer's Report. Dedrick Brooks seconded. President Neal asked if anyone had any questions about the Treasurer's Report. There were none. Ms. Neal called for the question. The motion carried. President Neal thanked outgoing Treasurer Jodi Hanneman for her work as Treasurer.

Staff Regent Dr. David Wilson thanked Christian Barnes for his work with Staff Congress. Mr. Barnes has accepted off-campus employment.

STANDING COMMITTEE REPORTS:

Executive Committee: President Neal said the Executive Committee will meet the week of July 22 to plan for the Staff Congress retreat scheduled for July 30, 2024. A copy of the 2023-2024 Staff Survey Results will be sent to Staff Congress members prior to the retreat. At the retreat, Staff Congress will set goals and objectives for the 2024-2025 year. Committee preference forms will be sent to Staff Congress representatives.

Credentials and Elections Committee: For the benefit of new Staff Congress members, Orville Herndon asked meeting attendees to introduce themselves. Christian Barnes and Jessica Arneson have accepted off-campus employment, and have therefore submitted their resignations from Staff Congress. Mr. Herndon explained that the Credentials and Elections Committee oversees the Staff Regent Election and the Staff Congress Election. The next election will be the Staff Congress Election in April 2025.

Staff Recognition and Special Events Committee: No report.

Communications Committee: Jeremy McKeel said that individual photos of Staff Congress members will be taken at the August Staff Congress meeting. The photos will be posted on Staff Congress social media, along with a brief biography, to introduce Staff Congress members. A group photo of Staff Congress representatives will also be taken at the August meeting.

Working Conditions Committee: No report.

Staff Survey Committee: Audrey Neal said the Staff Survey Results will be sent to Staff Congress members. The results will also be posted to the Staff Congress website. The Staff Congress executive officers will present the results to the Board of Regents.

Textbook Scholarship Committee: Joshua Hutson said the Textbook Scholarship Committee will meet in the fall to select scholarship recipients for the fall semester. Information will be posted to social media and to Racer Nation to remind staff to apply for the textbook scholarship and the professional development fund scholarship.

Personnel Policies and Benefits Committee: No report.

Diversity, Equity, and Inclusion Committee: No report.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Orville Herndon reported that when the Faculty and Staff Insurance and Benefits Committee receives insurance information from Marsh McLellan, the committee will begin discussing the 2025 health plan. The committee will hold an organizational meeting on August 23, at 1:00 p.m. The meeting is open to the public. At the meeting, the group will select a secretary and a chair for the 2024-2025 year. The committee consists of eight staff and eight faculty. Staff Congress members interested in serving on the committee can indicate their interest on the committee preference form that will be sent to them. Being on the Staff Congress Personnel Policies and Benefits Committee is recommended for persons also serving on the Faculty and Staff Insurance and Benefits Committee.

Staff have suggested to Mr. Herndon that the university leave policies be revised to include foster parents. The leave policies include birth and adoptive parents, but not foster parents. The Insurance and Benefits Committee will form a sub-committee to discuss the topic. Mr. Herndon asked that foster parents contact him so that their input can be included in the discussion by the committee. He said that the privacy of the foster parents will be maintained.

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.

Budget Advisory Committee: No report.

Shared Governance Committee: No report.

Parking Advisory Committee: No report.

AD HOC COMMITTEES:

Business List Revision Committee: No report. President Neal asked that Staff Congress representatives inform the Business List Revision Committee of any discounts of which they are aware.

Staff Regent Bylaws Revision Committee: Orville Herndon said that, as part of the process to update the election procedures for the Murray State Staff Regent, the Staff Regent Bylaws Revision Committee is reviewing Staff Regent Election policies and procedures at other Kentucky universities. The committee is reviewing only those aspects of the election that are not otherwise governed by Kentucky Revised Statute. Any proposed revision approved by Staff Congress will be reviewed by Murray State University General Counsel and may also need to be submitted to the Board of Regents.

UNFINISHED BUSINESS: Audrey Neal said the Staff Congress retreat is scheduled for July 30, 11:00 a.m. to 2:00 p.m., at the Big Apple restaurant. Attendees will provide their own lunch. At the retreat, Staff Congress will discuss goals and objectives for the 2024-2025 year.

NEW BUSINESS: Trish Lofton said volunteers will be needed to assist with New Beginnings. An email will be sent to staff with information.

ADJOURNMENT: Dedrick Brooks made a motion to adjourn. Jeremy McKeel seconded, and the motion carried. The meeting was adjourned.