



## Staff Congress

**Draft Minutes for September 18, 2024**  
**Curris Center Cumberland Room and Zoom**

**Present:** Dedrick Brooks, Duane Dycus, Jodi Hanneman, Gerry Harris, Orville Herndon, Dayna Hutchinson, Joshua Hutson, B.J. Johnson, Trish Lofton, Jeremy McKeel, Amanda Mansfield, Audrey Neal, Kim Newbern, Tressa Ross, David Shelton, Mary Steely, Rachel Stewart, Kristen Swisher, Justin Thomas, Joshua Tillson, Casey Workman, Lisa Willis

**Absent:** Tami Dandeneau, Matthew Jones

**Guests:** Jackie Dudley, Vice President, Finance and Administrative Services; Courtney Hixon, Director, Human Resources; Camela Ramey

**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 reported on Family Weekend which was held September 13-15. She gave an update on the electrical outage on the north side of campus. Because Winslow Dining Hall was affected by the power outage, arrangements have been made to provide food to students. The Board of Regents retreat and meeting were held on September 12 and 13. Projects and other items were discussed.

**Courtney Hixon, Director of Human Resources:** Courtney Hixon said the second phase of the Racer Wellness Plan will end on September 30. An email was sent to employees with information about the Sharecare partnership with Anthem that will end on December 30, 2024. Employees with questions about Sharecare may contact Lauren Smee, Wellness Coordinator, or staff in the Human Resources office. Human Resources is working to find other options for employees to use after Sharecare ends. Open enrollment is scheduled for October 18 through November 1. A drive-through flu immunization clinic will be held October 16, 7:00-9:00 a.m., in the CFSB parking lot. Flu immunizations will also be available at the health fair, which is scheduled for October 23, 10:30 a.m. to 1:30 p.m. In response to requests from employees, the length of the health fair has been increased by one hour. More information about the health fair will be distributed. The second phase of changes to the salary threshold for overtime exempt status will begin on January 1, 2025. The changes are part of the FLSA update released in April 2024, by the Department of Labor. During the week of September 16, Human Resources will begin communicating with supervisors regarding the salary threshold change. At the end of September, Human Resources will communicate with employees who will be affected by the salary threshold change. Information sessions will be held.

**Dr. Don Robertson, Vice President of Student Affairs:** Staff Congress President Audrey Neal presented the enrollment update on behalf of Dr. Don Robertson who was unable to attend today's Staff Congress meeting.

Jackie Dudley added that the campus health services provider will change from Village Medical to Murray Medical Associates.

**Staff Regent Report:** President Neal said that Staff Regent Dr. David Wilson was out-of-town and therefore unable to attend today's Staff Congress meeting. Dr. Wilson will email updates to staff.

**APPROVAL OF MINUTES:** Dedrick Brooks made a motion to approve the August 21, 2024 Meeting Minutes as presented. Joshua Hutson seconded. President Neal asked if there were any changes or corrections. There were none. Ms. Neal called for the vote. The motion carried.

**APPROVAL OF TREASURER’S REPORT:**

**July 2024 Staff Congress Treasurer’s Report:** Trish Lofton made a motion to approve the July 2024 Treasurer’s Report. Joshua Hutson seconded. President Neal asked if there was any discussion. There was none. Ms. Neal called for the vote. The motion carried.

**August 2024 Staff Congress Treasurer’s Report:** Joshua Hutson made a motion to approve the August 2024 Treasurer’s Report. Dedrick Brooks seconded. President Neal asked if there was any discussion. There was none. Ms. Neal called for the vote. The motion carried.

**STANDING COMMITTEE REPORTS:**

**Executive Committee:** Audrey Neal reported that the Staff Congress officers presented the Staff Survey Results to the Board of Regents at the board’s retreat on September 12. The officers answered questions the board members asked about the results.

**Credentials and Elections Committee:** Orville Herndon said that Lisa Willis has agreed to complete the remainder of Sondra Kreger’s term as the Breathitt Veterinary Center representative. Ms. Kreger retired from the university earlier in 2024. Ms. Willis has previously served on Staff Congress and was also Staff Congress President.

Rachel Stewart has agreed to complete the remainder of Jessica Arneson’s term in the At-Large category. Ms. Arneson accepted off-campus employment earlier this year.

Orville Herndon made a motion to appoint Lisa Willis and Rachel Stewart to complete the remainder of vacant terms on Staff Congress. Trish Lofton seconded. President Neal asked if there was any discussion. There was none. President Neal called for the vote, and the motion carried.

Mr. Herndon said he is in the process of contacting other write-in candidates from the April 2024 Staff Congress Election to ask if they will fill the vacant positions on Staff Congress.

**Staff Recognition and Special Events Committee:** Tressa Ross reported that the Staff Recognition and Special Events Committee has scheduled a meeting. At the Staff Congress retreat, members discussed comments on the Staff Survey. In those comments, staff requested more opportunities to be recognized. Ms. Ross asked that Staff Congress members contact the Staff Recognition and Special Events Committee if they have suggestions for ways to recognize staff.

Audrey Neal suggested that any new recognition opportunity specify the skills or accomplishments the recognition will highlight. This will enable persons to identify staff to nominate for the recognition.

**Communications Committee:** No report.

**Working Conditions Committee:** B.J. Johnson said the Working Conditions Committee will meet the week of September 23.

**Staff Survey Committee:** Dedrick Brooks said the Staff Survey Committee will meet the week of September 23. He complimented the Staff Congress officers on their presentation of the Staff Survey Results to the Board of Regents. He said that, at the Board of Regents meeting, Chair Leon Owens said staff can contact Staff Congress with concerns so that Staff Congress can relay those concerns to the Board of Regents.

Trish Lofton added that Chair Owens said he read the entire Staff Survey Results document. Ms. Lofton complimented the Staff Congress officers on their presentation of the Staff Survey Results.

**Textbook Scholarship Committee:** Joshua Hutson reported that the application due date for the fall Professional Development Fund has passed. The person who had applied for the fall Professional Development Fund scholarship is no

longer employed at Murray State and is therefore no longer eligible for the scholarship because it is available only to Murray State employees. Applications for the Textbook Scholarship are due October 1. The committee will meet after October 1, to select a scholarship recipient.

**Personnel Policies and Benefits Committee:** Trish Lofton said the Personnel Policies and Benefits Committee will meet on September 24. The committee has scheduled standing meetings. She forwarded to the committee members the information from the Staff Survey that relates to the committee's work.

**Diversity, Equity, and Inclusion Committee:** Amanda Mansfield said the Diversity, Equity, and Inclusion Committee will meet on September 3, and bi-monthly after that. The committee will meet with Jordan Smith, Assistant Vice President for Public Affairs, to discuss legislation related to the committee's work. The committee will discuss goals and objectives, as well as the possibility of changing the committee's name.

Audrey Neal suggested the committee consider identifying education and training opportunities for staff regarding diversity, equity, and inclusion.

#### **UNIVERSITY-WIDE COMMITTEES:**

##### **Faculty and Staff Insurance and Benefits Committee:**

Orville Herndon reported on the Faculty and Staff Insurance and Benefits Committee's organizational meeting that was held earlier in September. Mr. Herndon was elected chair of the committee. He can send the list of committee members to anyone who requests it, because the committee meetings are open to the public. The committee discussed health insurance and approved the recommendation for the 2025 health plan. Marsh McLellan will help to identify additional programs such as Hinge Health. The university's participation in Sharecare will stop at the end of 2024. Employees need to use their Sharecare points by December 30.

A subcommittee has been formed to discuss parental leave for foster parents. A chair for the subcommittee has not yet been chosen. He asked that foster parents contact him to provide input the subcommittee. Privacy of the foster parents and families will be maintained.

Tressa Ross suggested that a notice be put in Racer Nation to request that foster parents contact Mr. Herndon to provide input for the subcommittee.

During the fall semester, the committee plans to meet on the first Friday of each month, via Zoom, at 8:15 a.m.

**Intercollegiate Athletic Council:** No report.

**Naming Campus Facilities Committee:** Dedrick Brooks reported that at the September 13, 2024 Board of Regents meeting, the naming of the Leon Owens Winner's Circle and Performance Center at the CFSB Center was announced. A recognition plaque will be placed at the CFSB Center's main administrative and performance space entrance.

**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.

Dedrick Brooks asked if the Parking Advisory Committee has received an update about the charging stations for electric vehicles.

Duane Dycus said the Parking Advisory Committee has not received any new information about the charging stations.

Jackie Dudley said that the university accepted from TVA the gift of two charging stations that will be placed behind the General Services Building. The stations will accommodate four vehicles. TVA has also gifted the installation of the charging stations.

David Shelton said work is being done on the lines needed for installation of the charging stations.

Tressa Ross encouraged staff to listen to the streaming recording of the September 12 Board of Regents retreat. She said that detailed information was presented at the retreat that, due to time constraints, was not repeated at the September 13 Board of Regents meeting.

**AD HOC COMMITTEES:**

**Business List Revision Committee:** No report.

**Staff Regent Bylaws Revision Committee:** Orville Herndon reported that the Staff Regent Bylaws Revision Committee is in the process of gathering and reviewing the Staff Regent Election policies of Kentucky universities.

**UNFINISHED BUSINESS:**

**Update on Overtime and Exceptional Leave Policy Revision:** President Neal said that Staff Congress submitted to Human Resources a proposed revision to the Overtime and Exceptional Leave Policy. She asked Human Resources Director Courtney Hixon to share an update on the proposed revision.

Courtney Hixon said the Human Resources staff are in the process of comparing the Murray State policy to the policies of Kentucky public universities, Missouri Valley Conference institutions, and peer institutions.

President Neal added that the Staff Congress Personnel Policies and Benefits Committee compared the Murray State Overtime and Exceptional Leave Policy to the policies of peer universities when the committee prepared the proposed revision over a year ago, and that Human Resources is reviewing the policies of peer universities for any updates.

**NEW BUSINESS:**

Trish Lofton said she is preparing the Staff Congress annual report for 2023-2024. She will present the report to Staff Congress before copies are printed for distribution.

**INFORMATION ITEMS:** Dedrick Brooks said the Office of Institutional Effectiveness has made online dashboards available for easy access to information that staff use daily, such as enrollment management. Tressa Ross and Trish Lofton said the dashboards have been helpful.

**ADJOURNMENT:** Trish Lofton made a motion to adjourn. Dedrick Brooks seconded, and the motion carried. The meeting was adjourned.