



Staff Congress

**Draft Minutes for July 19, 2023
118 Wells Hall and Zoom**

Present: Christian Barnes, Duane Dycus, Jodi Hanneman, Orville Herndon, Dayna Hutchinson, Joshua Hutson, Casey Johnson, Sondra Kreger, Trish Lofton, Jeremy McKeel, Audrey Neal, Kim Newbern, Matt Purdy, Tressa Ross, Shyann Royalty, David Shelton, Matthew Todd.

Absent: Marty Anderson, Dedrick Brooks, Russell Dunn, Matthew Jones, Travis Plunkett, Angela Richerson, Dr. J. David Wilson.

Guests: Dr. Jessica Evans, Staff Regent; Courtney Hixon, Director, Human Resources.

CALL TO ORDER: Staff Congress President Trish Lofton called the meeting to order. She welcomed new Staff Congress members and asked those attending in-person and via Zoom to introduce themselves.

REPORTS FROM SPECIAL GUESTS PRESENT:

Courtney Hixon, Director, Human Resources: Courtney Hixon said the supervisor workshop series has started. The trainings will be held through November. Thirty-five supervisors have registered for the trainings. Other supervisors have been added to the waiting list for the spring semester workshop series. Upcoming Racer Wellness events include the watermelon social scheduled for July 25 and the lunch walking group scheduled for July 26. The registration table for the walking group will be located near the MSU gates close to the Fine Arts building. Between 50 and 60 employees participate in the lunch walking group each week.

Staff Regent Report: Staff Regent Dr. Jessica Evans welcomed new Staff Congress members and said she looks forward to working with Staff Congress. She said that she is happy to attend any Staff Congress committee meetings if the committee members would like her to attend, but added that committees should not feel obligated to invite her to their meetings. Two new members have been appointed to the Board of Regents: Matt Price, a physician in Murray; and G.L. Ovey, former Commonwealth attorney for the 56th Judicial Circuit. The Board of Regents will have a special-called meeting on August 7, at 1:30 p.m., in Wells Hall, room 118, to swear-in the new regents. The Board of Regents retreat is scheduled for August 24, with the quarterly Board of Regents meeting scheduled for August 25.

APPROVAL OF MINUTES: Joshua Hutson made a motion to approve the June 2023 Minutes as presented. Jodi Hanneman seconded, and the motion carried.

APPROVAL OF TREASURER'S REPORT: Joshua Hutson made a motion to approve the June 2023 Treasurer's Report as presented. Jeremy McKeel seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: President Trish Lofton introduced the 2023-2024 Staff Congress officers who were elected at the June 2023 Staff Congress meeting. Ms. Lofton was re-elected as President. Audrey Neal was elected Vice President. Jodi Hanneman was re-elected as Treasurer. Past President Dr. David Wilson serves on the Executive Committee. At the Executive Committee's July meeting, the officers discussed having a retreat for Staff Congress members. Topics for the retreat will be the role of Staff Congress and the Staff Congress Goals and Objectives for the 2023-2024 year.

Staff Congress members discussed when to schedule the retreat. The group agreed to hold the retreat on July 27, 9:00-11:00 a.m. A Zoom option will be available for the retreat.

President Lofton said she emailed Staff Congress members a form to indicate their Staff Congress committee preferences. The form should be submitted by July 20. She is finishing the Annual Report and will present it to Staff Congress at the retreat on July 27. Based on feedback from Staff Congress members and Staff Survey comments, the Staff Congress meeting agenda has been restructured to focus more on staff needs and to be more efficient with the time length of meetings.

After committee assignments have been finalized, Ms. Lofton will schedule a training for committee chairs. The committees will select one or two goals from the 2023-2024 Staff Congress Goals and Objectives. The Executive Committee hopes to present the 2022-2023 Staff Congress Annual Report, the Goals and Objectives, and the Staff Survey results to the Board of Regents at the Board of Regents retreat in August.

The Executive Committee plans to hold listening sessions again this year. One session will focus on issues that pertain to non-exempt staff, such as overtime. Another session will focus on issues that affect exempt staff. Staff may attend either session regardless of exempt or non-exempt status. A third listening session will be a general listening session for all staff.

One change that resulted from the 2022-2023 listening sessions was the revision of Staff Congress constituency groups to include a representative for the extended campuses.

Credentials and Elections Committee: Orville Herndon welcomed new members. He has emailed to Staff Congress members a list of current Staff Congress members arranged by their current constituency groups and arranged by the new groups that were approved by Staff Congress in the spring. The new representation structure is pending approval by the Board of Regents. Once approved, the transition to the new structure will occur in phases and will be fully implemented by July 1, 2026.

Staff Recognition and Special Events Committee: No report.

Communications Committee: Jeremy McKeel reported that he and the committee are developing a communications plan. The plan will be forwarded to Staff Congress.

Working Conditions Committee: No report.

Staff Survey Committee: No report.

Textbook Scholarship Committee: No report.

Personnel Policies and Benefits Committee: Trish Lofton reported on the Personnel Policies and Benefits Committee's meeting today with Courtney Hixon and Haley Stedelin of Human Resources. The committee and Human Resources staff discussed the overtime compensation policy and changes to the policy suggested at the June Staff Congress meeting. Also discussed was the need for staff in academic departments to understand that the overtime compensation policy applies to office staff. Ms. Hixon is reviewing the compensation policies at peer institutions. Audrey Neal added that the policy applies to employees who receive work calls, are expected to answer email, or are expected to work outside of the employees' normal work hours.

The overtime policy is available on the Human Resources website. Staff may contact Ms. Hixon with questions about the policy. Information can remain confidential. In the Staff Survey, staff indicated concerns about confidentiality.

Diversity, Equity, and Inclusion Committee: No report.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Orville Herndon said the committee will meet on August 18. He is part of a sub-committee that is discussing the 2024 health care plan. The subcommittee is waiting for updated information from Siegal and Anthem. The sub-committee hopes to have the information to present to the August 18 meeting of the Faculty and Staff Insurance and Benefits Committee. The committee members will then take the information to their constituents for input.

The committee will meet on September 1, to discuss input received from employees and to finalize the health plan for 2024. Employee contributions are expected to increase. Mr. Herndon has requested that increases be implemented gradually over time rather than drastically and suddenly.

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: Duane Dycus said the committee will probably meet in the fall.

AD HOC COMMITTEES:

Business List Revision Committee: Trish Lofton explained that Staff Congress maintains a list of businesses that offer discounts for Murray State employees. Jodi Hanneman is the chair of the Business Discount List Revision Committee. Staff may send business discount information to Ms. Hanneman.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

Information Items: The next Staff Congress meeting will be held on August 16, at 1:30 p.m. The location will be determined.

Adjournment: Orville Herndon made a motion to adjourn. Matt Purdy seconded, and the motion carried. The meeting was adjourned.

Staff Congress members

Effective July 1, 2023

Current Groups

Group A

Secretarial/Clerical

	Term Ends
Jodi Hanneman	2024
Angela Richerson	2024
	2025
	2025
Dayna Hutchinson	2026
Shyann Royalty	2026

Group B

General/Facilities Management

Russell Dunn	2024
	2024
Matthew Todd	2025
	2025
Marty Anderson	2026
David Shelton	2026

Group C

Executive/Managerial/Professional

Matt Purdy	2024
J. David Wilson	2024
Jeremy McKeel	2025
	2025
Duane Dycus	2026
Audrey Neal	2026

At-Large

Christian Barnes	2024
Dedrick Brooks*	2024
Orville Herndon	2024
Trish Lofton	2024
Matt Jones	2025
Kim Newbern	2025
Tressa Ross	2025
	2025
Josh Hutson	2026
Casey Johnson	2026
Sondra Kreger, BVC	2026
Travis Plunkett	2026

New Groups

(pending Board of Regents approval of bylaw change)

Group A

President	Term Ends
(3 members/1 elected annually)	
Jeremy McKeel	2025

Group B

Academic Affairs	
(6 members/2 elected annually)	
Jodi Hanneman	2024
Dayna Hutchinson	2026

Group C

Finance & Administrative Services	
(6 members/2 elected annually)	
Russell Dunn	2024
J. David Wilson	2024
Matthew Todd	2025
Marty Anderson	2026
Duane Dycus	2026
Shyann Royalty	2026
David Shelton	2026

Group D

Student Affairs & Enrollment Mgt.	
(3 members/1 elected annually)	
Matt Purdy	2024
Angela Richerson	2024
Audrey Neal	2026

Staff Regent	Term Ends
Jessica Evans	2024

* appointed to complete the remainder of a departing member's term