



Draft Minutes for May 15, 2024
Cumberland Room, Curris Center and Zoom

Present: Christian Barnes, Dedrick Brooks, Duane Dycus, Jodi Hanneman, Orville Herndon, Dayna Hutchinson, Matthew Jones, Trish Lofton, Jeremy McKeel, Audrey Neal, Kim Newbern, Tressa Ross, David Shelton, Kristen Swisher

Absent: Russell Dunn, Joshua Hutson, Sondra Kreger, Matt Purdy, Angela Richerson

Guests: Jackie Dudley, Vice President, Finance and Administrative Services; Courtney Hixon, Director, Human Resources; Mary Steely, Staff Congress member-elect; Dr. David Wilson, Staff Regent

CALL TO ORDER: Staff Congress President Trish Lofton called the meeting to order.

REPORTS FROM SPECIAL GUESTS PRESENT:

Jackie Dudley, Vice President, Finance and Administrative Services: Jackie Dudley said that graduation went well. She reported on projects on campus buildings. She thanked staff for their work. Summer office hours start Monday, June 3.

Courtney Hixon, Director, Human Resources: Courtney Hixon explained changes to the salary thresholds for overtime exempt status. The changes are included in the Fair Labor Standards Act update released in April 2024. Information sessions for supervisors and affected employees will be held. She answered questions.

The deadline for phase one of the Racer Wellness Pledge is May 31.

Jodi Hanneman asked if the Wellness Pledge completion date for the visits to the Wellness Center can be extended due to closure of the Wellness Center.

Ms. Hixon asked Ms. Hanneman to contact Human Resources to address the concern.

Orville Herndon asked if the \$10.64 per prescription dispensing fee enacted in Kentucky Senate Bill 188 would affect the Murray State health plan.

Ms. Hixon said Human Resources does not yet have the answer to that question.

President Lofton said the Know Your Rx Coalition has been very helpful.

Staff Regent Report: Staff Regent Dr. David Wilson thanked staff for all they do to help students. The Board of Regents will meet on June 7. He encouraged staff to watch the meeting online. At the Board of Regents meeting, Evergreen will present information from the compensation study. He said the compensation study information will be available online.

APPROVAL OF MINUTES: Audrey Neal made a motion to approve the April 24, 2024 Meeting Minutes as presented. Dedrick Brooks seconded, and the motion carried.

APPROVAL OF TREASURER'S REPORT: Dedrick Brooks made a motion to approve the April 2024 Treasurer's Report. Jeremy McKeel seconded, and the motion carried.

Audrey Neal asked if the textbook scholarship and professional development awards have been posted to the Staff Congress Treasurer's Report.

Jodi Hanneman replied that the professional development award was issued. There were no textbook scholarship applications for the spring semester.

STANDING COMMITTEE REPORTS:

Executive Committee: President Lofton reported on the May 13 meeting of the Executive Committee. The committee discussed the staff breakfast scheduled for later in May. The committee was briefed by Audrey Neal on the Staff Congress grievance procedure. Ms. Neal will discuss the grievance procedure later in today's Staff Congress meeting.

Credentials and Elections Committee: Orville Herndon thanked Joshua Hutson for overseeing the Staff Congress Election. Mr. Herndon reported the results of the election, for terms beginning July 1, 2024. The results are also available online on the Staff Congress Election website.

As recommended by the Credentials and Elections Committee, Orville Herndon made a motion to appoint Kristen Swisher, one of the winners in the Staff Congress Election, to complete the remainder of a term of a vacant Staff Congress position. The vacancy was created when the representative categories were restructured. The motion was seconded, and the motion carried.

Orville Herndon made a motion to appoint Brandon (B.J.) Johnson to complete the remainder of the Staff Congress position vacated by Dr. David Wilson when he was elected Staff Regent. The motion was seconded, and the motion carried.

The election for the 2024-2025 Staff Congress officers will be held at the June 2024 Staff Congress meeting. Mr. Herndon read the requirements to run for the positions. According to the Staff Congress Bylaws, President Trish Lofton and Treasurer Jodi Hanneman have each served the maximum number of terms in their respective officer positions.

Staff Congress representative Sondra Kreger, from Breathitt Veterinary Center, will be retiring from MSU and has submitted her resignation from Staff Congress, effective the date of her retirement.

President Lofton thanked Ms. Kreger for her service to Staff Congress. She thanked the Credentials and Elections Committee for their work with the Staff Congress Election.

Staff Recognition and Special Events Committee: Jodi Hanneman reported that the staff breakfast is scheduled for the week of May 20. She asked if Congress members would like to have a social event after work hours on May 30. Each person would be responsible for the cost of his or her meal.

President Lofton asked Ms. Hanneman to email Staff Congress members a Google sign-up form for the after-hours event.

Communications Committee: President Lofton thanked Communications Committee Chair Jeremy McKeel for posting items to Staff Congress social media, and for posting Staff Congress member introductions.

Working Conditions Committee: No report.

Staff Survey Committee: No report.

Textbook Scholarship Committee: No report.

Personnel Policies and Benefits Committee: Duane Dycus said he will schedule a meeting of the Personnel Policies and Benefits Committee.

Audrey Neal said the Personnel Policies and Benefits Committee developed guidelines for Staff Congress to follow in the event a grievance is presented to Staff Congress. The university's grievance process lists Staff Congress in the series of departments or groups to be contacted for the presentation of a grievance. When developing the Staff Congress grievance

procedure guidelines, the committee reviewed grievance procedures of peer universities. The committee will present the guidelines to Staff Congress for approval.

Diversity, Equity, and Inclusion Committee: No report.

President Lofton added that a recent edition of the email newsletter *Inside Higher Education* included an article which discussed that many universities are closing their DEI offices. She hopes that MSU's DEI office will remain open.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Orville Herndon said the Faculty and Staff Insurance and Benefits Committee is not scheduled to meet during the summer. A subcommittee will review insurance information and present the information to the full committee when the committee meets during the fall semester. Marsh McLennan, MSU's new health and wellness consultant, will look at insurance plan data and make suggestions for cost savings.

Intercollegiate Athletic Council: No report.

Staff Regent Dr. David Wilson said he attended the presentation of the Dunker Awards. He complimented the event, which recognized MSU athletes.

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: President Lofton said the Business List Revision Committee is seeking additional committee members.

Merit Pay/Years-of-Service Pay Committee: President Lofton reported that the Merit Pay/Years-of-Service Pay Committee has been paused.

Staff Regent Bylaws Revision Committee: Orville Herndon reported that the Staff Regent Bylaws Revision Committee has requested Staff Regent election process information from peer Kentucky universities.

UNFINISHED BUSINESS: None

NEW BUSINESS:

Set Date for Staff Congress Retreat: President Lofton said that at the Staff Congress Retreat, the group will set goals and objectives for the upcoming year. She asked Staff Congress representatives to look at their schedules to determine possible dates for the retreat in July.

Staff Congress June 2024 Meeting: President Lofton explained that because the June 2024 Staff Congress meeting is scheduled on June 19, which is a holiday, the meeting will be moved to another day. Discussion followed. Orville Herndon

made a motion to move the June 2024 Staff Congress meeting from June 19 to June 26, at 1:30 p.m. _The motion was seconded, and the motion carried.

INFORMATION ITEMS: None.

ADJOURNMENT: Audrey Neal made a motion to adjourn. The motion was seconded, and the motion carried. The meeting was adjourned.