

STAFF CONGRESS MINUTES



Date: Tuesday, May 2, 2023

MEMBERS ATTENDED

<input checked="" type="checkbox"/> Leeann Akers	<input type="checkbox"/> Sharnetta Fritts	<input type="checkbox"/> Shayla Ring	<input type="checkbox"/> Stacy Scott
<input type="checkbox"/> Samantha Bryant	<input checked="" type="checkbox"/> Merrell Harrison	<input type="checkbox"/> Zachary Roberts	<input checked="" type="checkbox"/> Xavier Scott
<input checked="" type="checkbox"/> Jamey Carver	<input type="checkbox"/> Toni Hobbs	<input checked="" type="checkbox"/> Rianna Robinson	<input checked="" type="checkbox"/> Jennifer Shaw
<input checked="" type="checkbox"/> Debbie Cooper	<input type="checkbox"/> Paige McDaniel	<input type="checkbox"/> John Rose	<input checked="" type="checkbox"/> Andrea Stone
<input checked="" type="checkbox"/> Gary Cornett	<input type="checkbox"/> Rachel McGlone	<input checked="" type="checkbox"/> Joe Rowe	<input checked="" type="checkbox"/> Jen Timmermann
<input checked="" type="checkbox"/> Julie Ferguson	<input type="checkbox"/> Tasha Purvis	<input type="checkbox"/> Laura Rucker	<input checked="" type="checkbox"/> Helisha Tuerk
<input checked="" type="checkbox"/> David Flora	<input checked="" type="checkbox"/> Garrick Ratliff	<input type="checkbox"/> Ian Savard	<input checked="" type="checkbox"/> Traci Webster

GUESTS

Dr. Caroline Atkins, Mary Fister-Tucker, Dr. Joel Pace

CALL TO ORDER

- **Time meeting called to order:** 11:00 AM
- **Call to order given by:** David Flora

MOTION TO APPROVE THE MINUTES

- **Motion Approved:** Yes

CORRECTIONS

No corrections were presented.

CHAIR'S REPORT

Chair David Flora reported:

- Chair Flora and Vice-Chair Tuerk participated in a committee to select an interim provost. They are hopeful that Dr. Raj Parikh will take up the role in July 2023.
- Associate Provost Laurie Couch has accepted a new position. President Morgan requested potential search committee members from Staff Congress for the Associate Provost position. Chair Flora suggested Michelle Barber and Xavier Scott. Chair Flora expressed that he is in favor of internal candidates.
- In their last meeting, Faculty Senate discussed dismantling the current First Year Seminar (FYS) program. The FYS program is currently taught by qualified staff. A large amount of data gathered from FYS surveys indicates a high level of student satisfaction. FYS represents one of the few opportunities for qualified staff to supplement their pay with adjunct teaching. Chair Flora encourages our Faculty Senate colleagues to talk with staff and take a deep view of the program before attempting massive changes to its structure and content.
- Chair Flora and Vice-Chair Tuerk will be reviewing the Staff Congress bylaws to change the term "Chair" and "Vice-Chair" to "President" and "Vice-President," respectively, as well as cleaning up some language.

VICE-CHAIR'S REPORT

Vice-Chair Helisha Tuerk reported:

- Vice-Chair Tuerk will be working with Chair Flora on the Staff Congress Constitution and the Bylaws to update terms and clean up language.

SECRETARY'S REPORT

Secretary/Treasurer Xavier Scott reported:

- **Supply Account Balance:** \$7.15
- **Expenditures:** Certificate backing for the Staff Salute certificates.

STAFF SALUTES

BLAKE MCGLONE – MSU AFFILIATE

He has been helping weed eat and make campus look good. When he isn't doing that he is helping clean building, and refresh them by painting.

ANDREW BARTEE – HEAT AND WATER PLANT OPERATOR

He has gone above and beyond with helping with grounds before his shift at the physical plant.

JOE STAFFORD – PEST CONTROLLER

He keeps the bugs and critters away in the buildings and campus.

TRAVIS JOLLEY – MAINTENANCE SUPERVISOR/LOCKSMITH

He is willing to help anyone with any job that needs to be done.

KEVIN MCGLONE – MAINTENANCE

He is willing to do anything anyone asks of him to help others in facilities.

CHRISTOPHER PENCE – GROUNDSKEEPER

He works hard on campus by making sure the trash is collected in the mornings, flower beds mulched, the entire campus is weedeated along with other daily tasks. He is also hardworking and should be recognized for his hard work for making campus look good.

SCOTT MCGLONE – GENERAL SERVICES SUPERVISOR

He works hard to keep campus offices moved around, mowed, and any other job needed done. He is a hardworking employee who needs recognition for all the hard work that most on campus take for granted.

COMMITTEE REPORTS

BENEFITS & COMPENSATION:

B&C Chair Rianna Robinson reported:

- B&C approved the revisions to the UAR involving changes in pay scale due to raises.

CREDENTIALS & ELECTIONS:

Chair David Flora reported on behalf of Credentials & Elections (C&E) Chair Toni Hobbs:

- Chair Hobbs sent the ballot information for new members to Clarissa and Courtney today, so we should be seeing the ballot soon.
- Staff Congress officer elections will be held during the June meeting.

STAFF ISSUES

Staff Issues Chair Jamey Carver reported:

Comment/Concern	Response
Why do the bells ring at 8:02 instead of 8:00?	Facilities Management has been notified and are working on the problem.
We need a central training and help documentation source for Colleague. When I started, I was given access but no training except FERPA. The generic help documentation only identifies what things are, it does not identify HOW things should be entered or queried. I had to hunt around to find folks to help me and sometimes I only found out the "right" way after it was done incorrectly. Instead of a central resource, this knowledge gets "handed down" from employee to employee and isn't always correct or up-to-date. I've encountered instances where I've had issues and had to contact other folks to let them know something was done incorrectly in the system, only to find out they were told to do it that way by some other well-meaning employee. At my previous university, I was not granted access until I had successfully completed an extensive training to ensure I was following specific processes. There was also readily-available, thorough documentation of every single process. This was a very efficient and effective way to ensure data was entered correctly and uniformly.	Staff Congress will take this request under advisement and work towards a solution in the future. It is not something that can be generated in a short amount of time.

AD-HOC COMMITTEE REPORT

Committee Chair Lora Pace wasn't present. No report was provided.

REGENT'S REPORT

Staff Regent, Joel Pace, reported:

- No actions were taken by the Board of Regents since the last report.

- The next meeting is on June 16th.

HUMAN RESOURCES REPORT

Dr. Caroline Atkins reported:

- Thanks to attendees of the Employee Appreciation Picnic Event.
- Staff have requested a dunking booth for next year.
- The Human Resources department is working on completing the performance evaluations.
- The Human Resources department is working on policy revisions.

CABINET REPORT

Mary Fister-Tucker reported:

- The Cabinet is working with Human Resources on policy revisions.
- She sent minor changes to [PG-15 – Employment of Minors](#) to Staff Congress, ensuring compliance with federal regulations.
- The policy for salary increase upon advanced degree attainment is being changed to be in line with Staff Congress' recommendations to the UAR.
- Other policy recommendations to be sent to Staff Congress for review are [PG-39 - Things to Know When Leaving University Employment](#), [PSE-7 Discipline, Reassignment or Dismissal](#), [PSNE-8 Discipline, Reassignment or Dismissal](#), and [PSNE-5 Overtime Pay for Employees Classified as Staff Nonexempt](#).
- Commencement is May 13th.
- Fall enrollment is looking positive, with an increase in SOAR registrations, and increased retention of second year students.

FACULTY SENATE REPORT

Dr. David Long was absent. No report provided.

STUDENT GOVERNMENT ASSOCIATION REPORT

President Elect Presley Boyer was absent. No report provided.

OLD BUSINESS

- No new business items were presented.

NEW BUSINESS

Mary Fister-Tucker has requested that Staff Congress review recommendations for the following PAR's and PG's:

- [UAR 319.04 – Salary Increase Upon Being Awarded an Advanced Degree](#)
- [PG-41 - Salary Increase Upon Being Awarded an Advanced Degree](#)
- [UAR-316.04 - Reimbursement of Expenses Associated with Interviews](#)
- [PG-15 – Employment of Minors](#)

ANNOUNCEMENTS

- No announcements were presented.

MOTION TO ADJOURN

- Motioned by: Rianna Robinson
- Seconded by: Helisha Tuerk
- Motion Passed: Yes
- Time Adjourned: 11:24 am