



University Council Meeting

Glass Hall 486

Tuesday, 11/5/2024

9:00 - 11:00 AM CT

I. Introductions

II. Purpose of the University Council Meeting Presented By: Biff Williams

III. Roles and Responsibilities of University Council Members Presented By: Biff Williams

IV. Presentations

A. Broken Windows, Broken Business Introduction Presented By: Biff Williams

B. Holds Presented By: Matt Morris and Cindy Schull

Registration Holds New - Page 5

Holds Communication Plan - Page 6

V. Discussion

A. FLSA Presented By: Rachael Dockery and Matt Morris

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B. Admissions Wow Factor Presented By: Zora Mulligan

VI. Discussion Next Steps

VII. Announcements

A. Athletics

- **Women's Basketball vs. Tulsa - 11/10/24**
- **Men's Basketball vs. MSSU - 11/11/24**
- **Men's Basketball vs. University of Tulsa - 11/16/24**
- **Men's Basketball vs. UTA - 11/19/2024**
- **Football vs. South Dakota State - 11/23/2024**

B. Career Center

- **Mock Interview Day is November 7th from 9:00 a.m.-3:00 p.m. in Glass Hall 2nd floor.**
- **CNAS STEM Career Expo is November 13th from 3:00 p.m.-6:00 p.m., PSU Ballroom.**
- **The Professional Headshot Booth, sponsored by Enterprise Mobility, is open in the Bookstore, free to the MSU community during operating hours.**
- **The First Destination (Outcomes) Survey will open on November 10th through Handshake. This is for all graduating students to tell us their post-graduation**

plans.

C. Deadline to nominate a staff member for SEUSA is November 8

D. efactory

- **Nov. 18 – Hosting Business Leader Roundtable with President Williams**
<https://efactory.missouristate.edu/roundtable/> (Invite Only)

E. Human Resources

- **Open enrollment: Now through December 1**
<https://www.missouristate.edu/Human/open-enrollment.htm>

F. Information Services

- **Windows 10 end of life is October 2025. Departments need to be working now with their IT support team to create a plan for replacement or surplus of any computers that will not support Windows 11. As of October 1, 2025, only PCs running Windows 11 will be**
- **User Support services move to Meyer Library Spring 2025.**
- **Scantron Services no longer supported by Information Services after May 2025. It is being replaced with a better system, called Akindi, which you can read about in this Information Services blog.**
- **Cheek Hall Open Access Computer Lab closes December 12, 2024, to prepare for the Cheek Hall renovation to begin May 2025.**

G. Library

- **“What’s Brewing at Your Library” will be held in the Duane G. Meyer Library on Thursday, December 12 from 5-7pm**

H. Presidential Scholarship

- **12/01/24 - Application deadline for our top freshman award**

I. Provost Office

- **Provost Fellows for MSU ADVANCE: Dr. Kyler Sherman-Wilkins and Dr. Randi Ulbricht have been selected**
- **University College: Planning for launch continues; projected: early January**
- **Kathy Nordyke (Citizenship and Service Learning or CASL) and John Chuchiak (Honors College) are now reporting to Kelly Wood and this is a precursor to launching the University College in January**
- **Katrina Chavez, Registrar's office - Joining the Provost’s Office Nov. 2024 (Faculty Senate secretary and part-time worker will report to Katrina)**
- **eJournal of Public Affairs - Has been relaunched – first edition published Sept. 2024**

J. Registrar's Office

- **Registration for Spring 2025 is open**
- **Sequenced Registration runs from October 30 through November 20, 2024, and regular registration is open from November 21, 2024 through January 17, 2025**
- **END OF TERM Last day of classes Thursday, December 5, 2024**
- **Final Grades due Monday, December 16 by 2:00 pm**

- **Students' Final Grades and Degrees earned will be available on Transcripts December 19, 2024**

K. Reynolds College

- **Pride Marching Band, Bands of America Grand National Championship Performance on November 15**
- **Open House Reynolds College Center for Student Success on Dec. 5**
- **Groundbreaking: Reynolds District for the Arts, Social Sciences and Humanities on Dec. 16**

L. Scholars Visit Day

- **11/15/2024 - custom visit experience for Honors College eligible students**

M. SGA Announcements

- **Wyrick Fund. Preliminary proposals are due on November 19th**
- **Annual Safety Walk at 7pm and we will meet at Great Southern Bank**

N. SOAR Sessions

- **One day SOAR Sessions: January 9th and January 10th**

O. Staff Senate

- **Next meeting is on Thursday, November 7, from 11:00am-1:00pm in Glass Hall 486**

P. Student Success

- **Fast-Track Futures: Advising for Accelerated Graduate Programs - Monday, December 2, 12:00-1:00 p.m.**
- **Lo *Mindful of Neurodiversity*, Thursday, December 5, 12:00-1:00 p.m., Plaster Student Union, room 313**
- **First Generation College Celebration Week**
 - **Self Care Matters: Take Time For You!, November 4 at 4pm in PSU 314**
 - **Button Making, November 6, 11 a.m. - 1 p.m., PSU Main Floor**
 - **Mock Interview Day, November 7 9 a.m. - 3 p.m., Glass Hall 2nd Floor Atrium (Interview Rooms)**
 - **Bears Lead Scholarship Workshop, November 7, 3 p.m. - 4:30 p.m., Meyer Library 101**
 - **Study Tips for 1st Gen with Trio Upward Bound, November 9, 9:30 a.m. - 1:30 p.m., Meyer Library 101**

Q. University Advancement

- **November 8 - Veteran's Day Breakfast - PSU Ballroom, 8:00am breakfast, 9:00am program, 11:11am TAPs in front of McDonald Arena**
- **November 20 - Lunch with a Genius - 11:30-1:00pm, Hospitality Room, Meyer Alumni Center**
- **December 2 - SGF Alumni Chapter Holiday Party - Kentwood Hall**
- **December 3 - BearTalks Webinar - 11:30am-12:30pm, Zoom**
- **December 14 - SGF Alumni Chapter Family Day, Cookies, Crafts & Cocoa - 12:00pm-2:00pm, Meyer Alumni Center, Turner Hospitality Room**

VIII. Adjourn

Registration Holds

If you have a registration hold that prevents web registration, you will need to clear the hold with the appropriate office before initial registration can take place. Refer to your [Registration Status](#) for your hold information.

Some of the most common registration holds include:

Financial Holds - Accounts Receivable/Miscellaneous (Applied to balance above \$1,000.00). Click on the "Statement and Payment Portal" link in the "[Billing - University Accounts](#)" card in My Missouri State to pay your account balance.

Failure to pay will result in a financial hold being placed on the student account if the balance is above \$1,000. This will prevent the student from registering for future classes or starting a new housing contract for future semesters.

- Contact [Financial Services](#) at FinancialServices@missouristate.edu or [417-836-5632](tel:417-836-5632) for assistance.

Student Success: Not Anymore (Sexual Assault Awareness Training)

- Go to your [Registration Status](#) to complete this training.

SSN Consent – Requirement to confirm your Social Security Number.

- Go to your [Registration Status](#) to provide this consent.

TB Screening - Missouri Law requires all Missouri institutions of higher education to perform a targeted tuberculosis testing program for all on-campus students.

- Go to your [Registration Status](#) to complete this survey.

DG/DX Holds - These are holds that are applied to your account when you have completed 75 or more undergraduate credits and have not yet been admitted to your declared major and/or certificate program which has admission requirements, or you have an undeclared major.

ALL HOLD CODES

If you are registered for at least one class before the hold was placed on your account, you may request a change of schedule by emailing the Office of the Registrar at Registrar@MissouriState.edu. Late registration procedures still apply.

If you have a registration hold, you can still drop classes by accessing the [Drop Classes with a Hold](#) link in My Missouri State.

Financial Holds

Above the limit language:

This information will be emailed to students who have a balance over \$1,000 on November 21st.

Beginning with registration for the Summer 2025 and Fall 2025 semesters, students must have a student account balance of less than \$1,000 to be able to register for classes. Your current account balance is above that limit. To ensure you're able to register for Summer 2025 or Fall 2025 classes, please bring your account balance below \$1,000 before your scheduled registration date. Beginning on March 25, 2025, a financial hold will be placed on your account if your balance is above \$1,000. This will prevent you from registering for classes or starting a new housing contract for future semesters.

Below the limit language:

This information will be shared with the Registrar's Office, the Financial Aid Office, and Academic Advising on November 21st. An announcement will be added on the My Missouri State homepage.

Beginning with registration for the Summer 2025 and Fall 2025 semesters, students must have a student account balance of less than \$1,000 to be able to register for classes. To ensure you're able to register for Summer 2025 or Fall 2025 classes, your account balance must be below \$1,000 before your scheduled registration date. Beginning on March 25, 2025, a financial hold will be placed on your account if your balance is above \$1,000. This will prevent you from registering for classes or starting a new housing contract for future semesters.

Exempt Employees Under the Fair Labor Standards Act: A Brief Summary

- I. Rules for *Most* Exempt Employees as of January 1, 2025
 - A. Minimum Salary as of July 1, 2024: **\$58,656** (remember: this will continue to increase every 3 years, beginning July 1, 2027); AND
 - B. Duties Test
 - 1. Executive Exemption
 - (a) Primary duty: managing the enterprise, or managing a recognized department or division thereof
 - (b) Must customarily and regularly direct the work of at least two (2) full-time employees
 - (c) Must have authority to hire/fire other employees, or at least have the authority to make recommendations on hiring and firing that are given particular weight
 - 2. Administrative Exemption
 - (a) Primary duty: performance of office or non-manual work directly related to management of employer's business
 - (b) Primary duty must include exercise of discretion and independent judgment with respect to matters of significance
 - 3. Professional Exemption
 - (a) Primary duty: the performance of work requiring advanced knowledge, defined as work that is primarily intellectual in nature and which includes working requiring consistent exercise of discretion and judgment
 - 1. Advanced knowledge must be in field of science and learning
 - 2. Advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction
 - (b) **Creative** professional: primary duty must be work requiring invention, imagination, originality, or talent in recognized field of artistic or creative endeavor

II. Other Exempt Employee Categories for Educational Institutions

A. Teacher Exemption

1. No Minimum Salary
2. Duties Test: primary duty is teaching, tutoring, instructing, or lecturing to impart knowledge as an employee of an educational institution
3. Pre-school and K-12 teachers qualify for this test if they meet the duties test indicated above (NOTE: preschool workers whose primary duty is “to care for the physical needs for the facility’s children,” without also providing the essential duties indicated above, do not qualify for the “bona fide teacher” exemption)
4. Coaches qualify for teacher exemption if primary duty is instructing student-athletes in how to perform in their sport
 - (a) Does not apply to employee whose primary duty is to recruit students to play sports, or visit high schools and athletic camps to conduct student interviews
 - (b) Does not apply to Director(s) of Operations

B. Academic Administrative Personnel Exemption

1. Minimum salary: \$58,656 OR “on a salary basis which is at least equal to the entrance salary for teachers in the same educational establishment”
 - (a) Springfield campus: \$45,000
 - (b) West Plains campus: \$41,000
2. Duties test: “performing administrative functions directly related to academic instruction or training in an educational establishment” (whether an institution of elementary education, secondary education, or higher education) “work related to the academic operations and functions in a school rather than to administration along the lines of general business operations”
3. Specifically **includes**:
 - (a) the superintendent or other head of an elementary or secondary school system
 - (b) assistants responsible for the administration of matters such as curriculum, quality and methods of instructing, measuring and testing the learning potential and achievement of students, establishing and maintaining academic and grading standards, and other aspects of the teaching program

- (c) the principal and any vice-principals of an elementary or secondary school
- (d) department heads in institutions of higher education responsible for the administration of academic departments
- (e) academic counselors and advisors who perform work such as administering school testing programs, assisting students with academic problems, and advising students concerning degree requirements
- (f) intervention specialists who must be available to respond to student academic issues

4. Specifically **excludes**:

- (a) admissions
- (b) recruitment
- (c) financial
- (d) building management and maintenance
- (e) health professionals (e.g., social workers, psychologists, or dietitians)
- (f) food service managers

FLSA Legal Requirements for Exempt Employees for 2024-25

Rachael M. Dockery, General Counsel
University Council
November 5, 2024

General Rule for Exempt Employees

(1) Minimum Annual Salary

+

(2) Satisfaction of Duties Test

Minimum Annual Salary

- Effective July 1, 2024 - \$43,888
- Effective January 1, 2025 - \$58,656
- Effective July 1, 2027 & every three (3) years thereafter – additional, as of yet unspecified, increases

Duties Test – Three (3) Options

- (1) Executive Duties
- (2) Administrative Duties
- (3) Professional Duties

Duties Test – Option #1

■ Executive Duties

- Primary Duty: managing the entire enterprise *or* a recognized department or division thereof; **and**
- Must directly supervise at least two (2) full-time employees; **and**
- Must have authority to hire/fire other employees

Duties Test – Option #2

- Administrative Duties

- Primary Duty: performance of office or non-manual work directly related to *management* of employer's business; **and**
- Primary duty must include “exercise of discretion and independent judgment with respect to matters of significance”

Duties Test – Option #3

■ Professional Duties

- Primary Duty: performance of work requiring advanced knowledge – i.e., work that is primarily intellectual in nature and which includes work consistently requiring consistent exercise of discretion and judgment
 - Must be in field of science and learning; and
 - Must be acquired by a prolonged course of specialized instruction
- Sub-category: creative professional

Other Types of Exempt Employees in Higher Ed

(1) Teachers

(2) Academic Administrative Personnel

Bona Fide Teachers

- No Minimum Salary
- Primary Duty: teaching, tutoring, instructing, or lecturing to impart knowledge as an employee of an educational institution
 - Pre-school and K-12 teachers qualify if they meet this test
 - But not if primary duty is to “care for physical needs” for children
- Coaches qualify if primary duty is instructing students in how to perform sport
 - But not if primary duty is recruiting students, Director of Operations

Academic Administrative Personnel

- Minimum Salary:
 - \$58,656; or
 - “on a salary basis which is at least equal to the entrance salary for teachers in the same educational establishment”
 - Springfield: \$45K as of January 1, 2025
 - West Plains: \$41K as of January 1, 2025

Academic Administrative Personnel

■ Duties Test:

- “performing administrative functions directly related to academic instruction or training in an educational establishment” or
- “work related to the academic operations and functions in a school rather than to administration along the lines of general business operations”
 - whether in an institution of elementary education, secondary education, or higher education)

Academic Administrative Personnel Examples

- Includes:
 - Academic Counselors and Advisors
 - Intervention Specialists
- Excludes:
 - Admissions
 - Recruiters

FLSA – Phase II Salary Threshold

Impact

- Currently 270 exempt employees compensated below the new threshold
- Unless raised to at least \$58,656, the position will be converted to non-exempt January 1, 2025
- Non-exempt positions must track, and record hours worked and are eligible for overtime (comp-time) pay.

FLSA – Phase II Salary Threshold

Decisions

- Positions converted from exempt to non-exempt will have their leave accruals (vacation and sick pay) grandfathered at the same level as when they were exempt.
- Affected employees will receive additional two weeks pay because of transitioning to the non-exempt “lag pay” payroll to provide a regular amount of pay on January 31, 2025. (Non-exempt effective date 1.1.25; Exempt end date 1.15.25)

FLSA – Phase II Salary Threshold

Resources

- HR Live training sessions hosted by Human Resources and Payroll
 - November 12th 10:00a-11:00a
 - December 9th 3:00p - 4:00p
- WHD Fact Sheet 17S – Higher Education Institutions
- WHD Fact Sheet 22 – Hours Worked

FLSA – Phase II Salary Threshold

Next Steps

- Talk to your cost center head and plan for affected positions
- Attend one of the HR Live training sessions: Nov. 12th or Dec. 9th
- Communicate with all your staff, especially those who's position is affected before you leave for the holiday break
- Plan for scheduling or process changes due to limited availability of non-exempt employees
- Contact HR with any questions (Scot Scobee or Patrick Hurn)