Murray State University Staff Congress
Draft Minutes for April 8, 2009
Curris Center: Barkley Room
Updated May 3, 2009

PRESENT: Vicki D. Anderson, Cathy Bazar, Terry Burgess, Michael Busby, Christian Cruce, Kim Griffo, Orville Herndon, Wade Herndon, Lana Jennings, Tresa Jones, Aleeah McGinnis, Norma Sue Miller, Jane Page, Debbie Plummer, Sheri Riddle, Phil Schooley, Mark Shearer, Becky Wilder, Shari Wilkins, and Lisa Willis. Guests: Tom Hoffacker, Director, Human Resources; Josh Jacobs, Chief of Staff; Dr. Don Robertson, Vice President for Student Affairs, and Gina Winchester, Staff Regent.

CALL TO ORDER: Staff Congress President Phil Schooley called the meeting to order at 1:38 p.m. The meeting was streamed live over the internet.

REPORTS FROM SPECIAL GUESTS:
Josh Jacobs, Chief of Staff, reported on the tuition forums held on Monday, April 6, and the proposal that will be presented to the Board of Regents at its meeting on April 13. Questions and discussion followed. Additional questions may be emailed to Josh and to President Dunn.

Dr. Don Robertson, Vice President for Student Affairs, said that student election campaigning is about to begin. His office is finalizing scholarship awards for current and new students. Applications for next year have increased. Richmond College will be ready for occupancy on August 1. The departments of Enrollment Management and Undergraduate Admissions and Recruitment have moved to the Curris Center. On April 14, a presidential lecture series presentation will be held at 7:00 p.m., in Lovett. The first of eight orientation sessions for new students is scheduled for April 18, at 8:00 a.m. All-campus Sing will take place on April 22, at 4:30 p.m., on the steps of Lovett Auditorium. He encouraged staff to support the student groups by attending the event. Senior breakfast will be held on April 29, at 8:00 a.m.

Tom Hoffacker, Director of Human Resources, asked that staff contact him, Mary Armstrong (Benefits Manager), or members of the Insurance and Benefits Committee regarding the health benefits program at MSU. In May, the committee will finish with the 2010 plans. The annual training session for new secretaries will be held in the near feature. Human Resources is developing an orientation plan for new employees. The department will also develop a webpage with tools and information for various staff positions such as secretaries and supervisors. Via Elluminate, Lisa Willis at Breathitt said that Breathitt Veterinary Center staff were very happy with the health fair that was held there. Mr. Hoffacker said that Amelia Dodd was instrumental in organizing the event. He added that 90% of employees participated in the BVC Health Fair.

APPROVAL OF MARCH MINUTES: Prior to today's meeting, Lana Jennings submitted by email the following corrections to the March minutes.

> The March meeting was not streamed (CALL TO ORDER) but was on Elluminate only.
> Under Way to Go, second line: presented Way to Go Awards... left out Go.
> On last page under New Business: Norma Sue Miller said that many staff at Winslow would have liked to go to the health fair.

Terry Burgess made a motion to approve the March minutes as presented. Lana Jennings seconded, and the motion carried.

TREASURER'S REPORT: Treasurer Debbie Plummer presented the February and March Treasurer's Reports. She noted that in the March report, the Flower Fund was mistakenly placed in the Foundation Account. She will correct this. Debbie said that she asked if the Flower Fund and Foundation Account could be combined. The answer is that keeping the Flower Fund as an agency account allows more flexibility. Terry Burgess made a motion to approve both reports as presented. Jane Page seconded, and the motion carried.

STANDING COMMITTEE REPORTS:
Executive Committee Report:
Staff Congress President Phil Schooley thanked Amelia Dodd for organizing the Breathitt Health Fair.

Personnel Policies/Benefits Committee:
Sick Leave Policy: Michael Busby plans to work with Faculty Senate to develop a joint committee to work with wording changes for the Sick Leave Policy.

Handbook: The constitution and bylaws are ready to be added to the rough draft. The committee will continue to meet to work on the handbook.

Office Skills Test: Development is process.

Interim Policy: The Interim Policy has been tabled along with the Sick Leave Policy because both policies will need some type of support/input from Faculty Senate.

Discretionary Day: The committee is waiting to discuss this further pending a potential additional fall break day.

Questions and comments may be emailed to Michael Busby or Phil Schooley.

Credentials and Elections Committee:
Staff Regent Election: Orville Herndon reported that all votes cast at the Staff Regent Election on March 13, were for Phil Schooley.

Staff Congress Election: Lana Jennings said that Candidacy Intent Forms are due by April 10, at 4:30 p.m. To date, 11 staff members have submitted a form. The sample ballot is scheduled to be mailed on April 20, with the election scheduled for April 24. Lana distributed a sign-up sheet for working the polls and tabulating the votes. Candidates may not work at the polls. Anyone interested in running for Staff Congress may contact Lana Jennings or Staff Congress President Phil Schooley. Staff should have received a Candidacy Intent Form via campus mail. Additional forms are available. Retired employees may not serve on Staff Congress.

Staff Recognition Committee: No report.

Staff Special Events Committee: Cathy Bazar reported that the committee met on April 7. The committee would like to begin selling fundraising tickets at the Staff Recognition Luncheon on August 6. The drawing for the four winning tickets will be held at the September 9 Staff Congress meeting. All four winners will receive a prize which has not yet been determined. Those four winners will participate in a test of skill—a dart throwing contest at the September 22 Staff Congress rebate dinner. The dinner and dart contest may possibly be held at Nick's which has an electronic dart board. Ticket sellers will not be able to purchase tickets or be eligible for the drawing. The committee is discussing the possibility of having an award for the person who sells the most tickets. Cathy explained additional details of the contest. Proceeds will go to the Marie Jones Book Scholarship.

Rebate Luncheons: Christian Cruce said that the next rebate meal is scheduled for April 16, 4:00-9:00 p.m. at Backyard Burgers. She will need assistance counting the meal receipts.

Communications Committee: Lana Jennings presented the upcoming article deadline and mailing schedule for the May Staff Congress newsletter. She discussed contents for the newsletter.

Working Conditions Committee: No report.

AD-HOC COMMITTEES:
Salary and Benefits Equity Research Committee: Tom Hoffacker is developing the RFP for the evaluation of hourly positions.

Staff Congress Foundation Book Scholarship Committee: Kim Griffo said the account is now setup. Tom Denton and Lana Jennings may sign on the account. The balance in the fund, before paying the fall awards, is $1,369.

Staff Recognition Award Changes: No report.

Staff Congress Bylaws Review Committee: Orville Herndon presented the proposed changes to Article III: Officers. He made a motion that changes to Article III be adopted as printed. Debbie Plummer seconded. A hand vote was taken: in favor= 18; opposed= 0.

Orville presented for discussion the proposed changes to Amendment VI: Standing Committees.

UNIVERSITY-WIDE COMMITTEES:
Faculty and Staff Insurance and Benefits Committee: Terry Burgess reported that the committee met on March 27 and will meet again on Friday, April 10, at 1:30 p.m., in Carr Health, Room 100. He asked that staff send comments, ideas, and questions to Tom Hoffacker, committee members, or to Terry. Open enrollment for 2010 insurance will be in October.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities Committee: No report.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

Staff Regent Report: Staff Regent Gina Winchester said that the special called Board of Regents meeting will be held April 13, at 1:00 p.m., in Pogue Library. Persons wanting to participate in the public comment portion of the meeting must arrive before the meeting and sign the register. She read the meeting's agenda. She has attended task force meetings and student forums. She would like to hear from staff. She will meet with the Staff Congress Executive Committee and any interested staff immediately after today's Staff Congress meeting. The next regular Board of Regents meeting is scheduled for May 29. That meeting will focus primarily on the budget.

As of April 6, the Barkley Woods property in Paducah is officially owned by the university. She reminded staff that discounts are available in Winslow. She thanked those who supported the Staff Regent Election.

OLD BUSINESS: None.

NEW BUSINESS: None.

Adjournment: Orville Herndon made a motion to adjourn. The motion was seconded, and the motion carried. The meeting was adjourned at 2:50 p.m.