Murray State University Staff Congress
Draft Minutes for March11, 2009
Curris Center: Mississippi Room
Updated April 3, 2009

PRESENT: Vicki D. Anderson, Cathy Bazar, Terri Benton, Terry Burgess, Michael Busby, Orville Herndon, Lana Jennings, Aleeah McGinnis, Norma Sue Miller, Debbie Plummer, Sheri Riddle, Phil Schooley, Becky Wilder, Shari Wilkins, and Lisa Willis. Guests: Jim Carter, Vice President for Institutional Advancement; Carmen Garland, Special Assistant to the Vice President for Student Affairs; Tom Hoffacker, Director, Human Resources; Josh Jacobs, Chief of Staff; Dr. Bob Long, Youth and Nonprofit Leadership Programs, and Gina Winchester, Staff Regent.

CALL TO ORDER: Staff Congress President Phil Schooley called the meeting to order at 1:36 p.m. The meeting was streamed live over the internet.

WAY TO GO AWARD PRESENTATIONS: Staff Congress President Phil Schooley and Chief of Staff Josh Jacobs presented Way to Awards to Sean Smee of Recruitment, Amber Roach of Regional Stewardship, and Robin Doss of Breathitt Veterinary Center.

REPORTS FROM SPECIAL GUESTS:
Josh Jacobs extended congratulations to Way to Go Award winners on behalf of President Dunn.

Carmen Garland, Special Assistant to the Vice President for Student Affairs, wished everyone a safe spring break.

Jim Carter, Vice President for Institutional Advancement, said that Dr. Dunn is in Washington, D.C. The MSU Wind Ensemble will be in Washington, D.C., on April 28, to perform at the Kennedy Center. WKMS is beginning its fundraising. The phone fundraising efforts have gone well. The on-air campaign begins March 28.

The branding consultant group was on campus and was impressed with university community. The consultant team members noted that they have never been to a university with such a unified message of family, one-on-one attention, and personal touch.

Mr. Carter congratulated the Way to Go Award winners.

Tom Hoffacker, Director of Human Resources, asked for a show of hands from those who attended the health screening fair. He said it is important for all employees to provide input regarding the wellness and insurance plans, as well as the flexible spending plan, by communicating with him, the Insurance and Benefits Committee, or his office.

Regarding ING and MSU benefits, Mr. Hoffacker's office has been assured that the 403B supplemental plan is fine. Human Resources will update the online document that lists 403B vendors. The *Personnel Matters* newsletter has been distributed. He noted that the version which was distributed was his draft, which somehow didn't go to the graphics department. The next newsletter will have a different look.

Lisa Willis asked that extended campuses be included in the health fairs. Tom Hoffacker and Phil Schooley said the university is working to address that concern. Mr. Hoffacker added that some key items have been discussed for improvement at extended campuses. Lisa added that the wellness center benefit is not available to extended campuses.

Dr. Bob Long, Youth and Nonprofit Leadership Programs, discussed the grant seeker coaching program he is offering.

Sean Smee, Recruitment, said that 421 students and 400-500 parents are registered to attend the admitted student open house at which the students will register for Summer O and be able to talk to advisors. March 28 is the last Racer Preview Day for the year.

APPROVAL OF JANUARY MINUTES: Debbie Plummer made a motion to approve the February minutes as presented. Lana Jennings seconded, and the motion carried.

TREASURER'S REPORT: Treasurer Debbie Plummer presented the January Treasurer's Report. Discussion and questions followed. Michael Busby asked if the textbook scholarship will be added to the Treasurer's Report. Adding this

item to the report is in-process. Orville Herndon made a motion to approve the January Treasurer's Report as presented. Cathy Bazar seconded, and the motion passed.

STANDING COMMITTEE REPORTS:

Executive Committee Report:

Staff Congress President Phil Schooley said that furniture and a phone have been added to the Staff Congress office in 303 Ordway Hall. The phone number is 4493. The Staff Congress filing cabinet has been moved from the Lowry Center to the Staff Congress office. Bookshelves will be put in the office as well. A computer will be added to the office. Committee meetings can be held there. Candy bags for the Children's Christmas party can be assembled there.

Personnel Policies/Benefits Committee:

Sick Leave Policy: Michael Busby distributed a handout with the current and proposed wording. The proposed wording was developed based on surveys distributed at Staff Congress meetings. He asked that Staff Congress members read these in detail after the meeting and email or call him or Phil Schooley by 11:00 a.m. on March 13, with comments and questions. Phil and Michael will meet with Tom Hoffacker of Human Resources on March 13, regarding the proposed changes to the Sick Leave Policy. Staff Congress can vote to recommend that Human Resources support a wording change. Faculty will have to work through Faculty Senate to address wording changes to the Sick Leave Policy. Then, after Human Resources approves the changes, they will be sent to Dr. Dunn.

Michael said that Terry Burgess continues to add minutes from Staff Congress meetings to the Staff Congress website. The employee discount list is also on the website at www.murraystate.edu/staffcongress.

Interim Policy: The committee is working on the staff handbook.

Discretionary Day: The committee is waiting to see what happens with the possible additional day for Fall Break to see if that will affect staff. If it doesn't, then the committee may talk with Human Resources regarding a possible discretionary day.

Credentials and Elections Committee:

Staff Regent Election: Orville Herndon said that the Staff Regent Election will be held on March 13.

Staff Congress Election: Orville distributed and elaborated on the Staff Congress Election schedule. He also distributed a sample candidacy intent form to be copied on March 12 and mailed on March 17. He asked that staff contact him with any corrections for the form.

Orville Herndon made a motion to approve and follow the calendar for the 2009 Staff Congress Election. The motion was seconded; the motion carried.

He read a list of Staff Congress members whose terms will expire June 30.

Staff Recognition Committee: Sheri Riddle reported that Way to Go Award nominations received during the previous quarter were not written out as needed. The committee is going to include nomination instructions in upcoming publicity for the award. Money for the university bookstore certificates given to award winners comes from Tom Denton's office. Staff may contact Sheri with any ideas for the award.

Staff Special Events Committee:

Cathy Bazar said that the employee discount list has been updated. The additions will be in *Roundabout* and the Staff Congress newsletter. The updated list is on the Staff Congress website.

The next rebate meal is scheduled for April 16, 4:00-9:00 p.m., at Backyard Burgers. Sheri said that Christian is trying to arrange group tickets for a St. Louis Cardinals game.

Cathy reported on the requirements for fundraising in addition to rebate meals. Faculty, students, and staff will be able to participate in the fundraising. The committee hopes to be able to begin the new fundraising in August, with funds going to the textbook scholarship fund.

Communications Committee: Lana Jennings presented a tentative newsletter publication schedule. Discussion of potential newsletter contents followed.

Working Conditions Committee: No report.

AD-HOC COMMITTEES:
Salary and Benefits Equity Research Committee: No report.

Staff Congress Foundation Book Scholarship Committee: No report.

Staff Recognition Award Changes: No report.

Staff Congress Bylaws Review Committee: Orville Herndon presented Article IX: Other Appointments. He made a motion that the bylaws be amended. Debbie Plummer seconded. The following is the result of the hand vote: 15 yes; 0 no.

Orville Herndon presented and elaborated on proposed changes to Article III: Officers, and Article IV: Meetings. He asked that Staff Congress members read the proposed changes in detail and contact him with questions and comments. The proposed changes will be voted on at the next Staff Congress meeting.

Staff Handbook Review Committee: Michael Busby reported that the committee is in the process of re-writing the handbook. The table of contents has been created. He thanked the ad hoc committee members for their work: Lana Jennings, Christian Cruce, Phil Schooley, and Cathy Bazar.

UNIVERSITY-WIDE COMMITTEES:
Faculty and Staff Insurance and Benefits Committee: Terry Burgess said the committee met March 6. The committee has talked to other universities regarding their insurance. Proposals for 2010 insurance are being discussed, including co-pays. The committee needs as much input from employees as possible. He appreciates the work of the committee members.

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 next tuition task force meeting is scheduled for March 25, at 5:00 p.m., in the Pogue Library. The recommendations from that meeting will be presented to the full Board of Regents at the next special called Board of Regents meeting, tentatively to be scheduled in mid-April. The next regular Board of Regents meeting will be May 29.

Josh Jacobs, Chief of Staff, elaborated on the CPE cap on tuition increases. Discussion and questions followed.

Michael Busby asked about the purchase of farmland by the university. Gina responded by reading the notes and recommendations from the meetings of the Agriculture Task Force. She said that an administrator's meeting will be held March 24. The meeting is a public forum.

Phil Schooley asked about the status of the Paducah land purchase option. Josh Jacobs said the option is in Frankfort.

OLD BUSINESS: None.

NEW BUSINESS: Norma Sue Miller said that many staff at Winslow would like to have gone to the health fair, but didn't have anyone to cover their shifts. Those who signed up were able to go, but many didn't sign-up because they

weren't sure Food Services would have enough staff to cover their shifts. Cathy Bazar responded that this was discussed at the Insurance and Benefits Committee meeting. Discussion followed. It was determined that as long employees sign up to attend the health fair, their shifts will be covered.

A question was asked about the tiered pay for student workers in Food Service. The higher tiers are approaching the pay of regular full-time Food Service employees. Gina Winchester said that Tom Hoffacker's office should be informed of this concern.

Adjournment: Orville Herndon made a motion to adjourn. The motion was seconded, and the motion carried. The meeting was adjourned at 3:24 p.m.