Murray State University Staff Congress
Draft Minutes for November 14, 2007
Curris Center: Stables
Updated: December 12, 2007

PRESENT: Cathy Bazar, Michael Buckman, Terry Burgess, Michael Busby, MeLissa Cooper, Christian Cruce, Kim Griffo, Orville Herndon, Wade Herndon, Lana Jennings, Tresa Jones, Jane Page, Debbie Plummer, Sheri Riddle, Rhonda Rogers, Phil Schooley, Mark Shearer, and Misty Starks. Guests: Mary Armstrong, Human Resources: Amanda Crider, MSU News; Carmen Garland, Special Assistant to Dr. Robertson, Vice President of Student Affairs and Retention; Joyce Gordon, Associate Vice President for Human Resources; Becky Watts, Deputy to the President; and Gina Winchester, Staff Regent.

CALL TO ORDER: Staff Congress President Terry Burgess called the meeting to order at 1:30 p.m.

REPORTS FROM SPECIAL GUESTS:
Becky Watts, Deputy to the President, said that Josh Jacobs gave her some information from CNN.com about the trend of college campuses going smoke-free. She offered to answer any questions related to the university's need to expand and upgrade its Paducah facility. Additional questions about the expansion may be emailed to Becky and Dr. Dunn.

Carmen Garland, Special Assistant to Dr. Robertson, Vice President of Student Affairs and Retention, announced that the MSU homepage contains a link to the Food Services extended holiday menu. The annual senior breakfast will be held on December 4, at 8:00 a.m. Tickets are $5.00, and are available in the Student Affairs Office. She reminded everyone to be sensitive to students experiencing stress.

Joyce Gordon, Associate Vice President for Human Resources, introduced Mary Armstrong, the new Human Resources Benefits Manager. Her phone number is 2158.

APPROVAL OF MINUTES: Debbie Plummer made a motion to approve the September minutes as presented. Kim Griffo seconded, and the motion carried. Lana Jennings made a motion to approve the October minutes as presented. Kim Griffo seconded and the motion carried

TREASURER'S REPORT: Kim Griffo made a motion to approve the September Treasurer's Report as presented at the September meeting. Debbie Plummer seconded, and the motion carried.

Orville Herndon presented the October Treasurer's Report on behalf of Treasure Marion Hale who was unable to attend the meeting. Michael Busby made a motion to approve the October Treasurer's Report as presented. Wade Herndon seconded, and the motion carried.

STANDING COMMITTEE REPORTS:
Staff Special Events Committee: Chair and co-Chair Misty Starks distributed sign-up sheets for staff to help with the children's Christmas party and staff Christmas reception. The children's party is scheduled for Saturday, December 8, at 1:00 in the Curris Center Dance Lounge. The Staff Christmas reception is scheduled for Thursday, December 6, from 9:30 a.m. to 11:30 a.m. in the Curris Center Large Ballroom.

Misty reported that due to the low number of participants, the "Biggest Loser" contest may be discontinued after this semester.

Co-Chair Christian Cruce said that a staff social meal has not been scheduled for December so that staff may attend the staff Christmas reception. The Special Events Committee welcomes suggestions for staff group events for the coming semester.

OLD BUSINESS:
Changes to Staff Congress Constitution and Bylaws (AI: 0607-001):
Debbie Plummer made a motion to approve the first reading of proposed changes to the Constitution as presented. Orville Herndon seconded. Discussion followed. A hand vote was taken. The motion passed unanimously.

President Terry Burgess said that a new committee will be formed to evaluate suggested changes to the Bylaws.

STANDING COMMITTEE REPORTS (continued):
Executive Committee Report: President Terry Burgess reported that the Executive Committee discussed several issues at its October meeting. The committee also discussed forming an ad hoc committee which would investigate the possibility of raising funds to establish a book scholarship for dependent students of MSU staff members. Kim Griffo will chair the committee.

Terry noted that Tom Denton, Vice President for Finance and Administrative Services, approved the formation of an ad-hoc committee which will formulate the decision-making criteria for staff recognition awards.

Personnel Policies/Benefits Committee: No report.

Credentials and Elections Committee: Committee Chair Orville Herndon reported that Staff Congress has openings in the following categories: secretarial/clerical, general, and Facilities Management.

Staff Recognition Committee: Rhonda Rogers said that 13 nominations have been submitted for the quarterly Staff Recognition Award. President Terry Burgess will send a letter to each nominee.

Sheri Riddle reported that the Staff Recognition Committee has met with Richard Fritz, Food Services Director, and Tom Denton, Vice President of Finance and Administrative Services, to discuss set-up and clean-up for the 2008 Staff Recognition Luncheon. Discussion followed regarding how to make the set-up and clean-up easier. President Terry Burgess asked staff to think about this for further discussion at the December meeting.

Communications Committee: Committee Chair Lana Jennings distributed a revised schedule of article submission deadlines and newsletter printing and labeling dates. She asked for volunteers to assist with the labeling of newsletters. She requested that any items for the campus e-newsletter, *Roundabout*, be forwarded to the Communications Committee to avoid duplicate submissions to the e-newsletter.

Terry Burgess noted that the Staff Congress website has links to view the Staff Regent forum and updated minutes from previous meetings.

Working Conditions Committee: No report.

AD-HOC COMMITTEES:
Salary and Benefits Equity Research Committee: Debbie Plummer asked Joyce Gordon about the status of the RFP for the hourly salary comparison study. Ms. Gordon replied that the RFP is almost finished.

Parking and Transportation Group: Phil Schooley reported that at its recent meeting, the Parking and Transportation Group discussed the completed parking surveys. Over 700 completed surveys were submitted. The committee decided to send suggestions and comments from the surveys to Dr. Dunn. The group will propose a shuttle for fall 2008.

Smoke-Free Resolution Committee: Debbie Plummer explained that the smoking shelters mentioned in the Tobacco Use Policy will be in the dorm areas. Cathy Bazar made a motion to accept the Tobacco Use Policy as written. Phil Schooley seconded. Discussion followed. Michael Busy made a motion to send the motion back to the committee for further evaluation. Phil Schooley seconded, and the motion carried.

UNIVERSITY-WIDE COMMITTEES:
Faculty and Staff Insurance and Benefits Committee: President Terry Burgess reported that the committee will meet November 16, at 2:00, in the Tennessee Room. The committee welcomes any concerns or comments regarding the 2009 health insurance, dental insurance, or medical spending accounts.

Intercollegiate Athletic Council: Michael Busby reported that the university is currently involved in the NCAA re-certification process. He listed the names of recently hired athletic staff. Term limits are being determined for any

committee positions without term limits.

Naming Campus Facilities Committee: Christian Cruce has been approved to serve on the Naming Campus Facilities Committee.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

Staff Regent Report: Staff Regent Gina Winchester thanked everyone for attending the staff forum. A recording of the forum will be available via a link on the Staff Congress website to Streamer Net. A summary of the September Board of Regents meeting will also be on the Staff Congress website. The next Board of Regents meeting is scheduled for November 30. When she has the meeting agenda, staff may view it on November 26, at 3:30 p.m. in 213 Wells Hall, Gina's office. Gina reminded everyone that the public is invited to speak at the meeting. Interested persons must arrive 30 minutes prior to the start of the meeting so that they may be added to the agenda. Gina has typed the comments received on the staff surveys and has given them to Dr. Dunn. She has given a summary of the staff survey results to the Board of Regents members.

NEW BUSINESS:
President Terry Burgess asked for at least three volunteer to serve on the ad hoc Foundation Book Scholarship Committee. Kim Griffo will chair the committee. Michael Buckman, Christian Cruce, and MeLissa Cooper volunteered to serve on the committee. Terry Burgess will serve as ex-officio.

Terry asked for volunteers to serve on the Staff Recognition Award Changes Committee. Gina Winchester will serve as ex-officio. Orville Herndon, Phil Schooley, Debbie Plummer, and Sheri Riddle will serve on the committee. Debbie Plummer was appointed as chair of the committee.

Terry requested that the Working Conditions Committee investigate the possibility of making available for employee purchase those computers which would otherwise be sent to surplus.

Adjournment: Orville Herndon made a motion to adjourn. Christian Cruce seconded, and the motion carried. The meeting was adjourned at 3: 10 p.m.