Murray State University Staff Congress
Draft Minutes for June 20, 2012
304 North Applied Science Building

PRESENT: Shanna Burgess, Cathy Bazar, Christian Cruce, Tami Dandeneau, Laura Lohr Dziekonski, Marion Hale, Orville Herndon, Wade Herndon, Lana Jennings, Margie Miller, Jerry O'Bryan, Kerry Pinkston, Chuck Plummer, Debbie Plummer, Sheri Riddle, Tressa Ross, Billy R. Russell, Rebecca Wilder, Tim Williams, Dwaine Willoughby, Gina Winchester, Janeen Winters, and John Young. Guests: Amber Harris, Staff Congress member-elect, Dr. Josh Jacobs, Chief of Staff; Ann Matheny, Staff Congress member-elect, Phil Schooley, Staff Regent; and Daniel Williams, Staff Congress member-elect.

CALL TO ORDER: Staff Congress President Gina Winchester called the meeting to order at 1:31 p.m. Gina welcomed guests Amber Harris, Ann Matheny, and Daniel Williams, Staff Congress members-elect. Evan O'Neal, the other Staff Congress member-elect, is out-of-town on university business and therefore unable to attend today's meeting.

REPORTS FROM SPECIAL GUESTS:
Dr. Josh Jacobs, Chief of Staff: Dr. Josh Jacobs thanked everyone for a great school year. The summer campus events have gone well. The programs planned by Janeen Winters' department, Continuing Education and Academic Outreach, have also been successful. The Governor's Scholars Program will be held at MSU three more years. Josh reported on the advertising benefit to the university resulting from the national attention during the 2011-2012 basketball season. He encouraged staff to be aware of personal safety and to call Public Safety if any suspicious individuals are noticed on campus.

At its June meeting, the Board of Regents approved the budget and the formation of Budget Planning and Review Teams which will be composed of individuals from across campus. He explained the structure of the teams. Names to be considered for appointment to the teams must be submitted to Dr. Dunn by July 13. Persons do not have to be members of Staff Congress to be considered for the teams. Additional information may be found on the web page for the President's Office. Josh answered questions. Additional questions may be emailed to him.

Jerry O'Bryan and Chuck Plummer requested an update on the question they asked at a previous Staff Congress meeting concerning repair and replacement of Facilities Management vehicles. Josh said he has spoken with Tom Denton, Vice President of Finance, and will evaluate the situation with Dickie Turner, Assistant Director of Transportation.

Sheri Riddle said that a staff member has requested that she ask why some employees have not reached the mid-point of the pay range although this is the third year of the compensation study pay implementation. The person would like to know how pay was determined. Josh replied that he was not involved in that decision and explained his understanding of the pay implementation established by the compensation study. He said an employee can present related questions to his supervisor and can request the supervisor ask Human Resources to conduct a pay evaluation.

Gina Winchester added that when Staff Congress requested the compensation study, the consultants told MSU that although the goal was to bring everyone's pay to the mid-level, the university budget did not have the funds to do so. In addition, the 4% across-the-board raise affected the pay percentages.

Josh reported that in December, the Board of Regents voted to wait to make a decision about whether to demolish or restore Ordway, in order to allow time for a possible donor or other outside funding to be determined. Because no funding has been discovered, the Board of Regents will move to raze the building once it is vacated. The bricks will possibly be used for a monument. A decision has not been made about the use of the land the building occupies. No plans currently exist to raze any other campus buildings. The old Richmond Hall will be used for overflow. Elizabeth Hall is on schedule to be used by students this fall. Josh explained the funding sources for the renovations and building demolitions.

Staff Regent Report: Staff Congress President Gina Winchester distributed copies of the Staff Regent Report on behalf of Phil Schooley who was unable to attend today's meeting. Gina highlighted some items on the report.

APPROVAL OF MAY MINUTES: Cathy Bazar said she was incorrectly listed in the attendance list in the May minutes. Laura Lohr Dziekonski made a motion to approve the minutes as corrected. John Young seconded, and the motion carried.

APPROVAL OF MAY TREASURER'S REPORT: Laura Lohr-Dziekonski presented the May Treasurer's Report. She noted that donations were made to the flower fund and the Children's Christmas Party fund. She answered questions. John Young made a motion to approve the Treasurer's Report as presented. Tressa Ross seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Gina Winchester said the Staff Congress officers have not met with Dr. Dunn since the May Staff Congress meeting. She distributed a list of names that have been submitted to her for possible inclusion on the Budget Planning and Review Teams. She has also presented the list to Dr. Dunn. Anyone interested in serving on the teams may contact the new Staff Congress President who will be elected later in today's meeting.

Gina reported that she discussed with Tom Denton the 2011-2012 Staff Congress budget and explained the various factors for the shortfall and ideas for savings next year. Mr. Denton said the 2012-2013 budget has already been submitted to the Board of Regents. He might be able to approve the $1,000 requested by Staff Congress as voted on at the May Staff Congress meeting. The 2013-2014 Staff Congress budget can be re-evaluated before it is submitted for approval. Mr. Denton will attend Staff Congress meetings or will meet with representatives outside of meetings to answer questions, whichever is preferred by Staff Congress.

Personnel Policies and Benefits Committee: No report.

Credentials and Elections Committee: Orville Herndon reported the results of the run-off election for the Secretarial Category: 29 votes for Ann Matheny and 28 for Jo Ann Farley.

Gina Winchester noted that more people are showing an interest in running for Staff Congress and thanked the Credentials and Elections Committee for inspiring staff to run.

Orville reported that a Staff Congress member has missed eight Staff Congress during the 2011-2012 fiscal year. As discussed at a previous Congress meeting, Orville has attempted to contact the person by various electronic and phone means without any reply. The Executive Officers to be elected at today's meeting can discuss how to address the absences.

Staff Recognition Committee: Dana Howard is out-of-town on university business and therefore unable to attend today's meeting. John Young reported that 74 Staff Excellence Award nominations have been received. Human Resources will verify eligibility of the nominees. Gina added that nominations have been received in each category. After eligibility of nominees has been verified, committees will be formed to determine award recipients. Tressa Ross complimented the work done to change the nomination form and the publicity, and said both have led to the increase in the number of nominations submitted.

Staff Special Events Committee: No report.

Communications Committee: Laura Lohr Dziekonski thanked her committee for working with the newsletters this past year. Staff may email her with any suggestions for items to include in future newsletters.

Working Conditions Committee: Jerry O'Bryan thanked his committee members and Staff Congress members for their work this past year. No other report.

Staff Congress Foundation Book Scholarship Committee: No report. Laura Lohr Dziekonski complimented the committee for its fundraising efforts for the scholarship fund. Tressa Ross commended the increased publicity which led to a higher number of scholarship applications.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: No report.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities: Christian Cruce referred to today's Staff Regent Report which includes the naming proposals approved at the June Board of Regents meeting.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

International Studies Advisory Committee: No report. John Young said the next meeting is scheduled for September 12.

OLD BUSINESS:
Staff Handbook Revisions:
Orville Herndon reported that the presentation of the revised Staff Handbook to the Board of Regents for approval has been postponed until fall so that it may be given to the Board of Regents with the revised faculty and student handbooks. He explained items Dr. Josh Jacobs has requested be included in the Staff Handbook. When those revisions are made, Orville will email the revised Staff Handbook to Congress members and it will be voted on at a future Staff Congress meeting.

Collaborate Recording of Staff Congress Meetings:
Sheri Riddle responded to the question asked at the May Congress meeting concerning whether meetings may be recorded using Collaborate. She said Collaborate has a recording feature which she is using to record today's Staff Congress meeting.

Gina thanked Sheri for following up on that question.

NEW BUSINESS:
Election of Staff Congress Officers:
Orville Herndon read the requirements for officers as stated in the Staff Congress Bylaws. He read the names of those who had notified him prior to today's meeting of their intent to run for Executive Officer positions. He asked for additional nominations. The following candidates ran for positions at today's meeting.

Treasurer: Debbie Plummer submitted her name for candidacy prior to today's meeting. Orville asked if there were any other nominations. There were none. Lana Jennings moved that the nominations cease. Christian Cruce seconded, and the motion carried.

Vice-President: Laura Lohr Dziekonski submitted her name for candidacy prior to today's meeting. Orville asked if there were any other nominations. There were none. Marion Hale made a motion that nominations cease. Debbie Plummer seconded, and the motion carried.

President: Tressa Ross and John Young submitted their names for candidacy prior to today's meeting. Orville asked if there were any other nominations. There were none. Laura Lohr Dziekonski made a motion that nominations cease. Marion Hale seconded, and the motion carried.

Marion Hale and Lana Jennings distributed ballots, then collected completed ballots and tallied them. Orville asked if there were any online votes. There were none.

Cathy Bazar asked if the voting for the officers can be conducted separately so that if a person wasn't elected to one position, he could then run for another. Orville said that Staff Congress can develop a proposal to do this, if the Congress desires.

Tressa Ross asked if members attending online may vote in the officer elections. Orville replied that voting online is possible. The two election tellers would both view any online votes and record them. He said that *Robert's Rules of Order* addresses online voting. Debbie Plummer suggested that the Congress may want to purchase the tenth edition of *Robert's Rules of Order*. Daniel Williams looked online and reported that the tenth edition of *Robert's Rule of Order* has a section addressing online voting. Orville added that the newly elected Staff Congress President has one week to appoint a Parliamentarian.

The vote tally was complete and Orville read the results.
Treasurer: Debbie Plummer; Vice-President: Laura Lohr Dziekonski; President: John Young.

Gina Winchester passed the gavel to John. He thanked Gina for her service as Staff Congress President and as Staff Regent, and for all she had done for Staff Congress and the university.

Gina said she has been honored to serve the staff and is proud of everything the Congress has accomplished.

ADJOURNMENT: Laura Lohr Dziekonski moved to adjourn the meeting. Lana Jennings seconded, and the motion carried. The meeting was adjourned at 2:34 p.m.