Murray State University Staff Congress Draft Minutes for October 17, 2012 304 North Applied Science Building

PRESENT: Cathy Bazar, Terri Benton, Shanna Burgess, Tami Dandeneau, Marion Hale, Amber Harris, Orville Herndon, Dana Howard, Lana Jennings, Laura Lohr-Dziekonski, Ann Matheny, Margie Miller, Jerry O'Bryan, Evan O'Neal, Chuck Plummer, Debbie Plummer, Sheri Riddle, Tressa Ross, Billy R. Russell, Stephanie Totty, Daniel Williams, Tim Williams, Jason Willoughby, Janeen Winters, and John Young. Guests: Paula Amols, Director of Dining Services and Racer Hospitality; Tom Hoffacker, Director of Human Resources; Dr. Joshua Jacobs, Chief of Staff; Mary Mays, Benefits Manager, Human Resources; Dr. Don Robertson, Vice-President for Student Affairs; and Phil Schooley, Staff Regent.

CALL TO ORDER: Staff Congress President John Young called the meeting to order.

REPORTS FROM SPECIAL GUESTS:

Mary Mays, Benefits Manager, Human Resources: Mary Mays spoke about Open Enrollment. She explained the various insurance options, the Flexible Spending Account, and Health Savings Account. The enrollment deadline is October 26. She noted that the university is paying the increase in insurance rates. A summary of benefits and insurance is on the Human Resources website. She encouraged staff to use Health Services as well as generic and mail order prescriptions. Staff can call Human Resources to ask questions about the plans in which they are currently enrolled. Ms. Mays reminded staff of the upcoming Health Fair.

Tom Hoffacker, Director of Human Resources: Tom Hoffacker reiterated the insurance and benefits enrollment deadline is October 26. KTRS will be making a presentation on October 30 at 1:30 p.m., in Freed Curd Auditorium for ORP participants considering switching to KTRS. Human Resources welcomes input on the open enrollment process, including suggestions for improving efficiency and reducing distribution costs when providing information to employees. He noted that the cost of individual employees printing enrollment forms on their department printers is greater per copy than if Human Resources has them printed in bulk. Discussion and suggestions followed.

<u>Paula Amols, Director of Dining Services and Racer Hospitality</u>: Paula Amols distributed a handout and explained the faculty and staff dining plan available. Online deposit for the faculty and staff dining plan is in the development process. Preparations are in progress for a food truck to visit extended areas of campus. She answered questions. Additional inquiries can be emailed to her or to Terri Benton, Associate Director of Dining Services.

<u>Dr. Don Robertson, Vice-President for Student Affairs</u>: Dr. Robertson reported on the recent career fair on campus. He noted that companies are increasingly more selective as to which events they will attend. It is a positive reflection on MSU and the students that 87 companies participated in the career fair.

The university has been designated as a Safe Community, making it one of only three other universities to receive that designation. The consultants who visited the campus before awarding the Safe Community title were impressed by the university. Dr. Robertson thanked staff for taking time to meet with the Safe Community representatives.

Dr. Robertson said MSU has been awarded two AIMS programs. This is even more significant than in the past because AIMS is experiencing program reductions.

The next Racer Day is scheduled for November 8. Dr. Robertson thanked staff for welcoming potential students and their families during their visits to the campus. The senior breakfast will be held on November 15. Health Services' schedule has changed so that the office is now open during lunch hours to better accommodate the needs of employees. Health Services is planning to expand its services.

Dr. Robertson said that MSU's current enrollment is the largest it has ever been and the freshman class is also the largest the university has had. He thanked staff for their efforts which contribute to student recruitment and retention.

<u>Dr. Josh Jacobs, Chief of Staff</u>: Dr. Josh Jacobs reported on homecoming and on the conclusion of the successful Hold Thy Banner High Campaign. He thanked staff for their contributions to the program.

He reviewed some of the university's achievements during the last three years: the Safe Community designation, the dining options, including the forthcoming food truck, and the renovations at Winslow. He added that Human Resources has continually improved its communication to employees regarding benefits and their costs. He also complimented Human Resources on the commitment to pay the increase in health insurance costs rather than pass them to the employees.

Dr. Jacobs has met with President Dunn and the Chairs of the Budget Planning and Review Teams. The calendar for the teams is posted on the President's Office webpage. The teams will present their preliminary reports at the December meeting of the Board of Regents. Final reports are due in the spring. He thanked staff for serving on the Budget Planning and Review Teams.

Staff Regent Phil Schooley complimented the Budget Planning and Review Team members for the hard work.

Josh answered questions. In response to a question about Dr. Dunn's continuation at MSU, Josh said that the Board of Regents has taken no action on Dr. Dunn's contract. He added that staff can speak to the Staff Regent about the subject.

Staff Regent Report: Staff Regent Phil Schooley responded to the question about Dr. Dunn's contract with MSU by saying "no comment." He added that staff may direct questions to the Chair of the Board of Regents.

APPROVAL OF SEPTEMBER MINUTES: President John Young noted that in the attendance list of the September minutes, Dr. Pervine is listed as the Dean of the College of Science Engineering and Technology. Dr. Pervine is the Associate Dean of the College of Science Engineering and Technology. Laura Lohr-Dziekonski made a motion to approve the September minutes as corrected. Debbie Plummer seconded, and the motion carried.

APPROVAL OF SEPTEMBER TREASURER'S REPORT: Treasurer Debbie Plummer presented the September Treasurer's Report. Marion Hale made a motion to approve the September Treasurer's Report as presented. Laura Lohr-Dziekonski seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

<u>Executive Committee</u>: John Young reported that the Executive Committee has not met since the September Staff Congress meeting. The Faculty and Staff Leadership Committee's next meeting will be determined.

Credentials and Elections Committee: No report.

<u>Staff Recognition Committee</u>: Dana Howard reported on her committee's meeting concerning the Staff Recognition Luncheon. The Staff Excellence Award nomination forms are available on the Staff Congress website. Nominations are being accepted year-round and may be submitted on-line or printed and mailed. The committee is considering placing some blank nomination forms around campus. The award will be promoted in *Roundabout*. Dana welcomes questions and comments about the Staff Recognition Luncheon.

Staff Special Events Committee:

Children's Christmas Party: Shanna Burgess said the Staff Special Events Committee has purchased most of the supplies for the children's Christmas party to be held on December 1, from 1:00 to 3:00 p.m. Only a few items still need to be bought. She reported on the progress of the plans for the party. Shanna will bring sign-up sheets to the November Staff Congress meeting so that Congress members can volunteer to help at the party. She asked that staff bring to the November Staff Congress meeting candy to be used at the children's Christmas party.

Staff Holiday Reception: For the Staff Holiday Reception, the Congress continued a discussion started at the September Staff Congress meeting as to the best time to host the event in order to allow second shift employees to attend. Sheri Riddle read a statement from Daniel Williams who was attending the Staff Congress meeting via Collaborate. He reported on the feedback he received from second shift staff when he asked their preferences on the Staff Holiday Reception time. Based on the discussion at the Congress meeting and the feedback Daniel gave, President John Young asked Congress to choose between event times of 1:00-3:30 p.m. or 1:00-4:00 p.m. A hand vote was taken. The Staff Holiday Reception will be held 1:00-4:00 p.m. on December 11. Shanna will bring a sign-up sheet to the November Staff Congress meeting so Congress members can volunteer to greet staff during the reception. Shanna said that the door prizes will be from on-campus sources. Anyone wanting to seek off-campus door-prizes is welcome to do so.

<u>Communications Committee</u>: Laura Lohr-Dziekonski reported that the Communications Committee is working to distribute the Staff Congress newsletter electronically. Earlier this week, Staff Regent Phil Schooley emailed the recent Staff Congress newsletter to his email list of over 1,000. The Communications Committee is compiling a mailing list of university departments which will be sent a printed copy of the newsletter with a note to post or share with department members.

<u>Working Conditions Committee</u>: Jerry O'Bryan distributed a revised draft of the form the Working Conditions Committee has developed. The final version of the form will be available for staff to use to submit suggestions, concerns, or comments. Discussion followed. The Working Conditions Committee will proceed with making the form available to staff.

<u>Staff Congress Foundation Book Scholarship Committee</u>: Debbie Plummer reported on the number of applications received for the fall 2012 textbook scholarship. The Textbook Committee will meet to determine the scholarship recipient for this semester.

<u>Personnel Policies and Benefits Committee</u>: Stephanie Totty said that Debbie Wagoner of Facilities Management spoke to the Personnel Policies and Benefits Committee about safety goggles and the possibility of reimbursement for the purchase of steel-toed shoes for employees whose position requires such shoes.

Stephanie noted that Orville Herndon emailed the Staff Handbook revisions which included the intellectual property section. Tom Hoffacker of Human Resources clarified that the Staff Handbook is sometimes incorrectly referred to as the Staff Congress Handbook. Phil Schooley added that the Staff Handbook is available on the Staff Congress website.

In an upcoming Staff Congress newsletter, Stephanie plans to include information about the contributions KTRS employees must make towards retirees' health insurance. The Personnel Policies and Benefits Committee is tentatively scheduled to meet on November 7, at 2:00 p.m.

UNIVERSITY-WIDE COMMITTEES:

<u>Faculty and Staff Insurance and Benefits Committee</u>: Stephanie Totty said the flexible work-time subcommittee of the Faculty and Staff Insurance and Benefits Committee proposed a draft of a policy that was passed by the Faculty and Staff Insurance and Benefits Committee and will be sent to administration for review. In the spring semester, the Faculty and Staff Insurance and Benefits Committee will hear reports from the elder care/childcare subcommittee and the sick bank subcommittee. Staff may contact Faculty and Staff Insurance and Benefits Committee members with comments. The Faculty and Staff Insurance and Benefits Committee's next meeting is scheduled for November 16 at 8:15 a.m. in room 304 of Applied Science Building North.

<u>Intercollegiate Athletic Council</u>: Sheri Riddle reported that at the Intercollegiate Athletic Council meeting held on August 27, the compliance officer reviewed policies concerning student athletes. Sheri reported on the senior athletes' exit interviews from the spring semester. She has a copy of the summary of the exit interviews report that can be seen upon request.

Naming Campus Facilities: No report.

Judicial Board: No report.

<u>Sick Leave Appeals Committee</u>: No report.

International Studies Advisory Committee: No report.

<u>Budget Planning and Review Teams</u>: John Young reminded staff that the Budget Planning and Review Teams have web pages which are linked to the planning tab on the university President's web page. Sheri Riddle added that the team captains update the web pages every Friday.

OLD BUSINESS:

<u>Quality Enhancement Program</u>: John Young said that the Quality Enhancement Program choices have been narrowed down to two. An all-user email was sent with a link to an online survey that employees can use to indicate program preference.

<u>Staff Survey</u>: John Young reminded staff to complete the Staff Survey, via the link that was emailed to all staff. He asked staff to encourage their co-workers to complete the survey. Email reminders will be sent to those who haven't completed the survey. Phil Schooley noted that survey responses have been received from approximately 40% of staff. The Staff Survey will close on December 14.

NEW BUSINESS:

Way to Go Award: Debbie Plummer noted that a nomination has been received for the Way to Go Award which has been discontinued. Discussion followed and the Congress members agreed the form should be retuned to the person who submitted it, along with a note explaining that the Way to Go Award had been discontinued and a suggestion that the sender can nominate the

person for a Staff Excellence Award or Faculty Excellence in Teaching Award depending on the nominee's position at the university.

<u>Staff Regent's request to meet with Staff Congress Executive Council</u>: Staff Regent Phil Schooley asked to meet with the Staff Congress Executive Council before the next Staff Congress meeting.

<u>ADJOURNMENT</u>: Orville Herndon made a motion to adjourn. Terri Benton seconded, and the motion carried. The meeting was adjourned at 3:27 p.m.