Murray State University Staff Congress
Draft Minutes for September 19, 2012
304 North Applied Science Building

PRESENT: Cathy Bazar, Terri Benton, Shanna Burgess, Tami Dandeneau, Marion Hale, Amber Harris, Orville Herndon, Lana Jennings, Laura Lohr-Dziekonski, Ann Matheny, Jerry O'Bryan, Kerry Pinkston, Chuck Plummer, Debbie Plummer, Sheri Riddle, Tressa Ross, Stephanie Totty, Daniel Williams, Lisa Willis, Dwaine Willoughby, Jason Willoughby, Janeen Winters, and John Young. Guests: Dr. Josh Jacobs, Chief of Staff; Dr. Jay Morgan, Associate Provost for Graduate Education and Research; Adam Murray, Dean of University Libraries; Dr. Robert Pervine, Dean of the College of Science Engineering and Technology; and Phil Schooley, Staff Regent.

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

REPORTS FROM SPECIAL GUESTS:
Dr. Jay Morgan, Associate Provost for Graduate Education and Research: Dr. Jay Morgan provided an update on the university's preparations for the SACS accreditation reaffirmation. He distributed a timeline of the preparation schedule. He thanked the university community for assisting with the reaffirmation process. Dr. Morgan welcomed questions.

Dr. Morgan introduced Adam Murray and Dr. Robert Pervine, co-directors of the Quality Enhancement Program. They provided information on the program. Kelley Wezner, Director of Institutional Assessment, is also working with QEP. Staff Congress will be given updates on QEP throughout the year. Dr. Pervine and Mr. Murray welcomed questions.

Dr. Josh Jacobs, Chief of Staff: Dr. Josh Jacobs complimented Dr. Morgan for his work with the SACS reaffirmation. Dr. Jacobs reported on MSU's 90th anniversary celebration. He noted that the Faculty and Staff Leadership Council had its first meeting of the fall semester with Dr. Dunn. The Budget Planning and Review Teams have been formed. Updates will be available on the teams' webpages. Official fall semester enrollment data will be available in October. He said enrollment for this semester is higher than last fall's enrollment. He thanked staff for their contributions toward maintaining student retention.

Staff Regent Report: Staff Regent Phil Schooley said he will email his Staff Regent update to Staff Congress members. He reported on the Board of Regents retreat and meeting held in September.

APPROVAL OF AUGUST MINUTES: Debbie Plummer made a motion to approve the August minutes as presented. Jason Willoughby seconded, and the motion carried.

APPROVAL OF AUGUST TREASURER'S REPORT: Treasurer Debbie Plummer presented the August Treasurer's Report. Laura Lohr-Dziekonski made a motion to approve the August Treasurer's Report as presented. The motion was seconded, and the motion carried.

STANDING COMMITTEE REPORTS:
Executive Committee: John Young reported that the Staff Congress executive officers attended the September 7 Board of Regents meeting. John said he spoke at the meeting and thanked the board members for allowing Staff Congress to provide input. He also attended the Faculty and Staff Leadership Council meeting with Dr. Dunn. The Staff Congress executive officers met with Staff Regent Phil Schooley on September 17 to update the staff survey for 2012.

Laura Lohr-Dziekonski complimented John for his representation of Staff Congress at the September Board of Regents meeting.

Personnel Policies and Benefits Committee: Stephanie Totty combined this report with the University-wide Faculty and Staff Insurance and Benefits Committee report given later in the meeting. The next Personnel Policies and Benefits Committee meeting is scheduled for October 3.

Credentials and Elections Committee: Orville Herndon introduced Jason Willoughby who was appointed at the August Staff Congress meeting to complete the term vacated by Anthony Jones who resigned from Staff Congress earlier this year.

Staff Recognition Committee: Shanna Burgess reported on behalf of Staff Recognition Committee Chair Dana Howard who is out-of-town. Dana will schedule a committee meeting soon.

Staff Special Events Committee: Shanna Burgess said the Children's Christmas party is scheduled for December 1, 1:00 – 3:00 p.m., in the Curris Center Dance Lounge. She listed the various activities planned for the party. The committee will order favors and other items for the party, as the previous supply of items has been depleted. At the next Staff Congress meeting, Shanna will distribute a sign-up sheet for Congress members to volunteer to help during the party. She welcomes suggestions for the party.

The Staff Holiday Reception is scheduled for December 11, 1:00 – 3:00 p.m., in the Curris Center Ballroom, pending approval from Tom Denton's office. Discussion followed concerning whether or not to have off-campus door prizes. Last year, all of the door prizes were purchased by Staff Congress from the university store. Congress members also discussed the best time of day to hold the reception in order to allow second shift employees to attend. Daniel Williams will ask second shift staff members for input and report back to the Staff Special Events Committee.

Communications Committee: Laura Lohr-Dziekonski thanked the committee members for meeting on September 6. She reported that its meeting, the committee discussed suggestions for reducing distribution costs for the Staff Congress newsletter.

Working Conditions Committee: Jerry O'Bryan said that at its recent meeting, the Working Conditions Committee revised the draft of the form it has created to be used by staff to submit concerns and comments. He distributed copies of the form. Discussion followed. Jerry thanked Daniel Williams for developing the online version of the form which can be posted on the Staff Congress website.

Staff Congress Foundation Book Scholarship Committee: Debbie Plummer reported on the balance of the scholarship fund.

UNIVERSITY-WIDE COMMITTEES:
Faculty and Staff Insurance and Benefits Committee: Stephanie Totty said the Faculty and Staff Insurance and Benefits Committee has met twice since the August Staff Congress meeting. She reported that the Insurance and Benefits Committee recommends no changes to the Health Insurance plan for 2013 and recommends the university cover the anticipated cost increases. She reported on additional information from the meetings. The Insurance and Benefits Committee has formed three sub-committees to consider flex-time, child and elder care, and the sick bank.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities: No report.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

International Studies Advisory Committee: John Young reported on the September 12 meeting of the International Studies Advisory Committee. He noted that the university provides many opportunities to study abroad. He will be reporting to the committee how staff promote international studies. The committee will meet again on November 14.

John said the Budget Planning and Review Teams have begun meeting. He named some of the Congress members who are on the teams. The groups are working to develop suggestions which would increase the university's efficiency while attempting to avoid reductions in programs.

OLD BUSINESS:
Staff Handbook: Stephanie Totty made a motion to add to the Staff Handbook, a Section 2.5 to include the first paragraph of the university's Intellectual Property Policy and a link to the remainder of the policy. Orville Herndon seconded. President John Young asked if there was any discussion. He explained the development of the Intellectual Property Policy. Staff Regent Phil Schooley added that the policy is in the Board of Regents Handbook and university Polices and Procedures Manual. Phil distributed copies of the full policy. John read the first paragraph. The motion carried.

NEW BUSINESS:
Staff Survey: Phil Schooley reported on the changes to the Staff Survey for 2012 which will be distributed in September or October. He asked that comments or suggestions for the survey be given to him within the next week. The results of the survey will be presented to the Board of Regents and university administration in electronic format rather than in a paper form as in previous years.

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