

PRESENT: Jessica Evans, Debbie Griffin, Marion Hale, Orville Herndon, Dana Howard, Laura Lohr-Dziekonski, Ann Matheny, Jerry O'Bryan, Chuck Plummer, Debbie Plummer, Brian Purcell, Sheri Riddle, Tressa Ross, Stephanie Totty, Daniel Williams, Lisa Willis, Joseph Wilson, Chad Wortham, and John Young.

Guests: Dr. Renee Fister, Faculty Regent; Dr. Jay Morgan, Provost; Tom Hoffacker, Director, Human Resources; Dr. Tim Miller, Interim President; Dr. Robert Pervine, Interim Associate Provost for Graduate Education and Research; and Phil Schooley, Staff Regent.

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

REPORTS FROM SPECIAL GUESTS:

Dr. Tim Miller, Interim President: Dr. Tim Miller noted that he and Dr. Randy Dunn have a good relationship. During Dr. Miller's previous term as Interim University President, discussions had begun concerning staff job classifications. Since then, job classifications have been implemented. Dr. Miller welcomes questions and suggestions. He thanked staff for providing services needed by students and complimented Staff Regent Phil Schooley and Faculty Regent Dr. Renee Fister on their representation of staff and faculty to the Board of Regents.

Dr. Jay Morgan, Provost: Dr. Morgan said he is humbled and pleased to be Provost. He provided updates on the Paducah campus, strategic planning, and the SACS accreditation preparation. He asked staff to note that the accreditation review representatives will be on campus the last of week of February 2014 and to be sure the campus is prepared. Dr. Morgan recognized Dr. Renae Duncan, Associate Provost for Undergraduate Education, and Dr. Robert Pervine, Interim Associate Provost for Graduate Education and Research.

Dr. Robert Pervine, Interim Associate Provost for Graduate Education and Research: Dr. Pervine provided an update on the Quality Enhancement Plan, noting that the QEP logo and marketing plan were designed by students. He thanked Staff Congress for inviting him to speak at today's meeting.

Tom Hoffacker, Director, Human Resources: Tom Hoffacker noted that the latest edition of the *Personnel Matters* newsletter was sent last week. Hourly pay received on July 26 will be the first to reflect the pay increase. July 31 is the date monthly pay will reflect the pay increase. He provided some personnel updates and answered questions.

Welcome to New Staff Congress Members: John Young welcomed new Staff Congress members and asked everyone present to introduce himself.

Staff Regent Report: Staff Regent Phil Schooley reminded staff to respond to the survey he emailed which asks staff to list desired characteristics of the future university president. He listed dates for the Presidential Search Committee. Phil complimented Faculty Regent Dr. Renee Fister on her work with issues affecting university employees.

Faculty Regent Report: No report.

APPROVAL OF JUNE MEETING MINUTES: Dana Howard noted a correction in the Staff Recognition Committee Report. The second paragraph should read as follows: Dana said she has received a "Got Something to Say" form which complimented a couple of staff members and wanted them to be recognized by Staff Congress. She said she will ask the person who submitted the form if he would like to submit the compliments as nominations for the 2014 Staff Excellence Awards, as the deadline for 2013 Staff Excellence Awards has passed and the "Way to Go" Award, which individuals could use to recognize staff throughout the year, no longer exists.

Marion Hale noted a correction under New Business, in the second paragraph. In the fourth sentence, the second word "secretary" should be "treasurer". Marion Hale made motion to approve the June minutes as amended. Orville Herndon seconded, and the motion carried.

APPROVAL OF JUNE TREASURER'S REPORT: Treasurer Debbie Plummer presented the June Treasurer's Report. Laura Lohr-Dziekonski made a motion to approve the June Treasurer's Report as presented. Gina Winchester seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: John Young reminded staff of items from the *Personnel Matters* newsletter. He has received completed committee preference forms from Congress members. He will begin making committee assignments.

Credentials and Elections Committee: For the benefit of new members, Orville Herndon explained the responsibilities of the Credentials and Elections committee. He listed the vacancies on Staff Congress. At the August Congress meeting, he hopes to be able to present the names of interested persons who are eligible to fill the vacancies.

Staff Recognition Committee: Dana Howard reported that the Staff Recognition Luncheon will be held on August 12. She reminded Staff Congress members to arrive early to greet staff and assist with line management. She asked that staff remind co-workers who will be receiving Years of Service Awards to attend the luncheon.

Staff Special Events Committee: Debbie Plummer said the items have been ordered for door prizes for the December staff reception. The children's Christmas party items will be ordered later. The children's party is scheduled for December 7. The staff reception will be held on December 12.

Communications Committee: Laura Lohr-Dziekonski reported that the Staff Congress newsletter will be mailed at the end of this week or early next week. She reviewed items to be included in the newsletter.

Working Conditions Committee: Jerry O'Bryan said he was asked to pass along reminders to staff to be safe and to wear seat belts when driving and to call Public Safety and Transportation in the event of an accident in a university vehicle. He also reminded staff to avoid leaving keys in cars.

Staff Congress Foundation Book Scholarship Committee: Debbie Plummer said she will schedule a meeting for the Scholarship Committee. The committee will discuss when to have a fundraiser.

For the benefit of new Staff Congress members, John Young explained that Staff Congress has committees comprised of Staff Congress members. The university-wide committees consist of Staff Congress members and other employees from across campus.

Personnel Policies and Benefits Committee: No report.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Stephanie Totty read the memo the Faculty and Staff Insurance and Benefits Committee has received from Human Resources Director Tom Hoffacker in response to the proposals submitted by the committee. Response to some of the committee's proposals will wait until a university president is appointed.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities Committee: No report.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

International Studies Advisory Committee: John Young said the International Studies Advisory Committee has not met over the summer. He asked if anyone would volunteer to attend the meetings. Laura Lohr-Dziekonski said she would attend the ISAC meetings.

OLD BUSINESS: None

NEW BUSINESS:

Chuck Plummer suggested the formation of a standing committee to focus on campus appearance and improvements. Discussion followed. The consensus was to form an ad hoc committee. Then, based on the experience with the ad hoc committee, a recommendation could be made to form a university-wide committee.

Chuck Plummer made a motion to establish an ad hoc committee to focus on campus appearance and improvements. Jerry O'Bryan seconded. Discussion followed. President John Young asked that Congress members interested in being on the committee email him. The motion carried.

ADJOURNMENT: Stephanie Totty made a motion to adjourn. Orville Herndon seconded, and the motion carried. The meeting was adjourned at 2:42 p.m.