Murray State University Staff Congress
Draft Minutes for September 10, 2008
Curris Center: Mississippi Room
Updated October 3, 2008

PRESENT: Vicki Anderson, Cathy Bazar, Terri Benton, Terry Burgess, Michael Busby, Christian Cruce, Kim Griffo, Marion Hale, Orville Herndon, Wade Herndon, Lana Jennings, Tresa Jones, Tommy Kimbro, Sheila Lamb, Aleeah McGinnis, Norma Sue Miller, Jane Page, Debbie Plummer, Sheri Riddle, Phil Schooley, Mark Shearer, Becky Wilder, and Shari Wilkins. Guests: David Borum, *Murray State News*; Randy Dunn, MSU President; Josh Jacobs, Chief of Staff; Jeanie Morgan, "Way to Go" Award Recipient; Don Robertson, Vice President for Student Affairs; Misty Starks, "Way to Go" Award Recipient; Rhonda Timmons, "Way to Go" Award Recipient; Gina Winchester, Staff Regent; and Holly Wise, *Murray Ledger and Times*.

CALL TO ORDER: Staff Congress President Phil Schooley called the meeting to order at 1:32 p.m.

PRESENTATION OF WAY TO GO AWARDS:
MSU President Randy Dunn and Staff Congress President Phil Schooley presented "Way to Go" Awards to Misty Starks, Jeanie Morgan, and Rhonda Timmons.

REPORTS FROM SPECIAL GUESTS:
President Randy Dunn welcomed everyone back for the school year. He thanked everyone on Staff Congress and asked that they pass along his thanks to co-workers for getting through the budget cuts and attending meetings about the budget. He reported on encouraging expectations for the upcoming budget from Frankfort. Dr. Dunn said that a library task force will be formed to plan an academic library for the 21st century and to discuss possible funding requests for the 2010 legislative session. The university has mini-grants to use towards internationalization efforts. Suggestions may be emailed to the President's Office. Dr. Dunn noted that Josh Jacobs, Chief of Staff, will be the point of contact for the President's Office. He welcomed Staff Congress President Phil Schooley to let him know of any meetings Staff Congress needs Dr. Dunn to attend.

A faculty-staff leadership council will be implemented this year. The council consists of leadership from Staff Congress and Faculty Senate, the Staff Regent, and the Faculty Regent. The group will meet once each month. One issue the group will address is health insurance.

Dr. Don Robertson, Vice President for Student Affairs, thanked staff for preparing the campus for the fall semester and for welcoming students and families. Parents and other family member of students will be on campus September 12-14, for Family Weekend. Annual Unity Day is scheduled for September 18. The Annual Unity Day March will begin at 4:00 p.m. that day at the Curris Center. The purpose of the event is to bring together campus faculty, staff, and students. Dr. Robertson asked that Staff Congress members encourage co-workers to attend Unity Day events. September 15-23 will be Safety Week on campus. "Take Back the Night" candlelight vigil will be held on the steps of Lovett Auditorium on September 25. A career fair is scheduled for October 1.

APPROVAL OF MINUTES: Aleeah McGinnis noted a correction on page 1, Reports from Special Guests, paragraph two. The last sentence should read "Ms. Bramlet explained that the President's Cup Challenge is based on participation rate (the number of staff participating) and not the dollar amount given." Lana Jennings made a motion to approve the minutes as corrected. Orville Herndon seconded, and the motion carried.

TREASURER'S REPORT: Treasurer Debbie Plummer was unable to present the Treasurer's Report because she is not yet able to access e-print on the new ERP system to print the Staff Congress budgets.

STANDING COMMITTEE REPORTS:
Executive Committee Report:
Phil Schooley said the committee would like to find ways to inform the campus of the "Way to Go" Award and encourage nominations. The award will be mentioned in an upcoming issue of "Roundabout Murray."

Personnel Policies/Benefits Committee: Michael Busy reported that he, Phil Schooley, and Josh Jacobs met regarding the personnel policies/benefits items on the Staff Congress agenda. As of September 3, each of those items has been moved to the President's Office for consideration.

Credentials and Elections Committee: Orville Herndon distributed copies of the updated list of Staff Congress members. The next Staff Regent Election will be held in spring 2009. The Credentials and Elections Committee will compile a timetable for the election. The committee welcomes suggestions from staff.

Staff Recognition Committee: Sheri Riddle said the Staff Recognition Committee welcomes suggestions of where to place displays for "Way to Go" Award information and nominations forms.

Staff Special Events Committee: Christian Cruce reported that the September 8 Staff Congress rebate night raised $40 for the Heart Walk. The next rebate event will be held on October 9, 11:00 a.m.-9:00 p.m.

Cathy Bazar reported that Lana Jennings has received a list of local businesses from the Chamber of Commerce. Volunteers are needed to call the businesses to ask if they offer discounts to MSU employees.

The children's Christmas party will be held December 6, 1:00-3:00 p.m. The committee is going try to hire a clown. Santa Claus will be at the party.

The staff Christmas Party is scheduled for December 11, 9:30 a.m.-1:30 p.m. Discussion followed regarding whether or not to move the party to the afternoon in order to enable Food Services and Facilities Management staff to attend the event. Due to morning work schedules, some staff from those two departments have been unable to attend the Christmas party. Staff Congress members agreed to change the event to 1:00-3:00 p.m.

A question was asked about the possibility of providing university sponsored transportation for staff and family members to sporting events. Family members cannot use university transportation.

Cathy Bazar said that the committee welcomes ideas for fundraising.

Communications Committee: Lana Jennings distributed a schedule of newsletter article submission deadlines and newsletter mailing dates. She read the list of companies who provide discounts to MSU employees.

Working Conditions Committee: No report.

AD-HOC COMMITTEES:
Salary and Benefits Equity Research Committee: No report.

Staff Congress Foundation Book Scholarship Committee: Kim Griffo said that September 18 is the application deadline for the staff book scholarship.

Staff Recognition Award Changes: Debbie Plummer reported that the committee is waiting for results of this year's staff survey to see if any staff have comments regarding the Staff Recognition Award. The award needs to be publicized more.

Staff Congress Bylaws Review Committee: Orville Herndon distributed and explained changes to Bylaw Article X. Orville made a motion to adopt the changes to the amendment as presented. Terry Burgess seconded. Phil Schooley asked if there was any discussion. There was none. Terry Burgess called for a question. The vote was taken by a show of hands; the motion carried 22 to 0.

At the next Staff Congress meeting, the committee will present proposed changes to the portion of the Bylaws pertaining to the Staff Regent Election.

Staff Handbook Review Committee: Christian Cruce and Debbie Plummer have been added to the committee. Other committee members are Lana Jennings and Cathy Bazar. Michael Busby is committee chair. The committee will meet

Wednesday, September 17, at 9:00 a.m. Staff may contact the committee members with any suggestions regarding the handbook. The current handbook is dated 2001. A copy is available online at the Staff Congress website.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Terry Burgess said that the committee met September 5. He has been re-elected as committee chair. He gave a report on the meeting. The committee's next meeting is scheduled for September 19. Employees may contact committee members with suggestions and comments. Open enrollment is expected to be held in October.

Intercollegiate Athletic Council: Michael Busby reported that the committee accepted the academic review that he and Dan Wann presented to the committee. The committee also accepted the results of exit exams as presented by Bill Whitaker. The meeting concluded with a review of the Athletics budget. The meetings are closed, but staff may send questions to the committee members.

Naming Campus Facilities Committee: No report.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

Staff Regent Report: Staff Regent Gina Winchester reported that the Board of Regents held a retreat on September 5, at Miller Golf Course. Representatives from the Council on Postsecondary Education gave a presentation to the board regarding the 2020 Initiative. Dr. Dunn talked about the 2012 Initiative. Board members want to recognize staff who have been working to implement ERP.

The next regular Board of Regents meeting is scheduled for Friday, September 12, at the Pogue Library. Gina presented the board's meeting agenda. Arrangements are being made to stream the meeting over the internet.

Staff Surveys were mailed in mid-August. About 330 completed surveys have been received. Gina thanked Dr. Dunn for reading the results of last year's survey. Dr. Dunn, Tom Denton, and Staff Congress President Phil Schooley will be given copies of this year's survey results. Gina plans to hold a forum in October to present the survey results.

Gina said that she has been asked if hourly staff are considered to be working overtime when they must travel to conferences or trainings as an MSU employee. Tommy Kimbro responded that the conference or training is considered time worked. Commute time from home to work is not considered work time. Commute time to training/conferences is work time. Hours outside of travel and training/conferences are not work hours.

Orville Herndon said that he has been asked by some staff if the university can advance per diem funds to employees who don't have credit cards and are required to travel for certification or other training. Phil Schooley referred this question to the Working Conditions Committee

OLD BUSINESS: None.

NEW BUSINESS: None.

Adjournment: Orville Herndon made a motion to adjourn. Terry Burgess seconded, and the motion carried. The meeting was adjourned at 3:09 p.m.