Murray State University Staff Congress
Draft Minutes for September 8, 2010
Curris Center: Stables

PRESENT: Terri Benton, S.G. Carthell, Johnathan Chancellor, Christian Cruce, Susanne D'Angelo, Laura Dziekonski, Marion Hale, Orville Herndon, Cheryl Hicks, Dana Howard, Anthony Jones, Margie Miller, Jerry O'Bryan, Chuck Plummer, Debbie Plummer, Sheri Riddle, Stephanie Totty, Gina Winchester, Janeen Winters, and John Young. Guests: David DeVoss, Director of Public Safety; Melvin Henley, State Representative; Tom Hoffacker, Director, Human Resources; Josh Jacobs, Chief of Staff; Francie Ray, Public Safety, and Phil Schooley, Staff Regent.

CALL TO ORDER: Staff Congress President Gina Winchester called the meeting to order at 1:33 p.m.

REPORTS FROM SPECIAL GUESTS:
Gina welcomed State Representative Melvin Henley. Mr. Henley spoke of his service to the university and community as a Faculty Regent and later as mayor, as well as the work he is currently doing in Frankfort on behalf of the region. He gave copies of his card with his email and telephone number and welcomed the opportunity to address concerns. Questions and discussion followed regarding the bridges over the lakes, funding for Phase 3 of the Science Building, and the possibility of setting tuition rates without CPE approval. He noted that state cabinet members have taken a voluntary 10% pay cut.

Gina thanked Mr. Henley for taking the time to address today's Staff Congress meeting. She added that the region is very fortunate to be represented by him.

Gina introduced David DeVoss and other representatives from Public Safety. Mr. DeVoss spoke of upcoming parking changes and changes which have recently been made, specifically near Sparks Hall and near the restaurants on the corner of 15th and Olive Streets. He asked that departments notify Public Safety in advance of expected campus visitors in order to allow visitor parking passes to be issued prior to the campus visit. Questions followed.

Gina Winchester asked if Public Safety offers any training events or activities of which employees should be aware. Mr. DeVoss encouraged staff to view the "Shots Fired" video on Public Safety's webpage. Questions and discussion followed.

Francie Ray of Public Safety asked staff to email her department at msu.publicsafety@murraystate.edu to let the department know of anticipated visitors so that Public Safety may issue parking passes for them. Loading zone requests may be faxed to Public Safety. The request must be signed by the dean for the requesting department. Loading zone permits will be issued only to employees with valid MSU parking tags. Mr. DeVoss noted that parking information can be found on the Public Safety webpage. Questions followed regarding crosswalks.

Josh Jacobs said the university is working to improve its online presence in social media. Josh welcomes email informing him of any broken links or other corrections to the university website. The Racer Writing Center is now open in the library for students and interested employees. He reminded staff to request complimentary tickets for the first home football game of the season to be played on September 11.

Tom Hoffacker explained that the change in the P.A. Form routing process affects only four employees. Implementation of the compensation study results has begun with informational meetings for staff and department heads. He noted that the open enrollment period will be 30 days long due to health insurance reform. The upgrade to Banner version 8 is in process.

Staff Regent Report: Staff Regent Phil Schooley said the Board of Regents will meet September 17; the time will be announced. He explained the in the new meeting format, the Staff, Faculty, and Student Regents will present to the Board. The committees have been changed some. The Governor's Conference of Trustees and Board of Regents members will be held at Northern Kentucky University on September 13. Phil reported that the Staff Survey has been emailed twice to over 1,000 staff and approximately 450 people have responded. Last year over 600 responded.

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

TREASURER'S REPORT: Laura Dziekonski presented the July Treasurer's Report. Marion Hale made a motion to approve the July Treasurer's Report as presented. Jerry O'Bryan seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Gina Winchester distributed a handout from Amelia Dodd, Wellness Coordinator, about Healthy Life, MSU Employee Wellness Program. At the October Staff Congress meeting, Ms. Dodd will speak about the Healthy Life Program.

Gina said that Staff Congress member Jordan Smith, who works in School Relations, received the 2010 NACAC (National Association for College Admission Counseling) Rising Star Award.

On September 9, the Executive Committee will meet with Dr. Dunn and faculty representatives. Gina said she forwarded to Dr. Dunn a request from Anthony Jones regarding the shift differential.

She encouraged staff to attend the Staff Appreciation Night at the first home football game on September 11.

A campus-wide administrators meeting is scheduled for Wednesday, October 6, at 1:30 p.m., in Wrather Auditorium. The meeting is open to the public. Dr. Dunn tries to have a meeting of campus administrators every semester.

She reminded everyone of the upcoming staff mixer and Trivia Night at Nick's on Tuesday, September 14, at 6:30 p.m.

Personnel Policies Committee: Sheri Riddle reported that at its meeting on September 7, the Personnel Policies Committee discussed some of the policies that had been brought up in the past. One of the topics was the wording of the Sick Leave Policy which lists the family members for whom an employee may take sick leave. Human Resources has indicated the list should be limited to seven family members. The committee will draft proposed wording for the policy and present it to Staff Congress. Other topics discussed at the Personnel Policies Committee meeting include establishing an Interim Title Policy and a tuition bank. Sheri encouraged staff to contact the committee with any topics they would like this committee to address. Discussion followed.

AD-HOC COMMITTEES

Staff Congress Handbook Review Committee: Christian Cruce will be contacting committee members with meeting dates. The committee has a Blackboard course. Faculty Senate has been working on the faculty handbook. The staff and faculty policies will need to be aligned with each other.

UNIVERSITY-WIDE COMMITTEES

Sick Leave Appeals Committee: No report.

STANDING COMMITTEE REPORTS:

Credentials and Elections Committee: No report.

Staff Recognition Committee: Terri Benton will be emailing committee members with the meeting date to discuss the Staff Excellence Award.

Staff Special Events Committee: Janeen Winters said the Children's Christmas party is scheduled for December 4. The Staff Reception will be held on December 9.

Communications Committee: Laura Dziekonski asked staff to contact her with suggestions of items to include in the next newsletter.

Working Conditions Committee: Jerry O'Bryan reported that the second implementation of the AIMS program has begun. A representative from each building will be designated as the person to submit work orders online to avoid duplicate submissions of work order requests. Eventually, vehicle reservations will be made online.

Staff Congress Foundation Book Scholarship Committee: Debbie Plummer said a committee meeting date has not been set. The committee plans to have the scholarship application available online. She asked staff to remind co-workers considering applying for the scholarship to keep their book purchase receipts.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Sheri Riddle reported that the committee will meet Friday, September 10, at 8:30 a.m. The meeting agenda is on the committee's Blackboard site. The main topic will be open enrollment.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities: No report.

Judicial Board: No report.

OLD BUSINESS: None.

NEW BUSINESS: None.

Gina Winchester said that a forum of Faculty Regent candidates will be held today at 3:30 p.m., in Mason Hall. The forum is open to the public.

The next Staff Congress meeting is scheduled for October 13, at 1:30 p.m., in the Curris Center Stables.

ADJOURNMENT: Gina Winchester adjourned the meeting at 2:50 p.m.