Murray State University Staff Congress Draft Minutes for February 15, 2012 304 North Applied Science Building

PRESENT: Shanna Burgess, Tami Dandeneau, Laura Lohr Dziekonski, Marion Hale, Orville Herndon, Wade Herndon, Dana Howard, Margie Miller, Jerry O'Bryan, Kerry Pinkston, Rebecca Wilder, Tim Williams, Dwaine Willoughby, Lisa Willis, Gina Winchester, Janeen Winters, and John Young. Guests: Amy Adams, Manager of Employment, Employee Relations, and Compensation; Paula Amols, Director of Racer Dining Services; Sharon Crouch, Way to Go Award recipient; Tracy French, Marie Jones Textbook Scholarship recipient; Tom Hoffacker, Human Resources Director; Dr. Josh Jacobs, Chief of Staff; Alesha O'Bryan, Marie Jones Textbook Scholarship Recipient; Dr. Don Robertson, Vice-President for Student Affairs; Phil Schooley, Staff Regent, Dr. Bert Siebold, Professor, Science Engineering and Technology; Beth Sloan, Way to Go Award recipient; Lauren Smee, Wellness Coordinator; Joseph Woods, Way to Go Award recipient.

CALL TO ORDER: Staff Congress President Gina Winchester called the meeting to order at 1:30 p.m.

PRESENTATION OF MARIE JONES TEXTBOOK SCHOLARSHIP AWARDS: Marie Jones Textbook Scholarship Committee Chair Debbie Plummer presented Marie Jones Textbook Scholarship Awards for the spring 2012 semester to Tracy French, MSU staff member, and Alesha O'Bryan, daughter of staff member Jerry O'Bryan.

PRESENTATION OF WAY TO GO AWARDS: Staff Recognition Committee Chair Dana Howard presented Way to Go Awards to those nominated during the fall 2011 semester. Recipients are Sharon Crouch, nominated by Dr. Bert Siebold; Joseph Woods, also nominated by Dr. Bert Siebold; and Beth Sloan, nominated by Phil Schooley. Dana read the nominations submitted for these recipients.

REPORTS FROM SPECIAL GUESTS:

<u>Dr. Don Robertson, Vice-President for Student Affairs</u>: Dr. Don Robertson introduced Paula Amols, new Director of Racer Dining Services.

Ms. Amols said she is very happy to be at Murray State. She is considering offering a staff and faculty meal plan and welcomes suggestions as to what would be useful to faculty and staff. She is also exploring the idea of offering limited dining facility hours between class sessions, when the facilities would otherwise be closed. Dr. Robertson noted that Paula was planning to attend January's Staff Congress meeting, but was visiting the campus food carts and dining facilities.

Debbie Plummer asked about having food service carts for other areas of campus such as the Biology Building. Paula replied that some Dining Services staff have also raised this question. She plans to investigate the possibility of offering food cart services to additional areas of campus without detracting from existing campus dining areas.

Dr. Robertson and Ms. Amols discussed projects planned for the next two summers in some of the dining facilities. In addition, the university will resume offering the expanded buffet on the second Sunday of each month. Smoothies will be available on Saturday mornings once or twice per month. Debbie Plummer asked for increased publication to faculty and staff who might not hear of items advertised only at the dining facilities. Ms. Amols responded that table tents are displayed at various non-dining facilities and outside on sidewalks. Advertising may be expanded to other campus locations. Laura Dziekonski asked if dining services can be publicized on electronic screens located throughout campus.

Gina Winchester welcomed Paula to campus. Ms. Amols encouraged staff to provide feedback. Her email address is pamols@murraystate.edu .

Dr. Robertson listed upcoming events including a career fair on March 7 and an eating disorder assistance program which will begin later in March. He encouraged staff to attend the program to learn what resources are available to those with eating disorders. Dana Howard added that her department will help promote the program.

<u>Tom Hoffacker, Director of Human Resources</u>: Tom Hoffacker introduced Amy Adams, Manager of Employment, Employee Relations, and Compensation. Amy noted that she has received a warm welcome from the university community. She welcomes questions. Her email address is <u>aadams29@murraystate.edu</u>.

Tom introduced Lauren Smee, the new Wellness Coordinator. Lauren also welcomes questions from employees. She added that employees can visit Murraystate.edu/healthylife to receive announcements about Healthy Life events. The Health Fair is scheduled for March 15 in the Curris Center Ballroom. Employees should have received post cards with information about registering for blood draws. Questions and comments may be sent to her at lsmee@murraystate.edu.

Tom Hoffacker noted that new employees who have not yet accumulated sick leave, take leave without pay when they become sick. His department is working on a policy to address this issue. Performance evaluations are due March 31. Human Resources is working to develop job descriptions for all staff and faculty.

<u>Dr. Josh Jacobs, Chief of Staff</u>: Josh Jacobs reported on the Presidential Lecture given on February 13, by James Carville and Mary Matalin. He thanked Dining Services staff for assisting with the event. He reported on the Presidential Scholars interviews which were held on campus this past weekend. He announced other upcoming campus events, including a seminar on customer service. Josh said that Dr. Robertson's office and the Housing Office are assisting students whose commutes have been affected by the damage to the Eggner's Ferry Bridge. He added that the inability to use the bridge affects student retention and recruitment. Josh reported on the status of the proposal by the City of Murray to require all students to purchase city stickers for their vehicles.

Dr. Robertson asked staff to welcome prospective students. These are the students carrying gold bags and often are visiting the campus with their parents. He encouraged staff to attend the February 16 women's basketball game at which two graduating seniors will be recognized.

Staff Regent Report: Staff Regent Phil Schooley reported that the next Board of Regents meeting will be held on March 1 and 2. He listed topics to be discussed at the meeting. The public portion of the meeting is tentatively scheduled for the morning of Friday, March 2.

APPROVAL OF JANUARY MINUTES: Orville Herndon noted that on page 2, in the Credentials and Elections Committee Report, third sentence, the phrase "legal opinion" should be "reply" to make the sentence read as follows.

"He discussed the reply given by John Rall, University Counsel, concerning online voting—which involves ensuring that everyone has the opportunity to cast a private vote."

John Young made a motion to approve the minutes as corrected. Debbie Plummer seconded, and the motion carried.

JANUARY TREASURER'S REPORT: Laura Dziekonski presented the January Treasurer's Report. Debbie Plummer made a motion to approve the January Treasurer's Report as presented. Tim Williams seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: Gina Winchester said the Executive Committee will meet with Dr. Dunn on February 23, for the Faculty and Staff Leadership Committee Meeting. Dana Howard will attend the meeting to discuss the Staff Congress request to increase the monetary amount given with Staff Excellence Awards in order to match the amount given with the Outstanding Teaching Awards for Faculty.

Gina reminded everyone of the upcoming Staff Regent and Staff Congress Elections. She added that she will not be running for Staff Regent. She read an email containing comments made today by the governor concerning the Eggner's Ferry Bridge.

Personnel Policies and Benefits Committee: No report.

<u>Credentials and Elections Committee</u>: Orville Herndon reported he received Susanne D'Angelo's letter of resignation from Staff Congress on February 1, 2012. Her position is in the Secretarial/Clerical Category and the term expires in 2013. She served on the Insurance and Benefits Committee.

Staff Regent Election: Candidacy Intent Forms for the Staff Regent Election were delivered to staff yesterday and today. The deadline to file for the Staff Regent Election is February 28. To date, Phil Schooley is the only person to submit a Candidacy Intent Form.

Staff Congress Election: The Credentials and Elections Committee will meet on February 29, at 1:30 p.m., to prepare the candidacy intent forms for the Staff Congress Election. Staff Congress members not on the committee may attend the February 29 meeting or contact Orville with comments regarding the election. Orville read the names of Staff Congress members whose terms expire this year.

Gina Winchester thanked the Credentials and Elections Committee members for their work on the elections. She complimented the updated Staff Regent Candidacy Intent Form.

Staff Recognition Committee: Dana Howard reported on the progress of plans for the Staff Excellence Awards and the Staff Recognition Luncheon to be held on August 7. Dana and Congress President Gina Winchester will present to the Board of Regents a proposal approved at the November 2011 Staff Congress meeting to request that the monetary amount given to recipients of the Staff Excellence Awards match the monetary amount given to recipients of the Outstanding Teaching Awards for Faculty. The Staff Recognition Committee is working to make the Staff Excellence Award nomination form available online. She reported that University Counsel said the form can be made available online so long as a paper version is also made available. Dana asked staff to encourage co-workers to submit nominations for the Staff Excellence Award.

Earlier in today's meeting, the final Way to Go Awards were presented. The award has been discontinued, as recommended by Staff Congress and approved by Tom Denton.

Staff Special Events Committee: No report.

<u>Communications Committee</u>: Laura Dziekonski said the Communications Committee plans to distribute a newsletter approximately the first of March. The newsletter will include today's Way to Go Award recipients and information about the upcoming Staff Regent and Staff Congress elections.

Working Conditions Committee: Jerry O'Bryan said the Working Conditions Committee will meet on February 21, at 3:30 p.m. He asked if Staff Congress needs to address the topic of new employees who have not yet accumulated any sick leave and therefore must take unpaid leave due to illness. Gina Winchester said this issue will be assigned to the Personnel Policies and Benefits Committee.

Staff Congress Foundation Book Scholarship Committee: Debbie Plummer reported that the three persons whose names were drawn from those who donated to the textbook fundraiser will meet at Nick's Restaurant at 5:00 p.m. tonight to participate in a dart contest to win the tin of donated items. The names of Leon Duobinis-Gray, Linda Myhill, and Gerry Harris were drawn at the January Staff Congress meeting. When notified that his name had been selected, Leon Duobinis-Gray declined because of his upcoming surgery. Dr. Tom Timmons' entry was selected as a replacement. Dana Howard's department, Publications and Printing, provided MSU t-shirts for the three participants.

Gina Winchester asked if a date has been set for Staff Congress to work at the concession stand at a basketball game. In return for working at the stand, a percentage of the concession sales would be donated to the textbook scholarship fund. Debbie said February 29 has been reserved for Staff Congress to work at the concession stand. At least twelve volunteers are needed. She distributed a sign-up sheet for volunteers.

AD-HOC COMMITTEES

<u>Staff Congress Handbook Review Committee</u>: Gina Winchester presented the report on behalf of Committee Chair Christian Cruce. In preparation for the upcoming SACS accreditation review, a meeting will be held on February 17, at 3:00 p.m., in 118 Wells Hall for those committees updating handbooks. Persons planning to attend the meeting need to email Gina so that she may notify those planning the meeting.

UNIVERSITY-WIDE COMMITTEES:

<u>Faculty and Staff Insurance and Benefits Committee</u>: Sheri Riddle reported that at its meeting last week, the Faculty and Staff Insurance and Benefits Committee developed and prioritized a list of approximately 10 topics to address during the year. Committee member Orville Herndon encouraged staff to notify committee members of topics or questions they would like the Faculty and Staff Insurance and Benefits Committee to pursue. He added that this is an ideal time to bring up any concerns for the 2013 insurance. The committee will meet on March 9, at 8:30 a.m., in 304 Applied Science, North Tower.

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 International Studies Advisory Committee meeting held February 8. Gina Winchester was in Frankfort that day and therefore unable to attend the meeting. The International Studies Advisory Committee, which is comprised of seven standing committees, discusses topics concerning MSU students who study abroad and international students who attend MSU. Nineteen various units report to the committee, via a rotation schedule that determines which units present at specific meetings, rather than all 19 presenting at each meeting. Staff Congress is scheduled to report at the next meeting to be held on April 11.

OLD BUSINESS:

Bylaws Revisions—Second Reading: Orville Herndon presented copies of the following Staff Congress Bylaws revisions, first presented to the Staff Congress President with the signatures of five Staff Congress members and read at the January Staff Congress meeting: Staff Congress Bylaws Article 1—Representatives, Section 2—Election Process; Article II--Staff Regent, Section 2—Election Process; and Article IV—Meetings, Section 1—Time. He elaborated on the proposed changes and noted that today's copies of the proposed changes include the addition of a comma after the word "electronically" in Article 1, Section 2 and in Article II, Section 2.

Orville Herndon made a motion to approve the proposed changes to the Bylaws. Debbie Plummer seconded. Congress President Gina Winchester asked for questions. There were none. A hand vote was taken with 20 in favor and none opposed. The motion carried.

Approval of Letter of Support for Dr. Dunn: President Gina Winchester summarized the letter of support she has written on behalf of Staff Congress in support of Dr. Dunn. The letter is addressed to the Board of Regents and is based on the results of the 2011 Staff Survey. A draft version of the document was presented at the January Staff Congress meeting and copies were later provided to Congress members unable to attend the January meeting. Chuck Plummer made a motion to approve the letter as presented. Laura Dziekonski seconded, and the motion carried.

NEW BUSINESS:

<u>Sick Leave for Newly Hired Employees</u>: Jerry O'Bryan asked about Staff Congress discussing a proposal for sick days for newly hired employees. Staff Congress President Gina Winchester referred to the topic the Personnel Policies and Benefits Committee. She asked the committee to discuss the topic with Tom Hoffacker, Director of Human Resources, and to research related policies at similar universities.

<u>Insurance Waiting Period</u>: Debbie Plummer said the waiting period for insurance coverage to begin for new employees has been changed. With the previous policy, coverage became effective on the first day of the month after 30 days of employment. The revised policy provides coverage to new employees on the first day of the month after 28 days of employment. This allows employees who begin working for the university in January to have insurance coverage beginning March 1, rather than April 1 due to the 28-day month of February.

ADJOURNMENT: John Young made a motion to adjourn. Debbie Plummer seconded, and the motion carried. The meeting was adjourned at 3:10 p.m.