Murray State University Staff Congress
Draft Minutes for August 9, 2006
1:30 PM, Mississippi Room, Curris Center

PRESENT: Kelly Buffington, Terry Burgess, Dickie Burkeen, Michael Busby, Jody Cash, Sherry Fortner, Mark Galloway, Kim Griffio, Marion Hale, Orville Herndon, Lana Jennings, Jerry O’Bryan, Rick Pierceall, Debbie Plummer, Sheri Riddle, Tracy Roberts, Rhonda Rogers, Phil Schooley, Misty Starks, Lisa Willis, and Staff Regent Gina Winchester. Guests: Jim Carter, Tom Denton, Tim Miller, John Savarese, and Kristin Taylor.

CALL TO ORDER: Staff Congress President Terry Burgess called the meeting to order.

REPORTS FROM SPECIAL GUESTS:
Tom Denton, Vice-President for Administrative Services, introduced Dr. John Savarese, Murray State University Enterprise Resource Planning Consultant. Dr. Savarese explained ERP’s goal is to implement data programs that will increase efficiency within university departments and improve data transfer between departments. ERP will meet with departments to assess their needs. He encouraged feedback from the university community throughout the development process.

Jim Carter, Vice-President for Institutional Advancement, reported on campus events. He noted that Murray State is looking toward the August 18 U.S. News and World Report announcement of top tier universities. This year’s campus focus is international education. Scholars and students from Daegu University and China will be on campus the week of August 14.

Dr. Tim Miller, interim MSU President, noted that Dr. Dunn is supportive of staff and is very receptive of staff comments. Dr. Miller expressed appreciation for staff and work they do. He, too, is interested in hearing concerns of staff.

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

TREASURER’S REPORT: Staff Congress Treasurer Marion Hale presented the July Treasurer’s Report. Kelly Buffington made a motion to approve the Treasurer’s Report. Mark Galloway seconded, and the motion carried.

STANDING COMMITTEE REPORTS:
Executive Committee Report:
Parking Tag Pro-Rated Charge for Spring (AI# 0607-002): Terry reported that he has not yet received a response to the emails he has sent Faculty Senate and SGA inquiring if they would like to work together with Staff Congress to consider submitting a proposal for pro-rating the fee for parking permits purchased by mid-year hires. He expects to hear from Faculty Senate and SGA next month when they resume their meetings.

Meeting with Dr. Dunn on 8/4/2006: In their meeting with Dr. Dunn, the Executive Committee presented staff concerns with parking, insurance affordability, salary and benefit equity, and benefits such as health and fitness programs for extended campus employees. Terry noted that Dr. Dunn is open to hearing staff concerns. Terry said that has received a letter from Dr. Dunn to be read at the Staff Recognition Luncheon on August 10. Dr. Dunn will be unable to attend the luncheon due to a prior commitment. He is committed to meeting regularly with the Executive Committee. Mark Galloway added that Dr. Dunn is also interested in attending Staff Congress meetings.

Tom Denton said that campus parking is reasonable compared to other schools. Employees hired in the summer are charged only $13.75 for a parking tag. He explained parking fee assessment methods used at other universities. The university will look at the issue and the overall impact on revenues of possibly pro-rating mid-year parking tag purchases.
Meeting with Kentucky Fairness Alliance Representatives on 8/7/2006: Terry Burgess reported that he, Gina Winchester, and Terry Striter met with the Kentucky Fairness Alliance Representatives. The representatives want to return to campus to look at adding sexual orientation to the campus discrimination policy.

**Personnel Policies/Benefits Committee:** No report

**Credentials and Elections Committee:** Orville Herndon listed the categories and numbers of openings for Staff Congress representatives.

**Staff Recognition Committee:**
Staff Recognition Luncheon Update: Marion Hale reminded everyone that the Staff Recognition Luncheon will be held August 10, 2006. She reminded everyone of the set-up time. The estimated expected attendance is 570. The ballroom will be set up for 582. Dr. Tim Miller will speak at the luncheon and Staff Regent Gina Winchester will make a presentation. Rhonda Rogers added that a Staff Congress information table will be set up at the luncheon.

Rhonda Rogers suggested having a health fair next year on the morning of the luncheon.

**Staff Special Events Committee:** Mark Galloway said that the new chair of the Staff Special Events Committee will need to purchase door prizes for the Staff Christmas Reception.

**Communications Committee:** No report.

**Working Conditions Committee:** No report.

**UNIVERSITY COMMITTEES:**
**Faculty and Staff Insurance and Benefits Committee:** No report.

**Intercollegiate Athletic Council:** No report.

**Naming Campus Facilities Committee:** No report.

**Judicial Board:** No report.

**Sick Leave Appeals Committee:** No report.

**STAFF REGENT REPORT:**
Staff Survey about Issues (AI# 0607-005): Staff Regent Gina Winchester reported that she will attend training on September 17 at the Governor’s Trustee Conference near Cincinnati. A survey of staff concerns has been printed and is expected to be mailed Friday, August 12 or Monday, August 15 to both on-campus and extended campus staff. She hopes to have the results of the survey by mid-September.

**OLD BUSINESS:**
Reading of Changes to the Staff Congress Constitution and By-laws (AI#: 0607-001): Mark Galloway noted that everyone should have a copy of proposed changes to the Staff Congress Constitution and By-laws and requested that a motion be made that the prior distribution will serve as the reading of the proposed changes. Debbie Plummer made a motion that the prior distribution of the changes to the Staff Congress and By-laws serve as the reading of the changes. Rhonda Rogers seconded, and the motion carried.

Staff Congress will vote on the changes at the September meeting.
Salary Survey Ad-Hoc Committee (AI# 0607-007): Terry Burgess read the names of the Salary Survey Ad-Hoc Committee. He said the process may be a minimum of one year. Dr. Dunn has provided the committee with research suggestions.

Calendar and List of Staff Congress Members in New Employee Packets (AI# 0607-008): Terry directed attention to the yellow information sheet to be included in orientation packets given to new staff by Human Resources. The sheet lists Staff Congress representatives, their contact information, and group representation.

NEW BUSINESS:
Announcement of Committee Assignments for the Upcoming Year (AI# 0607-011): Terry directed attention to the “Staff Congress Committees and Appointments” sheet. The committee appointments were made based on the committee preference forms Staff Congress members completed at the July meeting. New Staff Congress members have been appointed as co-chairs in order to be trained in the committee by veteran Staff Congress members serving as chairs. Each Staff Congress member should be on two committees. The university-wide committee list will be submitted to Dr. Miller.

By-law Change: Staff Congress Member Voting via Electronic Means (AI# 0607-012): Terry Burgess noted that in order for extended campus staff to participate in Staff Congress meetings via Elluminate, Staff Congress would need to pass a by-law stating that Staff Congress members can attend meetings by electronic means with certain guidelines. Mark Galloway said that this would need to be an addendum to the changes presented by the Constitution and By-laws Changes Committee. Orville Herndon added that the addendum would also need to address quorum requirements. Mark assigned the formation of such an addendum to the Constitution and By-laws Changes Committee. The proposed addendum will be on the agenda for the September meeting.

Terry Burgess said that the implementation policy regarding the background search on new employees is still being composed. When the policy is final, Terry will present it to Staff Congress.

Jody Cash reminded everyone that traffic will increase significantly for Great Beginnings on August 19 and 20.

Terry referred everyone to the paper copy of the Great Beginnings Schedule.

Terry announced that the next Staff Congress meeting will be held September 13 at 1:30 p.m., in the Mississippi Room of the Curris Center. September 1 is the deadline for submitting agenda items.

Jody Cash noted that 16th Street will be closed August 11 or 12 for crosswalk painting.

Adjourn:
Marion Hale made a motion to adjourn the meeting. Mark Galloway seconded, and the motion carried. The meeting was adjourned at 2:48 p.m.