Murray State University Staff Congress
Draft Minutes for December 10, 2008
Curris Center: Mississippi Room
Updated January 9, 2009

PRESENT: Vicki D. Anderson, Cathy Bazar, Terri Benton, Terry Burgess, Michael Busby, Christian Cruce, Kim Griffio, Orville Herndon, Wade Herndon, Lana Jennings, Tommy Kimbro, Shelia Lamb, Aleeah McGinnis, Norma Sue Miller, Debbie Plummer, Sheri Riddle, Phil Schooley, Becky Wilder, Shari Wilkins, and Lisa Willis. Guests: Richard Fritz, Director, Food Services; Tom Hoffacker, Director, Human Resources; Don Robertson, Vice President for Student Affairs; and Gina Winchester, Staff Regent.

CALL TO ORDER: Staff Congress President Phil Schooley called the meeting to order at 1:35 p.m. The meeting was transmitted live via Elluminate to Staff Congress members unable to attend the meeting in the Mississippi Room of the Curris Center.

REPORTS FROM SPECIAL GUESTS:
Don Robertson, Vice President for Student Affairs, said that Richmond Residential College is on schedule to open for the fall 2009 semester. Construction of the College Courts replacement is scheduled to begin in the spring. Student Affairs will contact students who have not pre-schedule for the spring semester. He said that students who cannot return for the spring semester due to financial reasons should contact Student Affairs. Fall 2009 enrollment and scholarship applications are higher than those for fall 2008. The increases reflect on the work of staff in the recruitment and scholarship offices.

The annual Academic Restoration Day for freshman and sophomores with a GPA below 2.0 is scheduled for Sunday, January 11, 2:00-4:30. Representatives from each college will be available to adjust students’ schedules. Martin Luther King, Jr. Day activities will be held on January 19. Dr. Robertson encourages staff to participate in as many activities as possible that day.

The annual midnight breakfast, held on Sunday, December 7, was attended by 1,468 students. Dr. Robertson thanked Staff Congress on behalf of the university for sponsoring the children’s Christmas party for children of all Murray State employees.

Mr. Tom Hoffacker, Director of Human Resources, said that four personnel issues have been presented to him by Staff Congress. The University Insurance and Benefits Committee is busy working with insurance plans for the year 2010. He noted that staff in Payroll and Finance are spending many hours working in Banner after their offices close at 4:30.

Phil Schooley said that Kara Mantooth, SGA President, was unable to attend today’s meeting due to taking a final exam.

APPROVAL OF MINUTES: Terry Burgess made a motion to approve the November minutes. The motion was seconded. There was no discussion. The motion carried.

TREASURER’S REPORT: Treasurer Debbie Plummer presented the October Treasurer’s Report. Lana Jennings made a motion to approve the October Treasurer’s Report as presented. Cathy Bazar seconded. The motion carried. Michael Busby asked if the Book Scholarship could be added to the Treasurer’s Report. Kim Griffio replied that it could be added to the Treasurer’s Report.

STANDING COMMITTEE REPORTS:
Executive Committee Report: Staff Congress President Phil Schooley reported that he, Staff Regent Gina Winchester; Faculty Regent Jay Morgan, Faculty Senate President Steve White, SGA President Kara Mantooth, and Dr. Gary Brockway, Provost, met to discuss the possibility of adding another day to fall break. Gina Winchester explained to Staff Congress the background and student preferences regarding this issue. Discussion followed. Phil asked Staff Congress members to express their preferences on the issue. The general consensus of Staff Congress members was to add the two days to Thanksgiving in order to also allow all staff, including those in Food Service, the library, and the Curris Center to be off during those days. The university is closed for the Thanksgiving break, but is not closed for fall break. Staff in Food Service, the library, and at the Curris Center must work when the university is open.

Richard Fritz, Director of Food Services, said that on the Staff Survey, staff requested a discount at campus dining facilities. He distributed an information sheet and explained a proposed Faculty and Staff Discount Program. He also discussed the possibly of offering a punch card which could be used at each visit to dining facilities. A fully-punched card could be redeemed for a special discount or item.
Mr. Hoffacker thanked Mr. Fritz for working to offer this benefit to university employees. Mr. Fritz said that the credit goes to Gina Winchester for presenting to him the comments from the Staff Survey.

Terry Burgess made a motion to accept the Faculty and Staff Discount Program as proposed by Mr. Fritz. Christian Cruce seconded, and the motion carried. The discount will begin in January 2009. Mr. Fritz said that a memo regarding the discount will be distributed to employees.

Gina Winchester suggested that the program be evaluated in approximately six month to determine participation. She also suggested that it be included in the Staff Congress newsletter.

**Personnel Policies/Benefits Committee:** Michael Busby reported that the committee has been working to add grandparents to the Sick Leave Policy wording. He distributed a survey to Staff Congress members which would communicate to the committee which family members Staff Congress members consider immediate family. Michael will email a copy of the survey to Staff Congress members who attended today’s meeting via Elluminate.

Regarding the office skills assessment for clerical/secretarial job applicants, Tom Hoffacker explained the current typing skills test requirement and the proposed skills assessment.

**Credentials and Elections Committee:** Orville Herndon said that in January, Staff Congress will be discussing the Staff Regent election to be held in March. The candidacy intent forms will be mailed to staff in February.

**Staff Recognition Committee:** No report.

**Staff Special Events Committee:**
Cathy Bazar reported that she sent to Terry Burgess the updated list of businesses which offer discounts to MSU employees. He will put the list on the Staff Congress website. She will send him updates as she receives them.

Cathy reported that approximately 175-200 children and adults attended the children’s Christmas party on December 6. The Staff Holiday Reception will be held on December 11, 1:00-3:00. She distributed a sign-up sheet for Staff Congress members to indicate during which times they would be able to assist with the reception. Food Services will set-up before and clean after the event.

Phil Schooley thanked Cathy and everyone who helped with children’s Christmas party.

**Communications Committee:** Lana Jennings reported that a date has not yet been set for the next newsletter to be sent in February. Discussion followed. The next newsletter will be mailed by February 9.

**Working Conditions Committee:** No report.

**AD-HOC COMMITTEES:**

**Salary and Benefits Equity Research Committee:** Debbie Plummer reported that she learned from Tom Denton, Vice President of Finance and Administrative Services, that the salary and benefits equity research has been delayed due to the time required to implement Banner and also due to budget cuts.

**Staff Congress Foundation Book Scholarship Committee:** Kim Griffio said the scholarships will be awarded at the Staff Holiday Reception. Funds need to be raised for the scholarship. Possible fundraising ideas were discussed. Cathy Bazar asked if the donation site can be linked to the university and the Staff Congress websites.

**Staff Recognition Award Changes:** No report.

**Staff Congress Bylaws Review Committee:** Terry Burgess made a motion to amend Bylaw Articles IV and V as presented at the November 2008 Staff Congress meeting. The motion was seconded. No discussion followed. A vote was taken by a show of hands: Yes=16; No= 0.
Orville distributed copies of the proposed changes to Article VII: Ad hoc Committees and Article VIII: Appointments to University-wide Committees. The sheet include the changes to Article IV: Meetings and Article V: Voting, as presented at the November 2008 Staff Congress meeting. Orville discussed the changes.

**Staff Handbook Review Committee:** No report.

**UNIVERSITY-WIDE COMMITTEES:**

**Faculty and Staff Insurance and Benefits Committee:** Terry Burgess reported that the committee met on December 5. The committee is still evaluating various health plans and considering possible changes. The next meeting is January 16, at 1:30 p.m., with the location to be determined.

**Intercollegiate Athletic Council:** Michael Busby said that student athlete exit interviews are current being conducted.

**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 Staff Regents met November 14. She will give a report of the meeting to Terry Burgess to be posted on the Staff Congress website. At the meeting, a presentation was made regarding the Murray Calloway County Hospital partnership program with the University of Kentucky which would bring third and fourth-year medical student residents to the local hospital. A task force was formed to evaluate the School of Agriculture. Gina noted that she tries to attend the tasks force meetings.

On November 21, Gina attended a statewide leadership staff meeting in Elizabethtown. The meeting was attended by Staff Regents and Staff Congress representatives from all the public Kentucky universities. She reported on the topics discussed at the meeting. Copies of her notes from the meeting are available. The group will request that a staff representative be appointed to the Council on Post-secondary Education. Legislative action is required to make the appointment. The group is also drafting bylaws to formally create an organization composed of staff representation. The statewide leadership group will meet again in January or February.

The Staff Survey results were presented to the Board of Regents at its November meeting. Gina thanked Phil Schooley for attending that BOR meeting to assist her with the presentation of the results. On December 2, she presented the survey results to staff at Breathitt. She has also presented the Staff Survey results to Food Services staff and plans to present them to Facilities Management staff and university secretaries. She said that the university administration is taking note of suggestions received on the survey and is making some changes as a result.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Phil Schooley asked if Staff Congress members would like to hold meetings in the Barkley Room. Discussion followed. Further discussion will follow at a later Staff Congress meeting.

Sheri Riddle said that Staff Congress will need to obtain a microphone to use with Elluminate for the Staff Congress meetings. (The microphone used today was borrowed from a faculty member and will not usually be available.)

Lana Jennings said staff asked her to note at today’s meeting that Western Kentucky University is closing the Monday and Tuesday of Christmas week on Friday, January 2, to decrease utility costs. Phil Schooley responded MSU is considering closing on those days as well. A decision will be forthcoming.

**Adjournment:** Orville Herndon made a motion to adjourn. The motion was seconded, and the motion carried. The meeting was adjourned at 3:22 p.m.