Murray State University Staff Congress Minutes for January 14, 2009

Curris Center: Mississippi Room

**PRESENT:** Vicki D. Anderson, Cathy Bazar, Terri Benton, Michael Busby, Christian Cruce, Kim Griffo, Marion Hale, Orville Herndon, Lana Jennings, Aleeah McGinnis, Norma Sue Miller, Debbie Plummer, Sheri Riddle, Phil Schooley, Becky Wilder, Shari Wilkins, and Lisa Willis. Guests: Tom Hoffacker, Director, Human Resources; Josh Jacobs, Chief of Staff; 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 1:36 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:**

Josh Jacobs, Chief of Staff, elaborated on his written report which included information on MSU's new Public Safety and Emergency Management Center, the "Holidays at Murray State" video production, and the Kronos method to be used by Food Service staff to report hours worked.

Don Robertson, Vice President for Student Affairs, reported that 60 students attended Academic Restoration Day. He said that a forum will be held to allow faculty and staff the opportunity to meet the candidates for the Director of Student Life. Dr. Robertson encouraged staff to attend Martin Luther King, Jr., events on campus. On January 31, high school students will be on campus for Presidential Fellowship Interview Day. February 12 is the date of an open house which allows admitted students to register for priority orientation dates, have IDs made, and obtain additional information about MSU. Richmond Residential College continues to progress on schedule.

Tom Hoffacker, Director of Human Resources, said that Public Safety is now in its new building. Human Resources will be communicating with employees through *Roundabout*, *Personnel Matters*, and the Human Resources web page. Human Resources continues to work on the following issues submitted by the Personnel Policies/Benefits Committee: Sick Leave Policy wording, the Interim Policy, a discretionary day, and the office skills test.

Becky Wilder asked about staff who are contracted to work 10 months, but are required to work 12 months. Mr. Hoffacker will look into this and asked that affected staff contact him.

Cathy Bazar asked if personnel changes could be announced by Human Resources. Mr. Hoffacker replied that the Human Resources web page would be a good source for that information.

Michael Busby, Chair of the Personnel Policies/Benefits Committee, asked if Mr. Hoffacker would discuss the office skills test. Mr. Hoffacker said that vendors are being reviewed. The threshold for the typing test has been reduced.

**APPROVAL OF MINUTES:** Kim Griffo made a motion to approve the December minutes. Orville Herndon seconded. There was no discussion. The motion carried.

**TREASURER'S REPORT:** Treasurer Debbie Plummer presented the November Treasurer's Report. She answered questions regarding the report. Marion Hale made a motion to approve the November Treasurer's Report as presented. Christian Cruce seconded. The motion carried.

Staff Congress Bylaws Review Committee: Orville Herndon elaborated on the proposed changes to Bylaw Article VII: Ad Hoc Committees, and Bylaw Article VIII: Appointments to University-wide Committees. Orville Herndon made a motion to approve the amendments as presented. Debbie Plummer seconded. President Phil Schooley asked if there was any discussion. There was none. A vote was taken by a show of hands: Yes=15; No= 0.

# **Staff Special Events Committee:**

Discount List: Cathy Bazar reported she has received no updates to the list of business which offer discounts to university employees.

Children's Christmas Party—Pictures: Some photos from the Children's Christmas party are still unclaimed. Cathy requested that the upcoming Staff Congress newsletter include a request for families to claim their photos.

Staff Holiday Reception Report: The Staff Holiday Reception was successful. Cathy thanked Food Service for all of the work done for the event.

Staff Congress President Phil Schooley complimented Cathy, the Special Events Committee, and Food Service on the Staff Holiday Reception. He said that he received several compliments about the event. Orville Herndon added that he also heard several compliments.

## STANDING COMMITTEE REPORTS:

### **Executive Committee Report:**

Phil said that the February 11 Staff Congress will be streamed live over the internet so that staff can see what takes place at a Staff Congress meeting. Dr. Dunn plans to attend the meeting and be available to answer questions. Orville Herndon will discuss the upcoming Staff Regent and Staff Congress elections. The cost to stream the meeting will be approximately \$100. Marion Hale made a motion to spend the money to pay for the streaming of the February 11 Staff Congress meeting. Lana Jennings seconded. A hand vote was taken: Yes=15; No=0.

Fall Break 2010: Staff Congress President Phil Schooley said that Faculty Regent Jay Morgan has made a proposal regarding adding a day to the Fall Break for 2010. Staff Regent Gina Winchester read the proposal which asked that the Fall 2010 semester start one day earlier and that one day be added to Fall Break. She noted that at its December 2008 meeting, the general consensus of Staff Congress members was to add two days to the Thanksgiving Break instead of extending Fall Break. Because the university is not closed for Fall Break, staff in departments such as Food Services, the Library, and the Curris Center, must work those days. Those staff do not have to work on days the university is closed, such as during Thanksgiving Break. Discussion followed.

Orville Herndon made a motion that Staff Congress not support this effort (the proposal submitted by Faculty Regent Jay Morgan) at this time. Terri Benton seconded. A hand vote was taken: Yes=15; No=0.

Staff Congress Office: Staff Congress now has an office on the fourth floor of Ordway Hall. The room will be used to house Staff Congress supplies and papers. Staff Congress committee meetings may be held there.

# **Personnel Policies/Benefits Committee:**

Proposed addition of "grandparents" to Sick Leave Policy wording: Michael Busby distributed a survey similar to the one given to Staff Congress members at the December 2008 meeting. He asked those in attendance to rank family members listed on the survey. At the December meeting, Staff Congress members ranked the family members according to their personal family structures. At today's meeting, Michael asked that members rank the members in the order that would apply to the family structures of their co-workers.

Mr. Hoffacker noted that he hopes to have the issue of adding "grandparents" to the Sick Leave Policy wording settled by the end of January 2009.

The salary and benefits equity review may possibly start this summer.

<u>Credentials and Elections Committee</u>: Orville Herndon said that the Staff Regent Election is scheduled for March 13. Candidacy Intent Forms will be mailed on February 11. Any changes to be made to the forms should be sent to Orville. At the February Staff Congress meeting, the committee will present the timetable for the Staff Congress Elections which will be held in April.

Staff Recognition Committee: No report.

<u>Communications Committee</u>: Lana Jennings said that for the next Staff Congress newsletter, the deadline for article submission is January 28, with a scheduled distribution date of February 6. Discussion followed regarding which items to include in the newsletter.

Working Conditions Committee: No report.

## **AD-HOC COMMITTEES:**

Salary and Benefits Equity Research Committee: Phil Schooley reported that this item is still on hold.

<u>Staff Congress Foundation Book Scholarship Committee</u>: Kim Griffo reported the amount of donations received and the amount of scholarships awarded. A "Thank you" note was received from Lori Smith, one of the scholarship recipients.

<u>Staff Recognition Award Changes:</u> Debbie Plummer reported on the updates to the Staff Recognition Award nomination form and about the possibility of making the nomination form available on-line. Phil Schooley said the Staff Recognition Award Committee would like to increase awareness of the award.

<u>Credentials and Elections Committee</u>: Orville Herndon distributed a list of the number of staff in each of the employment categories as of the Staff Congress Elections in April 2008. He said that Staff Congress will need to determine if any changes need to be made regarding how staff groups are represented in Staff Congress. He asked that suggestions and comments be given to the Credentials and Elections Committee.

<u>Staff Handbook Review Committee</u>: Michael Busby reported that the committee will meet to begin discussing the handbook on Tuesday, January 20, at 2:00 p.m., in the Conference Room of MARC, in the Lowry Building.

## **UNIVERSITY-WIDE COMMITTEES:**

<u>Faculty and Staff Insurance and Benefits Committee</u>: No report. The committee will meet Friday, January 16, at 1:30 p.m., in room 214 of Wilson Hall.

Intercollegiate Athletic Council: Michael Busby said the committee will meet on January 15, at 3:30 p.m.

<u>Naming Campus Facilities Committee</u>: Christian Cruce reported that the committee met in December and discussed information which will be distributed at the appropriate time.

**Judicial Board:** No report.

Sick Leave Appeals Committee: No report.

**Staff Regent Report:** Staff Regent Gina Winchester reported that she attended the third meeting of the Agriculture Task Force which was held on January 13. Tonight, she will attend a meeting of the Tuition Task Force which will include a presentation by Crit Luallen, Kentucky's Auditor of Public Accounts. Both the Agriculture Task Force and the Tuition Task Force will meet again prior to the February 6 Board of Regents meeting.

Gina has presented results of the Staff Survey to Food Service staff and plans to present the results to campus secretaries on Friday, January 23. Staff have indicated appreciation for the presentation of the Staff Survey results. Phil Schooley and Orville Herndon have attended some of the survey presentation meetings and have received positive comments from staff regarding the meetings.

Phil noted that staff have indicated a willingness to assist the university in preparation for the salary and benefits review. They would like to provide descriptions of their jobs and other help as needed.

## **OLD BUSINESS:** None.

<u>NEW BUSINESS</u>: Shari Wilkins said that the committee conducting the search for the Student Life Director will meet at 10:45 a.m., in the Curris Center Barkley Room on January 20, 22, 27, and 30. Employees are invited to attend the meetings and provide input. She added that Cleve Jones, one of the founders of the Names Project AIDS Memorial Quilt will be on campus February 3, in the Curris Center Theater. MSU will be hosting a display of the quilt in December.

Gina Winchester announced upcoming events: The Wrather Museum is hosting a Lincoln exhibit through the end of January. The Louisville Science Center's traveling exhibit will be at the Carmen Pavilion and will be open to the public in the afternoons free of charge. During the day, students throughout the region will be visiting the exhibit.

Josh Jacobs said the as part of the Presidential Lecture Series, on February 2, at 7:00 p.m., in Lovett Auditorium, Richard Norton Smith, a premier scholar on the presidency and Abraham Lincoln as well as former director of the Abraham Lincoln Presidential Library and Museum, will be speaking.

<u>Adjournment</u>: Orville Herndon made a motion to adjourn. Debbie Plummer seconded, and the motion carried. The meeting was adjourned at 3:07 p.m.