

Murray State University Staff Congress
Draft Minutes for July 9, 2008
Curriss Center: Mississippi Room
Updated August 6, 2008

PRESENT: Vicki D. Anderson, Cathy Bazar, Terry Burgess, Christian Cruce, Kim Griffo, Marion Hale, Orville Herndon, Wade Herndon, Sheila Lamb, Aleeah McGinnis, Norma Sue Miller, Debbie Plummer, Sheri Riddle, Phil Schooley, Becky Wilder, and Shari Wilkins. Guests: Jim Carter, Vice President for Institutional Advancement, Alumni Affairs; Josh Jacobs, Special Projects Coordinator, President's Office; Don Robertson, Vice President, Student Affairs and Retention; Becky Watts, Deputy to the President; and Gina Winchester, Staff Regent.

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

REPORTS FROM SPECIAL GUESTS:

Becky Watts, Deputy to the President, reported that MSU has purchased a land option for development of the Paducah campus. Ms. Watts introduced Josh Jacobs, Special Projects Coordinator, who will be attending Staff Congress meetings as the representative from the President's Office. Mr. Jacobs gave an update on the renovations to Winslow Cafeteria and the Stables.

Dr. Don Robertson, Vice President, Student Affairs and Retention, reported that the Summer Orientations have gone well, with over 300 students attending each one. Upcoming Summer Orientations are scheduled for July 12-13 and July 22-23. Dr. Robertson noted that at every Summer O, students and parents complete evaluations. On those evaluations, the university has received many positive comments regarding the appearance of the campus, food service, and friendliness. These comments reflect on the Facilities Management and Food Service departments and the many staff who interact with campus visitors.

Plans are being finalized for Great Beginnings which will be held August 16-19. The first group of students will return to campus for early move-in on August 13. The remaining students will arrive on August 16. Staff are invited to greet students and parents and participate in activities on move-in day. A schedule will be posted on the MSU home page after Summer Orientations have finished. Dr. Robertson listed other activities scheduled during the first week students will be on campus. A committee has been formed to assist students who may appear to be in a crisis situation. Anyone who is aware of a student who needs assistance should contact Dr. Robertson's office. The Office of Student Affairs and Retention is currently contacting students who have not registered for the fall semester. Construction of the new Richmond College Residential Hall is underway. The building is on schedule to open for the fall 2009 semester.

Jim Carter, Vice President for Institutional Advancement, Alumni Affairs, said that the Murray-Calloway community will be hosting the FLW Tour in June 2009. With some of the activities to be held at the RSEC, national media attention will be given to MSU.

The Alumni Association has decided to focus this year on recruiting students through ambassadorial activities. Mr. Carter listed upcoming bluegrass music performances scheduled by WKMS. The televised program *Roundabout Murray* will be broadcast statewide by KET.

APPROVAL OF MINUTES: Terry Burgess made a motion to approve the June minutes as presented. Orville Herndon seconded, and the motion carried.

TREASURER'S REPORT: Treasurer Marion Hale presented the June Treasurer's Report and the preliminary Year-end Budget Report. The final Year-end Budget Report will be presented at the August Staff Congress meeting. Terry Burgess made a motion to approve the June Treasurer's Report. Kim Griffo seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee Report: President Phil Schooley reported that the out-going and newly elected committee members held a transition meeting. Next, he thanked out-going Staff Congress President Terry Burgess for his work as President.

Personnel Policies/Benefits Committee: No report.

Credentials and Elections Committee: Committee Chair Orville Herndon reported on openings in Staff Congress. He said that Staff Congress members who miss three consecutive meetings will be contacted by Staff Congress to determine whether the member's schedule will permit him to attend meetings. For the benefit of the new Staff Congress members, Orville asked members to introduce themselves.

Staff Recognition Committee: Sheri Riddle asked Josh Jacobs to draw a name from each category of "Way to Go" Award nominees. The following names were drawn--General Category: Misty Starks, Public Safety; Executive Category: Jeanie Morgan, SGA; Office Category: Rhonda Timmons, Registration. These winners will receive a certificate and the choice of a t-shirt or sweatshirt from the University Store. Anyone whose department needs "Way to Go" nomination cards may contact Sheri.

The Staff Luncheon will be held on August 12. Sheri distributed a sheet for Staff Congress members to sign-up to help with the luncheon. She said that Tom Denton informed her that Dr. Robertson has arranged for the dishes to be washed so that Staff Congress members don't have to wash them. Staff Congress is responsible for set-up before and clean-up after the meal. Coldwater Barbeque will be catering the meal. The Staff Recognition Committee will meet next week. Sheri will send an email with the meeting date, time, and location.

Staff Special Events Committee: Because Christian Cruce was not yet able to join the meeting, Phil Schooley read the list of upcoming staff social meal dates.

Communications Committee: No report.

Working Conditions Committee: No report.

AD-HOC COMMITTEES:

Salary and Benefits Equity Research Committee: No report. For the benefit of the new Staff Congress members, Debbie Plummer explained the purpose of the committee.

Parking and Transportation Group: Josh Jacobs, Special Projects Coordinator, President's Office, explained that water line repairs have been done as part of the parking lot construction on 16th Street. The Parking and Transportation Group will be disbanded. It will be re-formed in the future, if needed.

Book Scholarship Committee: Kim Griffio reported that the book scholarship will be promoted at the Staff Appreciation Luncheon. Scholarship applications will be available on-line.

Staff Recognition Award Changes: No report. For the benefit of the new Staff Congress members, Debbie Plummer explained the purpose of the committee.

Staff Congress Bylaws Review Committee: Orville Herndon explained the purpose of this committee. He presented the proposed changes to Article X of the Staff Congress Bylaws.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: No report. For the benefit of the new Staff Congress members, Terry Burgess explained the purpose of this committee.

Intercollegiate Athletic Council: No report. Joshua Jacobs said that the university is conducting a self-study of the Athletics Programs, which it does every 10 years. The report on the study will be submitted to the NCAA. The Department of Athletics does not conduct the study. Information is available on the MSU homepage.

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 Marilyn Buchanon was re-appointed by the Governor to the Board of Regents for a six-year term and Kara Mantooth will be starting her year of service as Student Regent in July. The next regularly scheduled meeting will be held on September 12. Due to scheduling conflicts, a board retreat could not be arranged for July or August, therefore a retreat is tentatively scheduled for September 5, on campus. Gina and Faculty Regent Jay Morgan plan to meet with Staff Congress President Phil Schooley and Faculty Senate President Steve White to determine if Staff Congress and Faculty Senate are working with any issues they can address jointly. She will conduct a staff survey approximately the first of August which will include questions regarding carpooling to campus from surrounding counties.

Gina explained that the \$400 stipend will not be applied to the base salary this year, but hopefully it will be applied to the base salary next year. Regarding the question from some staff who want to return the stipend as a donation to MSU, the stipend cannot be directly returned to the university. Employees may make a donation via a personal check and designate which department will receive the donation.

OLD BUSINESS: None.

NEW BUSINESS:

Committee Sign-up: Phil Schooley and Debbie Plummer distributed forms for Staff Congress members to indicate their committee preferences. Phil gave a brief overview of each committee.

Staff Congress Forum Meetings: Christian Cruce suggested that Staff Congress hold a forum to inform university employees about Staff Congress. Discussion followed.

Staff “Way to Go” Award Recognitions at Staff Congress Meetings: Christian Cruce suggested that “Way to Go Award” winners be recognized at Staff Congress meetings. Discussion followed.

Staff Discount List: Christian said that in the past, Staff Congress maintained a list of businesses which offered discounts to MSU employees. She suggested that Staff Congress update the list. Staff may contact Cathy Bazar with the names of businesses which offer MSU employee discounts. The list will be published in the Staff Congress newsletter.

Transportation to Work: Phil Schooley said that some staff have asked him about carpooling options for employees who commute from neighboring counties. Gina Winchester noted that she will include in the next staff survey a question to gauge the interest in carpooling.

ERP Team Recognition: Cathy Bazar would like for Staff Congress to recognize those teams whose staff have spent much time and effort working with ERP. After some discussion, Staff Congress members agreed to draft a resolution to recognize ERP staff at the Staff Recognition Luncheon.

Adjournment: Debbie Plummer made a motion to adjourn. The motion was seconded, and carried. The meeting was adjourned at 2:55 p.m.