Murray State University Staff Congress
Minutes for May 13, 2009
Curris Center: Curris Center Small Ballroom
Updated June 5, 2009

PRESENT: Cathy Bazar, Terri Benton, Terry Burgess, Michael Busby, Christian Crcue, Marion Hale, Orville Herndon, Lana Jennings, Aleeah McGinnis, Norma Sue Miller, Debbie Plummer, Sheri Riddle, Phil Schooley, Becky Wilder, and Shari Wilkins. Guests: Tom Hoffacker, Director, Human Resources; Josh Jacobs, Chief of Staff; Dr. Don Robertson, Vice President for Student Affairs, Angie Trzepacz, Director, MSU Psychological Center; and Gina Winchester, Staff Regent.

CALL TO ORDER: Staff Congress President Phil Schooley called the meeting to order at 1:38 p.m. The meeting was streamed live over the internet.

REPORTS FROM SPECIAL GUESTS:
Angie Trzepacz, Director of the MSU Psychological Center, talked about the services offered by the center to campus and community residents. Discounts are available to MSU employees. Others receive a sliding scale fee. The center is open during the summer.

Josh Jacobs, Chief of Staff, thanked Dr. Trzepacz for her presentation. He also thanked the staff for attending Staff Congress meetings in person and over the internet during the 2008-09 academic year. He noted that in addition to winning some titles, the Athletics Department received a perfect score in academic progress requirements. The football team had such a marked increase over the last two years that all the NCAA restrictions have been lifted. He attributed the success to the staff and students. Josh talked about the special called Board of Regents meeting held on April 13. Enrollment numbers for fall are strong. Summer Orientation sessions are full.

Dr. Don Robertson, Vice President for Student Affairs, said that the next Summer Orientation is scheduled for June 5-6. All but the last two Summer Orientations are full with 250 students each. Approximately 1,000 incoming freshman have been awarded scholarships. The Recruitment Office is working diligently to enroll the scholarship recipients.

Construction of the new Richmond Residential Hall is progressing, with the building on schedule to open in August. Later in May, work will begin on Regents, White, and Elizabeth Residential Halls, particularly on the heating and cooling systems. Renovations have begun on the bookstore. Winslow Dining Hall will receive an additional hot food line.

Dr. Robertson asked staff to encourage co-workers and students to use the university store. Money spent on purchases goes toward university services and facilities. The University of Montebello in Alabama has invited him to speak about the residential college model. After completing a national search for a director of Student Life, the university chose Re’nita Avery-Meriwether who began the position in May.

Tom Hoffacker, Director of Human Resources: No report.

APPROVAL OF MINUTES: Prior to today’s meeting, Lana Jennings submitted by email the following corrections to the April minutes.

Page 1, Reports from Special Guests, 2nd paragraph: …The departments of Enrollment Management and Undergraduate Admissions and Recruitment will move to the Curris Center. … The first of seven orientation sessions for new students is ….


Page 2, Staff Special Events Committee: … The committee would like to begin selling fundraising tickets at the Staff Recognition Luncheon on August 4.

At today’s meeting, Lana asked if the date of the Staff Recognition Luncheon had been changed. Sheri Riddle responded that the luncheon has been moved to August 4.

It was pointed out at today’s meeting that on Page 2, Personnel Policies/Benefits Committee, 3rd paragraph: “Office Skills Test: Development in process” should be changed to read “The Office Skills test is in use.”
Lana Jennings made a motion to approve the April minutes as corrected. The motion was seconded, and the motion carried.

**TREASURER’S REPORT:** Treasurer Debbie Plummer presented the April Treasurer’s Report. Orville Herndon made a motion to approve the April Treasurer’s Report. The motion was seconded, and the motion carried.

**STANDING COMMITTEE REPORTS:**

**Executive Committee Report:** No report.

**Personnel Policies/Benefits Committee:**
Sick Leave Policy: Michael Busby and Staff Congress President Phil Schooley presented the Sick Leave Policy proposed changes at the April Faculty Senate meeting. Faculty Senate does not meet over summer. The group will include the Sick Leave Policy proposed changes on its agenda when it resumes meeting in the fall semester.

Interim Policy: Faculty Senate has visited this issue in the past without conclusion. Faculty Senate will discuss this further with Staff Congress representatives.

Discretionary Day: Further discussion of a potential discretionary day depends on whether or not an additional day off is added to Thanksgiving, fall, or spring break.

Questions and comments may be emailed to Michael Busby or Phil Schooley.

**Credentials and Elections Committee:**
Orville Herndon thanked Lana Jennings and others who worked at the Staff Congress elections in April. He distributed a handout of election results and read the names of those who will be joining Staff Congress at the July meeting. An opening remains in the General category.

**Staff Recognition Committee:** Sheri Riddle said that the date of the Staff Recognition Luncheon has changed due to Dr. Dunn’s schedule. It will be Tuesday, August 4. The Way to Go Award nominations have decreased. She asked that staff encourage recipients of good deeds to nominate the person who performed the deed. Faculty, staff, students, and community members may submit nominations.

**Staff Special Events Committee:** Christian Cruce reported that the April 16 staff rebate meal raised money for the staff book scholarship. Additional rebate meals will be scheduled.

**Communications Committee:** Lana Jennings presented the article deadline and mailing schedule for the August Staff Congress newsletter. Newsletter items are due August 6. The newsletter will include recipients of the Staff Excellence Award and Years of Service Awards.

**Working Conditions Committee:** No report.

**AD-HOC COMMITTEES:**

**Salary and Benefits Equity Research Committee:** No report.

**Staff Congress Foundation Book Scholarship Committee:** No report.

**Staff Recognition Award Changes:** Debbie Plummer reported on the number of nominations received to date for the Staff Excellence Award.

**Staff Congress Bylaws Review Committee:** Orville Herndon presented the proposed changes to Bylaws Article VI: Standing Committees, which were previously presented at the April Staff Congress meeting. Orville made a motion to accept the changes to Bylaw Article VI as presented. The motion was seconded. President Phil Schooley asked if there was any discussion. There was none. A hand vote was taken: 15 approved; 0 opposed.
Orville presented the proposed changes to By Law Article I: Representatives. Discussion followed regarding some of the wording. Orville will present an updated version of proposed changes (as discussed as today’s meeting) at the next Staff Congress meeting. Suggestions may be emailed to Orville.

Orville answered questions about whether or not to publish the number of votes received by candidates at Staff Congress elections. Phil Schooley suggested discussing this topic further at next month’s Staff Congress meeting.

UNIVERSITY-WIDE COMMITTEES:

**Faculty and Staff Insurance and Benefits Committee:** Orville Herndon reported that the committee’s final meeting of the spring semester was held on May 1. The committee submitted a list of recommendations to Human Resources Director Tom Hoffacker. The list will also be given to MSU administration. The committee will meet again when any relevant information develops. The university’s insurance consultants will be giving information to the Faculty and Staff Insurance and Benefits Committee related to the items on the committee’s wish list.

**Intercollegiate Athletic Council:** Michael Busby reported that the senior athlete exit interviews have been completed.

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

**Judicial Board:** No report.

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

**Staff Regent Report:** Staff Regent Gina Winchester thanked Orville Herndon and the Bylaws Review Committee for the work they have done on the Bylaws, noting that the process of evaluating them for potential changes is very tedious and time consuming. She thanked Dr. Dunn for encouraging staff to become involved in Staff Congress and thanked those who ran for Staff Congress. She reminded staff that the Staff Congress meetings are open forums.

She complimented the Board of Regents for its decisions at its April 13 special called meeting. She noted that the tuition task force, which presented at the meeting, was composed of residents, community members, and parents who considered what would be best for the university. Comments presented by faculty, staff, and students at the special called meeting were also taken into consideration. Although the Board rescinded its decision on May 7 in order to comply with the CPE mandate, the discussion was productive for future tuition considerations. The CPE meeting scheduled for May 22, in the Curris Center Small Ballroom at 10:00, will be open to the public. She encouraged the campus community to attend the meeting and show support for Dr. Dunn and the university.

She acknowledged that all staff work hard at MSU, especially with the implantation of the ERP system and deserve a pay increase. She added that the administration is aware of this and continues to work toward that goal. The next Board of Regents meeting will be held on May 29.

Orville Herndon thanked Debbie Plummer, Marion Hale, and Phil Schooley for also working on the Bylaw revisions.

The question was asked if vacant positions would be frozen or eliminated. Josh Jacobs responded that this has not been discussed.

**OLD BUSINESS:** None.

**NEW BUSINESS:** Staff Congress Executive Committee elections will be held at the June Staff Congress meeting.

**Adjournment:** Debbie Plummer made a motion to adjourn. The motion was seconded, and the motion carried. The meeting was adjourned at 3:02 p.m.