Murray State University Staff Congress Draft Minutes for October 8, 2008 Curris Center: Mississippi Room Updated November 6, 2008

PRESENT: Vicki Anderson, Cathy Bazar, Terri Benton, Terry Burgess, Michael Busby, Christian Cruce, Kim Griffo, Marion Hale, Orville Herndon, Wade Herndon, Lana Jennings, Tresa Jones, Tommy Kimbro, Shelia Lamb, Aleeah McGinnis, Norma Sue Miller, Jane Page, Debbie Plummer, Sheri Riddle, Phil Schooley, Mark Shearer, and Becky Wilder. Guests: David Borum, *Murray State News*; Josh Jacobs, Chief of Staff; Don Robertson, Vice President for Student Affairs; Hawkins Teague, *Murray Ledger and Times*; and Gina Winchester, Staff Regent.

CALL TO ORDER: Staff Congress President Phil Schooley called the meeting to order at 1:34 p.m.

REPORTS FROM SPECIAL GUESTS:

Josh Jacobs, Chief of Staff announced upcoming university events. October 26-28, the NCAA Peer Review Team will be on campus to evaluate MSU's compliance with NCAA requirements. The review occurs on a 10-year cycle. The university has submitted a self-study report and solicited input from staff, faculty, students, and the community. The final report will be presented in 2009.

Homecoming is October 11. The Heart Walk will be held on October 18. Wal-Mart will present a conference on sustainability on October 29 in the Dance and Rocking Chair Lounges in the Curris Center. Local businesses will participate in the conference. The event will highlight related MSU activities and research. Presentations on green topics and local ecology will be made in the Barkley Room.

Don Robertson, Vice President for Student Affairs, reported that the construction of Richmond College is on schedule. The building will be turned over to MSU by August 2009, for students to occupy during the fall semester. On-site admissions to MSU are being conducted at area high schools for students who have appropriate documentation. A career fair was held on October 1. Over 1,100 students and approximately 94 companies participated in the event. Many employers who attended the fair made positive comments about the quality of the students and the treatment the employers received at the event. Former MSU President Kala Stroup is on campus to present awards to the MSU American Humanics program. This is the 25th year the American Humanics Youth and Non-profit Program has been on campus. MSU has the largest and most successful program in the nation.

APPROVAL OF MINUTES: A motion was made by Terry Burgess to approve the minutes. The motion was seconded. Discussion followed, with Norma Sue Miller making a motion to amend the minutes. The motion was seconded. The motion passed. The minutes were approved as amended.

TREASURER'S REPORT: Treasurer Debbie Plummer presented the July Treasurer's Report. Orville Herndon made a motion to approve the Treasurer's Report as presented. Marion Hale seconded. There was no discussion. The motion carried. Debbie was unable to obtain the August and September Reports.

STANDING COMMITTEE REPORTS:

Executive Committee Report: No report.

<u>Personnel Policies/Benefits Committee</u>: Michael Busby said that the items on today's Staff Congress meeting agenda ("grandparents" wording addition to Sick Leave Policy, Interim Policy, Discretionary Day, and Office Skills Test) are under review by the President's Office. The items will be also reviewed by the new Human Resources Director.

<u>Credentials and Elections Committee</u>: Orville Herndon distributed a tentative timetable for the Staff Regent Election which is scheduled for March 13. The committee plans to present the finalized schedule at the November Staff Congress meeting. The committee welcomes suggestions regarding the election.

<u>Staff Recognition Committee</u>: Sheri Riddle brought displays for the "Way to Go" Award nomination forms. Aleeah McGinnis drew the names of the quarterly winners from "Way to Go" nominees. The following names were drawn: Office Category--Sheri Fortner, Humanities and Fine Arts; General Category--Eddie Turner, Wellness Center; Executive Category--Rachel Hudson, Breathitt Veterinary Center. The next drawing will be held in January.

Sheri distributed folders containing Years of Service Awards for staff who did not attend the Staff Luncheon. Staff Congress members took the awards to give to those co-workers.

Staff Special Events Committee:

Christian Cruce reminded everyone that proceeds from the October 9 Rebate Day at Sirloin Stockade will go to the Heart Walk.

Cathy Bazar distributed a list of business offering discounts to MSU employees. She thanked those who called the businesses to ask if discounts were offered. The information will be put in the *Roundabout* and Staff Congress newsletters. Terry Burgess will put a link from the Staff Congress website to the discount list. Names of additional businesses offering discounts may be given to Cathy.

Cathy said that Tango the Clown will make balloon animals at the Children's Christmas Party. Santa will also be at the party. Cathy reported that Tresa Jones talked to Food Services regarding food for the Staff Christmas Party. Food Services will provide popcorn for the Children's Christmas Party. Also, Staff Congress has received approval via an opt-out form to purchase children's party items at Wal-Mart.

Cathy said that Josh Jacobs obtained the rules and regulations for fundraising via a raffle. Proceeds will go to the staff textbook scholarship. Staff Congress will plan to have a raffle at the Staff Christmas Party. Norma Sue Miller is going to ask local businesses for donations of raffle prizes.

Staff Congress President Phil Schooley thanked the Special Events Committee and Josh Jacobs for obtaining information about raffles and working to organize one. He noted that the Staff Christmas Party will be held from 1:00 to 3:00, a change from the originally scheduled time.

<u>Communications Committee</u>: Lana Jennings reported that the committee is in the process of composing a newsletter. The committee welcomes suggestions for newsletter items.

Terry Burgess suggested that the newsletter include a reminder about open enrollment for 2009 insurance.

Working Conditions Committee: No report.

AD-HOC COMMITTEES:

Salary and Benefits Equity Research Committee: No report.

<u>Staff Congress Foundation Book Scholarship Committee</u>: Kim Griffo said that Linda Moore is reviewing the applications for the staff book scholarship. She hopes to announce the name of the recipient the week of October 13.

Staff Recognition Award Changes: No report.

<u>Staff Congress Bylaws Review Committee</u>: Orville Herndon reported that a petition containing proposed changes to Bylaw 2 and the signatures of five Staff Congress members has been submitted to Staff Congress President Phil Schooley. Orville distributed copies of the current wording of and proposed changes to Bylaw Article 2. He explained the proposed changes.

<u>Staff Handbook Review Committee</u>: Michael Busby said that the committee met September 17. Committee members are reading the Staff Handbook, the Personnel Policies and Procedures Manual, and the Board of Regents Manual in order to evaluate them for needed revisions. The Personnel Policies and Procedures Manual and the Staff Handbook are available on MSU's website.

UNIVERSITY-WIDE COMMITTEES:

<u>Faculty and Staff Insurance and Benefits Committee</u>: Terry Burgess reported that the committee met September 19 and October 3. Insurance premium rates for 2009 have been set and were distributed via email. The committee appreciates the efforts of Dr. Dunn and Tom Denton in determining the university's portion of the premium. Open enrollment will be held during the week of October 20. In November, the committee will begin to discuss insurance for 2010.

MSU will hold flu shot clinics. The Health Fair was well attended.

In the November newsletter, Terry would like to begin an education program from the Faculty and Staff Insurance and Benefits Committee to the university community informing employees about MSU's self-insured status.

Phil Schooley thanked the committee members for their hard work.

<u>Intercollegiate Athletic Council</u>: Michael Busby said that the committee will meet October 15. He usually receives the agenda and notice of the meeting time and location the day before the meeting.

Naming Campus Facilities Committee: No report.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.

<u>Staff Regent Report</u>: Staff Regent Report: Staff Regent Gina Winchester passed along thanks on behalf of several staff who emailed her concerning the work of the Faculty and Staff Insurance and Benefits Committee members as to the setting of the recent insurance rates. She has written a letter publicly thanking that group for its hard work which will appear in the next Staff Congress Newsletter. The next Board of Regents meeting is scheduled for November 14. She will share the agenda when it is available.

On September 29, Gina attended the Governor's Conference for State Institution Board Members. At the conference, Dr. Dunn spoke on outreach. The governor spoke on tuition and funding at the state level.

She also attended the CPE meeting on September 28. The CPE approved additional money for Murray State through the regional stewardship efforts. Gina met with four other Staff Regents from across the state. At that meeting, she learned that the faculty regents and the student association presidents have each formed an organized group which meets regularly. The staff regents are going to work to form an organized group as well.

To date, Gina has received 319 staff surveys. Today is the deadline to submit the completed surveys. She hopes to have the results compiled in approximately two weeks. Copies will be given to the university administration and to Staff Congress.

Gina plans to attend the Staff Appreciation Luncheon at the Breathitt Veterinary Center on October 24.

Sheri Riddle said that staff have requested she ask if MSU will provide a childcare facility for employees. Gina noted that the request had also come through the staff surveys.

<u>OLD BUSINESS</u>: Sheri Riddle said that after this year's Staff Luncheon, Staff Congress discussed moving the luncheon to an earlier date. She checked the Curris Center for availability on August 5 or 6 and submitted the dates to Sharion Meloan and Tom Denton. They suggested that some staff might not be back on-campus that early in the month and suggested August 12. School starts August 19. Discussion followed.

NEW BUSINESS: None.

<u>Adjournment</u>: Orville Herndon made a motion to adjourn. Debbie Plummer seconded, and the motion carried. The meeting was adjourned at 2: 42 p.m.