Murray State University Staff Congress
Draft Minutes for July 18, 2012
304 North Applied Science Building

PRESENT: Cathy Bazar, Tami Dandeneau, Laura Lohr Dziekonski, Marion Hale, Amber Harris, Orville Herndon, Dana Howard, Ann Matheny, Jerry O’Bryan, Evan O’Neal, Sheri Riddle, Tressa Ross, Stephanie Totty, Tim Williams, Lisa Willis, Dwaine Willoughby, Janeen Winters, and John Young. Guests: Dr. Josh Jacobs, Chief of Staff; and Phil Schooley, Staff Regent.

CALL TO ORDER: Staff Congress President John Young called the meeting to order at 1:33 p.m. For the benefit of new members, he asked everyone to introduce himself.

REPORTS FROM SPECIAL GUESTS:
Dr. Josh Jacobs, Chief of Staff: Dr. Josh Jacobs reported the summer camps are going well. He complimented Janeen Winters and Continuing Education/Academic Outreach department for their department’s successful summer programs. He said the focus is now on preparations for the fall semester. Dr. Dunn has been given the names of persons who have been recommended for the Budget Planning and Review Teams. The formation of the teams was approved by the Board of Regents at its June meeting. The college deans have a deadline of August 1 to report back to Dr. Dunn on the formation of the teams. Dr. Dunn will meet with the teams and give them their charge. Josh answered questions. The practice facility construction and Elizabeth Hall renovation are on schedule.

Jerry O’Bryan thanked Josh for following up on the vehicle safety issue. Josh complimented Jerry O’Bryan and Dickie Turner, Assistant Director of Transportation, for tracking vehicle usage and keeping the vehicles safe and useable for as long as possible. Josh added that Mark Welch and Community Relations collaborated to develop a new logo for the vehicles. Red vehicles being retired from the transportation fleet are being replaced by white and blue vehicles.

Josh noted that fall enrollment looks strong. Dana Howard said the Study Abroad 101 group left today for Ecuador. Josh elaborated on this class for incoming freshman. He welcomes calls and emails.

Staff Regent Report: Staff Regent Phil Schooley said the Board of Regents’ retreat is scheduled for September 6 and the next regularly scheduled meeting will be held on September 7.

APPROVAL OF JUNE MINUTES: Orville Herndon noted that in the June minutes, on page 3, under New Business, paragraph 7, sentences 4 and 6 incorrectly state that Robert’s Rules of Order addresses online voting. Marion Hale pointed out that in the same paragraph, sentences 4 and 5 should say that the newest edition of Robert’s Rules of Order is the eleventh edition, not the tenth edition. Laura Lohr Dziekonski made a motion to approve the minutes as corrected. Tressa Ross seconded, and the motion carried.

APPROVAL OF JUNE TREASURER’S REPORT: As outgoing treasurer and on behalf of incoming treasurer Debbie Plummer who was unable to attend today’s meeting, Laura Lohr Dziekonski presented the June Treasurer’s Report and the End-of-Year Treasurer’s Report and. Tressa Ross made a motion to approve both reports as presented. Dana Howard asked about adding the printing cost for the Staff Excellence nomination forms if paper copies are mailed next year. Laura replied that if needed, a line would be added for that in the budget. Marion Hale seconded and the motion carried.

STANDING COMMITTEE REPORTS:
Executive Committee: John Young reported that Marion Hale will be the Staff Congress Parliamentarian for 2012-2013. Staff Congress will obtain a copy of the eleventh version of Robert’s Rules of Order. He will inform Staff Congress of the schedule of Faculty and Staff Leadership meetings with Dr. Dunn for 2012-13.

At the September Staff Congress meeting, Dr. Jay Morgan, Associate Provost of Graduate Studies, will discuss preparations for the SACS re-accreditation. John reminded staff to return reservation forms for the upcoming Staff Appreciation Luncheon. Staff Congress committee preference forms will need to be returned to him by the end of today’s Staff Congress meeting.

Personnel Policies and Benefits Committee: No report.

Credentials and Elections Committee: Orville Herndon read Anthony Jones’ letter resignation from Staff Congress. Anthony’s resignation creates a vacancy in the General/Facilities Management Category. The person who received the next highest number of votes in the April 2012 Staff Congress Election has been contacted. He plans to speak with his supervisor before deciding whether or not to accept the appointment to Staff Congress.
Staff Recognition Committee: Dana Howard reported that approximately 70 nominations have been received for the Staff Excellence Award. The Staff Excellence Award nomination committee will be appointed this week and will begin meeting to choose award winners. She has heard many compliments on the online nomination form.

Letters have been mailed to businesses and campus departments inviting them to participate in the Vendor Fair to be held at 11:00 a.m., prior to the Staff Recognition Luncheon which begins at 12:00 noon on August 7. Parking permits will be available for purchase at the vendor fair. The Staff Recognition Committee and Executive Committee will meet after today’s Staff Congress meeting to choose the luncheon menu.

Dana asked that Congress members arrive at the luncheon early in order to greet staff. Staff Congress members do not set up before or clean after the meal. She asked staff to encourage their co-workers to return their luncheon reservation forms. Discussion followed concerning comments received after last year’s luncheon. Dana and the Staff Congress Executive officers have discussed the comments with Sharion Meloan and Tom Denton of Finance and Administrative Services.

John Young added that in order to obtain a permit from Public Safety at the Vendor Fair, vehicles musts be pre-registered with Public Safety online.

Cathy Bazar asked if Staff Excellence Award recipients receive copy of the nomination form submitted about them. Dana replied that this request should be forwarded to Sharion Meloan and Tom Denton who work with the completed nomination forms. Staff Congress does not receive the complete nomination forms and does not assist in determining award recipients. Discussion followed about where to place vendor tables at the luncheon in order to avoid slowing down the buffet line.

Staff Special Events Committee: Janeen Winters said that with the start of the new fiscal year and new budget, the Staff Special Events Committee will replenish the supplies depleted last year for the Children’s Christmas Party and the Staff Reception. The supply company is currently offering a sale and free shipping.

Communications Committee: Laura Lohr Dziekonski will set a deadline for newsletter items after the next Staff Congress meeting.

Working Conditions Committee: Jerry O’Bryan said some staff have asked about the openness of Staff Congress meetings. President John Young responded that Staff Congress meetings are open to the public. Sheri Riddle added that the meetings may be heard live online via Collaborate. The link to the Collaborate session is posted on the Staff Congress webpage.

Jerry said staff have approached him with concerns in their work area. Discussion followed. John Young noted that the Congress can pass along concerns and work to address them, but it cannot necessarily solve issues.

Cathy Bazar asked if the form developed by the Working Conditions Committee for staff to submit concerns can have signature tracking lines added. Each department reviewing the form would sign it. When the form has been full routed, it would be returned to the Working Conditions Committee. This would enable the committee to report the status of the form and the outcome of the inquiry.

Staff Congress Foundation Book Scholarship Committee: Debbie Plummer is out-of-town. John Young said that Debbie will schedule a meeting with her committee soon. Laura Lohr Dziekonski read a thank you note from textbook scholarship recipient Tracy French. She will give the note to Debbie.

UNIVERSITY-WIDE COMMITTEES:
Faculty and Staff Insurance and Benefits Committee: Stephanie Totty said the University-wide Faculty and Staff Insurance and Benefits Committee will meet August 24 at 8:30 a.m., in 304 North Applied Science.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities: John Young said Christian Cruce was unable to attend today’s meeting and emailed him that the committee has no report.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.
International Studies Advisory Committee: John Young said the next meeting is scheduled for September 12.

OLD BUSINESS:
Staff Handbook Review: Orville Herndon discussed Staff Handbook revisions he received today from Dr. Josh Jacobs. Earlier today, Orville emailed the revised Staff Handbook to Congress members and copies were distributed at today’s meeting. Orville Herndon made a motion to present the latest version of the Staff Handbook to the Board of Regents for Approval. Marion Hale seconded. President John Young asked if there was any discussion. Discussion followed. Tami Dandeneau amended the motion to include a clickable link on page 7 in the Staff Handbook for the title “Outline of Personnel Policies and Procedures Manual.” Orville Herndon seconded the amendment. President John Young asked if there was any discussion to the amendment. There was none. The amendment carried. He asked if there was any discussion on the amended motion. There was none. The amended motion carried.

Staff Congress Banner: Laura Lohr Dziekonski presented a draft for the Staff Congress banner and discussed the cost of the banner and display stand. Discussion followed. John Young suggested that the Communications Committee draft a new banner based on today’s discussion.

NEW BUSINESS:
Staff Congress 2012-2013 Meeting Schedule: John Young distributed the proposed schedule of Staff Congress meetings for 2012-2013. John read Staff Congress Bylaw Article IV, Section 1, pertaining to meeting times and dates. He noted that the proposed dates for the November, December, and March meetings occur on the second Wednesday of the month rather than the third Wednesday due to holidays. Laura Lohr Dziekonski made a motion to approve the meeting schedule as presented. Tim Williams seconded, and the motion carried.

Staff Congress Committees: John Young said the Executive Officers will meet to appoint Congress members to committees.

ADJOURNMENT: The meeting was adjourned at 2:30 p.m.