Murray State University Staff Congress
Draft Minutes for November 14, 2012
304 North Applied Science Building

PRESENT: Cathy Bazar, Terri Benton, Shanna Burgess, Marion Hale, Amber Harris, Orville Herndon, Lana Jennings, Laura Lohr-Dziekonski, Ann Matheny, Margie Miller, Jerry O’Bryan, Evan O’Neal, Kerry Pinkston, Chuck Plummer, Debbie Plummer, Sheri Riddle, Tressa Ross, Billy R. Russell, Stephanie Totty, Daniel Williams, Tim Williams, Lisa Willis, Dwaine Willoughby, Jason Willoughby, Gina Winchester, and John Young. Guests: Lynn Fromm, Nurse Practitioner at Health Services; Dr. Joshua Jacobs, Chief of Staff; Judy Lyle, Interim Associate Director of Health Services; Kim Paschall, Interim Director of Health Services; and Phil Schooley, Staff Regent.

CALL TO ORDER: Staff Congress President John Young called the meeting to order.

REPORTS FROM SPECIAL GUESTS:
Judy Lyle, Interim Associate Director of Health Services: Judy Lyle, Interim Associate Director of Health Services, introduced Kim Paschall, Interim Director of Health Services, and Lynn Fromm, Nurse Practitioner at Health Services. Ms. Lyle asked Congress members to encourage their co-workers to use Health Services for cost-savings to the employees and the university. She reviewed the hours of operation and services available at Health Services, including some wellness care. Some services provided do not require a co-pay as off-campus practices would require. She welcomes input and suggestions. Ms. Lyle noted that the free flu shots available at Health Services for employees have been provided by Human Resources. She distributed Health Services informational brochures for staff to share with co-workers.

Dr. Josh Jacobs, Chief of Staff: Dr. Josh Jacobs reminded staff that using Health Services reduces costs to the university which is a self-insured entity. He reviewed the timeline for the Thanksgiving holiday closure, finals, and commencement. The Board of Regents will meet on December 14. He reported on the progress of the university’s education facility in Paducah which has an anticipated opening date of January 2014.

Dr. Jacobs gave an update on the Provost search. The November 16 edition of the Roundabout e-newsletter will include a press release containing the names of the Provost Search Committee members. July 1 is the estimated starting date for the new Provost. The current Provost, Bonnie Higginson, will complete her term on June 30 and then return to the classroom as a part-time faculty member. Dr. Jacobs answered questions.

APPROVAL OF OCTOBER MINUTES: Tressa Ross made a motion to approve the October minutes as presented. Chuck Plummer seconded, and the motion carried.

APPROVAL OF OCTOBER TREASURER’S REPORT: Treasurer Debbie Plummer presented the October Treasurer’s Report. Laura Lohr-Dziekonski made a motion to approve the October Treasurer’s Report as presented. Daniel Williams seconded, and the motion carried.

Staff Regent Report: Staff Regent Phil Schooley distributed copies of suggestions received to date from this fall’s Staff Survey. Approximately 45% of staff has responded to the survey so far. An email reminder will be sent later in November and again in early December to those who have not completed the survey. He hopes to have a final response rate of at least 50%.

New Business:
John Young reported that the Staff Congress Executive Committee met approximately three weeks ago, about two weeks after Dr. Dunn’s State of the University address. The Staff Congress Executive Committee recommends that Staff Congress submit to the Board of Regents a resolution in support of Dr. Dunn. Discussion followed, including whether or not to wait for the Staff Survey results before potentially drafting a document in support of Dr. Dunn. The Staff Survey will end on December 14, the day of the Board of Regents meeting. It was noted that the 2012 Staff Survey does not ask questions specific to the university president. Phil Schooley suggested Congress members informally ask co-workers for feedback on the topic of a resolution of support for Dr. Dunn.

John Young asked whether or not Staff Congress members want to pursue a resolution at today’s meeting. Debbie Plummer made a motion to pursue a resolution in support of Dr. Dunn. Kerry Pinkston seconded, and the motion carried.

John Young asked if Congress members want to draft a resolution at today’s meeting or at the next Staff Congress meeting. Waiting until the next Staff Congress meeting to draft a resolution would allow members to discuss the subject with their co-workers.
Additional discussion followed including whether to write a resolution from Staff Congress or a statement of support which could be signed by individual staff members at the Staff Holiday Reception in December.

Orville Herndon made a motion to table until the next Staff Congress meeting the issue of a resolution in support of Dr. Dunn. Daniel Williams seconded. Orville Herndon withdrew the motion. John Young said the Staff Congress Executive Committee will develop a simple statement of support for Dr. Dunn.

STANDING COMMITTEE REPORTS:
Executive Committee: John Young reported on the recent QEP meeting. A QEP program has been selected: Application of Knowledge and Skills in a Real-World Setting. John thanked staff for responding to the survey to help chose the QEP instrument. Three fourths of the survey respondents, which included staff, faculty, students, and alumni, preferred the program which was ultimately selected.

On November 9, the Staff Congress Executive Committee and Staff Regent Phil Schooley meet with Dr. Dunn, Dr. Jacobs, and the Faculty Senate representatives at the Faculty and Staff Leadership Meeting.

Credentials and Elections Committee: Orville Herndon said that on October 18 of this year, Becky Wilder submitted her resignation from Staff Congress, citing health issues and changes in her work responsibilities. Orville explained that according to the Staff Congress Bylaws, the candidate who received the next highest number of votes in the same category as the resigning member is eligible to fill the vacancy for the remainder of the term. Ms. Wilder served in the At-Large Category. All four candidates in the At-Large Category for the April 2012 Staff Congress election are currently serving on Staff Congress. The person on the ballot in any category who received the next highest number of votes is eligible to complete Becky’s term. That candidate is Gina Winchester. Orville Herndon made a motion to appoint Gina Winchester to complete the remainder of Becky Wilder’s term which expires in 2014. Stephanie Totty seconded, and the motion carried.

Staff Recognition Committee: No report.

Communications Committee: Laura Lohr-Dziekonski reported that the Communications Committee will be preparing flyers for the upcoming Children’s Christmas party and Staff Holiday Reception. She might ask Phil Schooley to email his mailing list with reminders for those events.

Working Conditions Committee: No report. Jerry O’Bryan said the Working Conditions Committee will meet the near the end of the fall semester or the beginning of the spring semester.

Staff Congress Foundation Book Scholarship Committee: Debbie Plummer reported that the Scholarship Committee met and chose two scholarship recipients: Lincoln Miller, son of Donna Miller, and Brannon Sanford, son of Kenny Sanford. She plans to include photos of the scholarship recipients in an upcoming Staff Congress newsletter. She emailed the other applicants, reminding them that they may re-apply for the scholarship next semester. The Scholarship Committee will meet to review scholarship application guidelines.

Personnel Policies and Benefits Committee: Stephanie Totty reported that she is working with Tom Hoffacker and Mary Mays in Human Resources to draft a reminder to employees about the KTRS retirement insurance information. The Personnel Policies and Benefits Committee did not meet last month. The committee will meet after the spring semester begins.

UNIVERSITY-WIDE COMMITTEES:
Faculty and Staff Insurance and Benefits Committee: Stephanie Totty said the Faculty and Staff Insurance and Benefits Committee will meet Friday, November 16, at 8:15 a.m.

Intercollegiate Athletic Council: No report.

Naming Campus Facilities: John Young said Christian Cruce emailed him that naming proposals will be presented at the next Board of Regents meeting. The proposals cannot be discussed at this time.

Judicial Board: No report.

Sick Leave Appeals Committee: No report.
**International Studies Advisory Committee:** No report. John Young said the International Studies and Advisory Committee will meet at 3:00 today.

**Budget Planning and Review Teams:** No report. John Young noted that Phil Schooley reported that work is progressing on the Budget Planning and Review Teams.

**STAFF CONGRESS COMMITTEE**

**Staff Special Events Committee:** Shanna Burgess distributed volunteer sign-up sheets for the Children’s Christmas Party and Staff Holiday Reception. Curris Center staff will set up the rooms for the events. She has discussed the room layouts with Shari Wilkins in the Curris Center Scheduling Office. Those who did not bring candy for the Children’s Christmas Party to today’s meeting can bring it to her office or she will pick it up if needed by November 29.

Discussion followed concerning whether to print event flyers and mail to all employees or to mail to each department for distribution and posting. The group consensus was to send flyers to departments for distribution and posting. Shanna added that a decorated box is needed to collect letters to Santa which will be written by children attending the Children’s Christmas Party.

The Children’s Christmas Party will be held December 1, from 1:00 to 3:00 p.m. The Staff Holiday Reception is scheduled for 1:00-4:00 p.m., on December 11.

**OLD BUSINESS:**
Tressa Ross asked if Staff Congress could promote Health Services or send out a reminder to staff about the facility. Discussion included providing some Health Services flyers at the Staff Holiday Reception. It was also suggested that computers be available at the reception to allow staff to complete the online health assessment. It was suggested that Health Services may want to host a table at the Staff Recognition Luncheon Vendor Fair.

Tim Williams said an employee asked that Tim to present a concern about the menu prices at the T-Room in relation to the quantity of food provided. Terri Benton, Staff Congress member and Associate Director of Food Services and the T-Room, said Food Services conducts market basket comparisons of the amount of food provided for the price paid at campus dining facilities and local restaurants. These comparisons show the T-room provides the better deal.

**NEW BUSINESS:**
John Young welcomed Gina Winchester to Staff Congress.

**ADJOURNMENT:** Tim Williams made a motion to adjourn. Gina Winchester seconded, and the motion carried. The meeting was adjourned at 2:55 p.m.