Murray State University Staff Congress Draft Minutes for February 20, 2013 304 North Applied Science Building

PRESENT: Cathy Bazar, Shanna Burgess, Christian Cruce, 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, Jason Willoughby, Gina Winchester, Janeen Winters, and John Young. Guests: Tom Hoffacker, Director of Human Resources; Dr. Don Robertson, Vice-President for Student Affairs; and Phil Schooley, Staff Regent.

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

REPORTS FROM SPECIAL GUESTS:

<u>Dr. Don Robertson, Vice-President for Student Affairs:</u> Dr. Robertson reported on the open house for admitted students and the dedication of the Pit Stop at Regents Residential College. The report has been received from the consulting firm which evaluated and made recommendations concerning campus student housing. Dr. Robertson provided an update on completed and scheduled housing renovations as well as plans for upcoming Summer Orientations. He welcomed questions.

<u>Tom Hoffacker, Director of Human Resources</u>: Tom Hoffacker said the Financial Well-Being and Retirement Fair will be held April 8-11. He answered questions.

Staff Regent Report: Staff Regent Phil Schooley distributed copies of his report and elaborated on some of the items in the report. Final reports from the Budget Planning and Review Teams will be submitted to the President's Office on February 25. The schedule of campus-wide forums for presentation of the BPRT recommendations will be announced. The Board of Regents will meet March 14 and 15.

APPROVAL OF JANUARY MINUTES: Lana Jennings pointed out that in the second sentence of Dr. Dunn's report, the word "regarding" should be deleted. On page 2, in the first sentence of the report from the Personnel Polices and Benefits Committee, in the phrase "Insurance and Benefits Committee ask for" the word "for" should be replaced with the word "that."

Tom Hoffacker said that in his comments, second paragraph, third sentence, the word "major" should be added so that the sentence reads as follows: "One major requirement is that employees working 30 or more hours per week are eligible for health insurance

Laura Jennings made a motion to approve the January minutes as corrected. Christian Cruce seconded, and the motion carried.

APPROVAL OF JANUARY TREASURER'S REPORT: Treasurer Debbie Plummer presented the January Treasurer's Report. Orville Herndon made a motion to approve the January Treasurer's Report as presented. Tim Williams seconded, and the motion carried.

STANDING COMMITTEE REPORTS:

Executive Committee: John Young said most of the Executive Committee items for today's Staff Congress meeting were included in the Staff Regent report. He added that at the recent Faculty and Staff Leadership meeting, Dr. Jack Rose gave a report on the Provost search.

<u>Credentials and Elections Committee:</u> Orville Herndon distributed a copy of the Staff Congress Election Calendar to be voted on later in today's meeting. He distributed copies of the draft version of Staff Congress Election Candidacy Intent Form. Cathy Bazar made a motion to approve the Staff Congress Candidacy Intent Form as presented. Debbie Plummer seconded, and the motion carried. Orville read the names of Staff Congress members whose terms will expire this year.

Staff Recognition Committee: No report. Dana Howard is on maternity leave.

Staff Special Events Committee: No report.

<u>Communications Committee</u>: Laura Lohr-Dziekonski said the committee would like to mail a Staff Congress newsletter, with Staff Congress Election information, by the end of March.

<u>Working Conditions Committee</u>: Jerry O'Bryan said he has referred employees to the concerns and comments form developed by the Working Conditions Committee and posted on the Staff Congress webpage, but no completed forms have been submitted.

<u>Staff Congress Foundation Book Scholarship Committee</u>: Debbie Plummer announced that Vicki Anderson is the staff recipient of the Staff Congress Foundation Textbook Scholarship for the spring semester. Debbie distributed a draft of the revised textbook scholarship application guidelines. Laura Lohr-Dziekonski complimented Debbie for her work with the scholarship.

<u>Personnel Policies and Benefits Committee</u>: John Young reminded everyone of the upcoming health fair. He said a question has been raised about the Dining Dollars benefit. Tom Hoffacker answered questions about the Dining Dollars.

UNIVERSITY-WIDE COMMITTEES:

Faculty and Staff Insurance and Benefits Committee: Orville Herndon reported that the Faculty and Staff Insurance and Benefits Committee will meet the second Friday in March. The committee is developing the "wish list" of suggestions for 2014 insurance. Staff and faculty can contact committee members with suggestions for 2014 insurance. Sheri Riddle said that the Faculty and Staff Insurance and Benefits Committee has formed a subcommittee to work on a Sick Bank Policy and employee childcare. Staff and faculty should inform committee members of suggestions for those topics.

Intercollegiate Athletic Council: No report.

<u>Naming Campus Facilities</u>: Christian Cruce said a naming proposal will be presented later this semester to the Board of Regents for approval.

Judicial Board: No report.

<u>Sick Leave Appeals Committee</u>: Lana Jennings reported that the Sick Leaves Appeals Committee met on February 1 to review two cases. The committee's decision has been forwarded to the university Vice-Presidents.

<u>International Studies Advisory Committee</u>: John Young reported that the International Studies Advisory Committee met on February 13. David Pizzo will succeed Fred Miller as chair of the committee. At an upcoming International Studies Advisory Committee meeting, John will report on the interaction between Staff Congress members and the international community.

<u>Budget Planning and Review Teams</u>: John Young said the Budget Planning and Review Teams' final reports are due in the President's Office by February 25. The public forums will be held the week of March 11, with the specific schedules and locations to be announced. Staff Regent Phil Schooley and Staff Congress President John Young recognized staff for their diligent work on the Budget Planning and Review Teams.

OLD BUSINESS:

Presidential Support Resolution: President John Young referred to the minutes of the February 2, 2013 Board of Regents Ad Hoc Contract Review Committee which were distributed by Phil Schooley earlier in today's Staff Congress meeting. In regards to item 2 of the minutes, Statements and Resolutions Addressing Contract Renewal, John asked if Staff Congress members would like to prepare and forward to the Board of Regents a resolution in support of President Dunn. Discussion followed. Orville Herndon made a motion to form an ad hoc committee to prepare a resolution, in support of President Dunn, to be considered for approval by Staff Congress. If approved by the Staff Congress, the resolution is to be forwarded to the Board of Regents. Laura Lohr-Dziekonski seconded. Discussion followed. The motion carried. John Young asked for volunteers to serve on the ad hoc committee. The following Congress members volunteered for the committee: Orville Herndon, Laura Lohr-Dziekonski, Tim Williams, Gina Winchester, and John Young, ex-officio.

NEW BUSINESS:

Staff Congress March Meeting Schedule: John Young noted that the March Staff Congress meeting is scheduled for March 13 due to Spring Break the following week. He announced a special-called Staff Congress meeting to be held on March 6 at 1:30 p.m., in Freed Curd Auditorium of the Industrial and Technology Building. At that meeting, Dr. Dunn will present a draft of the Budget Planning and Review Team recommendations and answer questions regarding the document. After the presentation of the BPRT report, the Staff Congress resolution in support of Dr. Dunn will be presented for consideration by Staff Congress.

Discussion followed concerning the date of the regular monthly Staff Congress meeting for March. Debbie Plummer made a motion to move the March 13 Staff Congress meeting to March 27 at 1:30 p.m., in Room 304 of the North Applied Science Building. Tim Williams seconded. President John Young asked if there was any discussion. There was none, and the motion carried. Gina Winchester asked that information from the Health Fair be provided at the March 27 Staff Congress meeting. Laura Lohr-Dziekonski noted that anyone wanting to make a recommendation regarding the budget can do so by visiting the President's web page using the Planning link.

<u>Staff Congress Election Schedule</u>: Orville Herndon reviewed the proposed Staff Congress Election Calendar distributed earlier in the meeting. He asked if any revisions were needed. John Young noted that the March meeting date should be changed on the schedule to March 27. Orville Herndon made a motion to accept the Staff Congress Election Calendar as printed with the one correction of the March Staff Congress meeting date. Tim Williams seconded. John Young asked if there was any discussion. There was none, and the motion carried.

<u>Chronicles of Higher Education Survey</u>: Sheri Riddle noted that the "Chronicles of Great Colleges to Work for" Survey will be sent randomly to approximately 60 % of university employees on March 18. This year, the survey will include non-exempt staff.

ADJOURNMENT: Orville Herndon made a motion to adjourn. The motion was seconded, and the motion carried. The meeting was adjourned at 2:30 p.m.